

**City of Culver City, California
Agenda Item Report**

Meeting Date: 11/09/2009		Item Number: <u>C-4</u>	
CITY COUNCIL AGENDA ITEM: Approval of the Revised Classification Specification for Maintenance Electrician.			
Contact Person/Dept.: Amy Webber		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Commission Action Required: Yes ☒ No ☐		Date: <u>10/07/2009</u>	
Civil Service Commission			
Public Notification: Meetings and Agendas – City Council (11/04/09); Culver City Employees Association (11/04/09)			
Department Approval: Serena Wright (10/27/09)		City Attorney Approval: Carol Schwab (by H. Baker) (11/03/09)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (11/404/09)		City Manager Approval: Mark Scott (11/04/09)	
 <u>RECOMMENDATION:</u> Staff recommends that the City Council approve the revised Maintenance Electrician classification specification. <u>BACKGROUND:</u> As part of the routine examination preparation procedure, the Public Works Department and Human Resources Department staff have reviewed the Maintenance Electrician classification specification. The results of this review are the proposed modifications to the Maintenance Electrician specification (Attachment 1). <u>DISCUSSION:</u> The classification specification has been reviewed to ensure consistency with actual operations and to clarify the duties, required driver license, training and experience, and physical requirements and working conditions associated with the position. Significant revisions were made to the following sections: • <i>Supervision Received and Exercised</i> section was revised to clarify supervision and oversight received and direction that the Maintenance Electrician may provide to technical support staff assigned to electrical tasks.			

City of Culver City, California
Agenda Item Report

- *Minimum Knowledge, Skills and Ability* section language was changed for clarity and to provide examples of the associated codes such as National Electrical Code (NEC) and National Fire Protection Association (NFPA). In addition, the word “books” has been replaced with “manuals” to be consistent with language used throughout the specification.
- *Training and Experience* section revisions were made to reflect two training paths in which a successful incumbent could obtain training for this classification. One option is completion of two (2) years of trade school training and the second option is completion of an apprenticeship program. Either training path, in combination with the required four (4) years of journey level experience, should provide the necessary proficiency for an incumbent to perform the Maintenance Electrician essential job functions satisfactorily.
- *License and Certification* section has been modified to reflect the required commercial driver license for this classification. The Maintenance Electrician assists with duties that require the ability to drive and operate a “boom-truck” in the course of day-to-day and emergency maintenance operations - a commercial driver license is required to operate such a vehicle. Although not previously stated as such on the classification specification, possession of a Class “B” license is not a new requirement; previous incumbents possessed it and the duties and responsibilities of the position warrants it. A journey-level electrician typically would not possess a Class “B” license. Therefore, Human Resources Staff, with concurrence from the Public Works Department, is recommending a six month time period after hire to obtain the required license.

The revised classification specification has been reviewed by the affected bargaining unit, Culver City Employees Association. It has also been considered by the Civil Service Commission at their meeting of October 7, 2009 where the Commission recommended the City Council approve the revised classification specification.

FISCAL ANALYSIS:

There is no fiscal impact associated with the approval of the revised classification specification for Maintenance Electrician.

ATTACHMENTS:

1. Classification Specification for Maintenance Electrician
2. Organizational Chart for Public Works Department, Facilities Maintenance Division FY 09/10
3. Meeting Minute Excerpt for Item A-3 from Civil Service Commission meeting on 10/07/2009

City of Culver City, California
Agenda Item Report

MOTION:

That the City Council:

Approve the revised Classification Specification for Maintenance Electrician.