

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 01/28/08		Item Number: <u>A-6</u>	
AGENDA ITEM: Approval of the Revised Classification Specification for Senior and Social Services Supervisor.			
Contact Person/Dept.: Mary Ortiz		Phone Number: 310-253-5650	
Fiscal Impact: Yes ☐ No ☒ [x]		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ [x]	Attachments: ☒ [x]
Public Notification: Master Notification List, Culver City Management Group on January 16, 2008			
Department Approval: Serena Wright 01/03/08		City Attorney Approval: Carol Schwab (by H. Baker) (01/23/08)	
Fiscal Impact Review: Jeff Muir (by M. Noller) (01/22/08)		City Manager Approval: Jerry B. Fulwood (01/23/2008)	

RECOMMENDATION

Staff recommends the City Council approve the revised Senior and Social Services Supervisor classification specification.

BACKGROUND

The recent Senior & Social Services Supervisor vacancy in the Parks, Recreation and Community Services Department has prompted Human Resources Department staff to review the classification specification to ensure that it accurately reflected the responsibilities of the position and met the needs of the organization.

DISCUSSION

An analysis of the Senior & Social Services Supervisor classification specification indicated that there was a need to update and clarify existing language in addition to documenting duties that were being performed but were not specified in the classification specification. The following significant changes have been made to the Senior & Social Services Supervisor classification specification:

- The Knowledge, Skills and Abilities section has been expanded to include references to grant preparation and administration, report writing and conflict resolution techniques.
- The Training and Experience section has been clarified to address that acceptable experience must be full-time in a recreation, social services, or

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senior adult setting. In addition, Social Work and Public Administration have been added as examples of acceptable fields of study.

The Civil Service Commission approved the revised Senior and Social Services Supervisor classification specification at the December 5, 2007 meeting (Attachment 2).

FISCAL ANALYSIS

There is no fiscal impact associated with the revised Senior and Social Services Supervisor classification specification.

ATTACHMENTS

1. Revised Classification Specification for Senior and Social Services Supervisor
2. Draft of Meeting Minutes for Civil Service Commission dated 12/05/07

MOTION

That City Council:

Approve the revised Senior and Social Services Supervisor classification specification.