

MEETING DATE 9/12/05

AGENDA ITEM Consideration of Approval of the New Unclassified
Classification Specification for Cultural Affairs Coordinator,
and Rescind Resolution 2005-R056

ATTACHMENTS

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2	New Unclassified Classification Specification for Cultural Affairs Coordinator	5 – 7
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NOW THEREFORE, the City Council of the City of Culver City, California,
DOES RESOLVE as follows

2 The Classification and Salary Plan attached and labeled as Exhibit 'A' is hereby adopted effective September 12, 2005, by establishing the salary range for Cultural Affairs Coordinator to 502.

APPROVED and ADOPTED this _____ day of _____ 2005

APPROVED AS TO FORM

CAROL A SCHWAB
City Attorney

CITY OF CULVER CITY
CLASSIFICATION AND SALARY PLAN
ALLOCATION OF CERTAIN
MANAGEMENT GROUP CLASSIFICATIONS TO SALARY RANGES

Effective October 4, 2004

Classification	Salary Range	Step A	Step A Monthly Salary	Step B	Step B Monthly Salary	Step C	Step C Monthly Salary	Step D	Step D Monthly Salary	Step E	Step E Monthly Salary
Accounting Division Manager	528	34 560	5990.40	36 326	6296.51	38 182	6618.21	40 133	6956.39	42 184	7311.89
Assistant Equipment Maintenance Manager	502	30 359	5262.23	31 910	5531.07	33 541	5813.77	35 255	6110.87	37 056	6423.04
Budget Management Analyst ²	493	29 027	5031.35	30 511	5288.57	32 070	5558.80	33 708	5842.72	35 431	6141.37
Building Maintenance Supervisor	480	27 207	4713.88	28 597	4956.81	30 059	5210.23	31 595	5476.47	33 209	5756.23
Building Official	586	46 143	7998.12	48 501	8406.84	50 979	8896.36	53 583	9287.72	56 322	9762.48
Communications Supervisor ⁹	496	29 465	5107.27	30 971	5368.31	32 553	5642.52	34 217	5930.95	35 965	6233.93
Community Development Director	594	48 019	8323.29	50 473	8748.65	53 052	9195.68	55 763	9665.59	58 612	10159.41
Cultural Affairs Manager	541	36 873	6391.32	38 758	6718.05	40 738	7061.25	42 820	7422.13	45 008	7801.39
Deputy City Clerk	457	24 270	4206.80	25 500	4420.00	26 803	4643.85	28 173	4883.32	29 612	5132.75
Deputy City Treasurer	549	38 373	6631.32	40 334	6991.23	42 395	7348.47	44 561	7723.91	46 838	8118.59
Deputy Community Development Director/Planning Manager ⁴	580	44 784	7762.56	47 073	8159.32	49 478	8576.19	52 006	9014.37	54 663	9474.92
Deputy Public Works Director/Maintenance Operations	563	41 145	7131.80	43 247	7496.15	45 457	7879.21	47 780	8281.87	50 222	8705.15
Deputy Transportation Director	554	39 340	6818.93	41 351	7167.51	43 464	7533.76	45 685	7918.73	48 019	8323.29
Electrical Maintenance Supervisor	485	27 893	4834.79	29 318	5081.79	30 816	5341.44	32 391	5614.44	34 046	5901.31
Engineering Services Manager	563	41 145	7131.80	43 247	7496.15	45 457	7879.21	47 780	8281.87	50 222	8705.15
Environmental Coordinator	500	30 059	5210.23	31 595	5476.47	33 209	5756.23	34 906	6050.37	36 690	6339.60
Equipment Maintenance Manager	532	35 255	6110.87	37 056	6423.04	38 950	6751.33	40 940	7096.27	43 032	7458.88
Facilities Maintenance Supervisor ^{6 7}	495	29 318	5081.79	30 816	5341.44	32 391	5614.44	34 046	5901.31	35 786	6202.91
Housing Programs Administrator	550	38 565	6684.60	40 535	7026.07	42 607	7385.21	44 784	7762.56	47 073	8159.32
Housing Programs Supervisor	492	28 883	5006.39	30 359	5262.23	31 910	5531.07	33 541	5813.77	35 255	6110.87
Intergovernmental Relations Officer	524	33 877	5872.01	35 608	6172.05	37 428	6487.52	39 340	6818.93	41 351	7167.51
Legal Operations Manager	512	31 910	5531.07	33 541	5813.77	35 255	6110.87	37 056	6423.04	38 950	6751.33
Maintenance Manager ²	554	39 340	6818.93	41 351	7167.51	43 464	7533.76	45 685	7918.73	48 019	8323.29
Maintenance Operations Manager ⁶	554	39 340	6818.93	41 351	7167.51	43 464	7533.76	45 685	7918.73	48 019	8323.29
Management Analyst	477	26 803	4643.85	28 173	4883.32	29 612	5132.75	31 125	5395.00	32 716	5670.77
Park Maintenance Supervisor	472	26 143	4531.45	27 479	4763.03	28 883	5006.39	30 359	5262.23	31 910	5531.07
Parks Manager	522	33 541	5813.77	35 255	6110.87	37 056	6423.04	38 950	6751.33	40 940	7096.27
Parks Recreation and Community Services Director	602	49 972	8661.81	52 525	9104.33	55 209	9569.56	58 031	10038.71	60 996	10572.64
Public Works Director/City Engineer ¹	603	50 222	8705.15	52 787	9149.75	55 485	9617.40	58 320	10108.80	61 301	10623.51

Exhibit A

ATTACHMENT 1

CITY OF CULVER CITY
CLASSIFICATION AND SALARY PLAN
ALLOCATION OF CERTAIN
MANAGEMENT GROUP CLASSIFICATIONS TO SALARY RANGES
Effective October 4, 2004

Classification	Salary Range	Step A	Step A Monthly Salary	Step B	Step B Monthly Salary	Step C	Step C Monthly Salary	Step D	Step D Monthly Salary	Step E	Step E Monthly Salary
Purchasing Officer	512	31 910	3511.07	33 541	3813.77	35 255	4116.87	37 056	4423.04	38 950	4731.33
Real Property Coordinator	508	31 281	3412.04	32 879	3699.03	34 560	3990.40	36 326	4296.31	38 182	4618.21
Recreation Manager	551	38 758	4718.05	40 738	5061.25	42 820	5422.13	45 008	5801.39	47 308	6200.05
Recreation Supervisor	473	26 273	3031.35	27 616	3286.77	29 027	3501.35	30 511	3708.57	32 070	3958.80
Redevelopment Administrator ³	580	44 784	5402.56	47 073	6159.32	49 478	6576.19	52 006	7014.37	54 663	7494.92
Redevelopment Project Manager	536	35 965	4233.93	37 803	4552.52	39 735	4887.40	41 765	5239.27	43 899	5609.16
Sanitation Manager	554	39 340	4818.93	41 351	5167.51	43 464	5533.76	45 685	5918.73	48 019	6323.29
Senior Accountant	483	27 616	3286.77	29 027	3501.35	30 511	3708.57	32 070	3958.80	33 708	4142.72
Senior & Social Services Manager	551	38 758	4718.05	40 738	5061.25	42 820	5422.13	45 008	5801.39	47 308	6200.05
Senior & Social Services Supervisor	491	28 740	3481.60	30 209	3636.23	31 753	3803.85	33 375	4008.00	35 081	4280.71
Senior Building & Safety Inspector	478	26 937	3209.08	28 313	3407.59	29 760	3558.40	31 281	3722.04	32 879	3999.03
Senior Civil Engineer	550	38 565	4666.60	40 535	5026.07	42 607	5385.21	44 784	5762.56	47 073	6159.32
Senior Management Analyst	512	31 910	3813.77	33 541	4013.77	35 255	4216.87	37 056	4423.04	38 950	4731.33
Senior Management Analyst/Budget Analyst	512	31 910	3813.77	33 541	4013.77	35 255	4216.87	37 056	4423.04	38 950	4731.33
Senior Planner	528	34 560	4296.40	36 326	4596.51	38 182	4918.21	40 133	5236.39	42 184	5711.89
Senior Sanitation Supervisor ⁸	441	22 428	2687.52	23 570	2885.47	24 749	3089.83	26 014	3309.09	27 343	3539.45
Senior Structural Rehabilitation Specialist ²	478	26 937	3209.08	28 313	3407.59	29 760	3558.40	31 281	3722.04	32 879	3999.03
Senior Technical Services Manager	561	40 738	5061.25	42 820	5422.13	45 008	5801.39	47 308	6200.05	49 725	6619.00
Staff Assistant/Waste Reduction	468	25 627	3042.01	26 937	3209.08	28 313	3407.59	29 760	3558.40	31 281	3722.04
Street and Tree Maintenance Supervisor ^{6 7}	495	29 318	3581.79	30 816	3741.44	32 391	3914.44	34 046	4091.31	35 786	4282.91
Street Maintenance Supervisor	493	29 027	3501.35	30 511	3708.57	32 070	3958.80	33 708	4142.72	35 431	4341.37
System Development Manager	536	35 965	4233.93	37 803	4552.52	39 735	4887.40	41 765	5239.27	43 899	5609.16
Technical Services Manager	536	35 965	4233.93	37 803	4552.52	39 735	4887.40	41 765	5239.27	43 899	5609.16
Traffic Engineer	521	33 375	4008.00	35 081	4280.71	36 873	4491.32	38 758	4718.05	40 738	5061.25
Traffic Engineering Manager	521	33 375	4008.00	35 081	4280.71	36 873	4491.32	38 758	4718.05	40 738	5061.25
Transit Operations Manager	532	35 255	4216.87	37 056	4423.04	38 950	4731.33	40 940	5000.27	43 032	5438.88
Transportation Director ⁵	595	48 259	5866.89	50 725	6248.83	53 317	6641.61	56 041	7013.77	58 905	7428.20
Treasury Division Manager	528	34 560	4296.40	36 326	4596.51	38 182	4918.21	40 133	5236.39	42 184	5711.89
Tree Maintenance Supervisor	472	26 143	3141.45	27 479	3263.03	28 883	3406.39	30 359	3662.33	31 910	3831.07
Veterans Memorial Complex Supervisor	455	24 034	2863.89	25 247	3076.15	26 537	3299.73	27 893	3534.79	29 318	3781.79

CITY OF CULVER CITY
CLASSIFICATION AND SALARY PLAN
ALLOCATION OF CERTAIN
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Effective October 4, 2004

Classification	Salary Range	Step A	Step A <i>Monthly Salary</i>	Step B	Step B <i>Monthly Salary</i>	Step C	Step C <i>Monthly Salary</i>	Step D	Step D <i>Monthly Salary</i>	Step E	Step E <i>Monthly Salary</i>
¹ Executive Agreements on file that may alter pay rates											
² In accordance with adopted Budget 2002 2003											
³ Includes additional compensation per resolution (553)											
⁴ Effective April 7 2003 per resolution											
⁵ Effective April 23 2002 per resolution											
⁶ Effective August 25 2003 per resolution											
⁷ Includes 5% performance bonus for current incumbents only (Lewis Cooper)											
⁸ Effective December 13 2004 per resolution											
⁹ Effective August 22 2005 per resolution (2005 R056)											
¹⁰ Effective September 12, 2005 per resolution											

Title CULTURAL AFFAIRS COORDINATOR**Definition**

Occupants of this classification are in the unclassified service. This management position is responsible for the administration of the Public Art Fund, Cultural Affairs programs and the City's historic preservation program in the Community Development Department, including overseeing the bidding and selection process for City commissioned public art installation and the conservation of public art.

Supervision Received and Exercised

This position reports to the Community Development Director. Responsibilities may include the supervision of lower level professional, technical, clerical, and intern staff.

Essential Job Duties

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

- 1 Functions as the City's expert and representative on public art and historic preservation projects to the public. Drafts new policy and municipal code language to meet the program goals and establish best practices in relation to federal, state and local laws.
- 2 Develops positions relative to public art and makes recommendations on City commissioned public art. May advise the public, City employees, City Council and Council appointed commissions regarding ordinances and regulations as related to the incumbent's department.
- 3 Manages complex public art projects from inception to completion, including defining project scope, drafting requests and proposals, facilitating the selection, contract negotiation and project completion.
- 4 Analyzes issues, researches projects, establishes and develops programs related to public art, as directed by the Director. Composes staff reports, Commission reports, and other professional documents, and advises on recommended actions or analyses. Performs other analytical work as directed.
- 5 Plans and develops goals, objectives, policies, programs and priorities of Cultural Affairs including monitoring compliance with State, Federal and local laws governing public art.
- 6 Schedules meetings, prepares and distributes monthly meeting packets including agendas, meeting minutes and staff reports.
- 7 Provides staff support to the Cultural Affairs Commission in relation to activities, programs and projects for the public art and cultural affairs program.
- 8 Serves as a liaison in partnership with the Culver City Unified School District, local colleges, the business community and non-profit arts groups in the City to further the City's presence as a world-renowned arts community.
- 9 Coordinates preservation and restoration of public art installations and historically designated structures to ensure compliance.
- 10 Oversees and implements the City's arts and cultural grant programs, e.g. the annual Performing Arts Grant program including drafting and distributing Notices of Funding Availability, facilitation of the review panels and grant fund distribution and monitoring. Identifies and implements education and public outreach related to Cultural Affairs programs.
- 11 Plans, organizes and prepares budgets. Evaluates the annual budget request against goals established for the division and revenue projections. Recommends changes in division requests to department head.
- 12 Coordinates the identification and implementation of the historic preservation program, including procurement, installation of historic designation plaques, surveys, and reviews and updates General Plan, Zoning Code and Municipal Code in relation to historic preservation.
- 13 Keeps the Community Development Director informed of projects, projected projects, problems and issues of which the Community Development Director may not be aware.

Minimum Knowledge, Skill and Ability

Knowledge of

- Accepted guidelines of public art
- Basic historical architectural styles and terminology
- Basics of maintenance and conservation of public or fine art
- Basic methods and materials of fabrication
- Budgetary preparation procedures and development
- Collections and cataloging management
- Local state and federal legislation and funding sources for public arts programming
- Principles and practices of organization review, analysis and public administration
- Principles, method, and practices of municipal finance, budgeting and accounting
- Project planning and management
- Research techniques
- State and federal laws relating to historic preservation i.e. CEQA, NEPA

Skill and Ability to

- Communicate clearly and concisely both in verbal and written form
- Complete grant applications and manage grant funds
- Develop policy, procedure and practice from applicable state, federal and local laws
- Establish and maintain an effective working relationship with others
- Explain public art related procedures and secure the confidence and cooperation of persons contacted in the course of work
- Interpret and make decisions in accordance with laws, regulations, and policies
- Maintain current knowledge of public art guidelines
- Negotiation contracts
- Operating a personal computer and related software
- Prepare complete and accurate staff reports
- Prepare annual budget for public art fund
- Present ideas and recommendations in oral presentations
- Provide effective customer service
- Read and interpret architectural and conceptual drawings
- Use analytical skills in the study and research of public art in the interpretation of the relevant municipal code

License and Certificate

Possession of a valid California Class C driver's license may be required if assigned to drive

Training and Experience

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's Degree from an accredited college or university in Public Art, Arts Administration or related field with college level coursework in the history of western art and three (3) years of progressively responsible work experience in public art administration or museum collections management or arts-related program coordination. A Master's in Public Art or Arts Administration is desirable and may be substituted for one (1) year of the stated work experience.

Physical Requirements and Working Conditions

- Require vision (which may be corrected) to read small print
- Perform work which is primarily sedentary
- Is subject to office and outside environmental conditions

Page 3 – Cultural Affairs Coordinator

May be required to travel within and out of City boundaries to attend meetings

May be required to work evenings or weekends

Cultural Affairs Position
03/15/2005

**Cultural Affairs Coordinator
Salary Survey & Classification Study**

Survey City	Top Monthly Salary	Classification Title	Comparable Duties
Beverly Hills	\$6 533	Cultural Services Manager	Yes
Pasadena	\$5 843	Program Coordinator II	Yes
Santa Monica	\$7 612	Cultural Affairs Manager	Yes
	\$5 636	Cultural Affairs Coordinator	Yes
Burbank	-	no comparable position	No
Downey	-	no comparable position	No
Gardena	-	no comparable position	No
Inglewood	-	no comparable position	No
Long Beach	-	no comparable position	No
Montebello	-	no comparable position	No
Norwalk	-	no comparable position	No
Redondo Beach	-	no comparable position	No
Torrance	-	no comparable position	No
West Hollywood	-	no comparable position	No
Salary Average	\$6 406		
Salary Range #	502		