

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 02/23/09		Item Number: <u>C-5</u>	
AGENDA ITEM: Approval of the New Classification Specification for Housing Project Manager and Adoption of a Resolution (1) Adopting a New Classification and Salary Plan to Include the New Classification and (2) Rescinding Resolution 2008-R068.			
Contact Person/Dept.: Mary Ortiz		Phone Number: 310-253-5650	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Master E-Mail Notification List (02/18/09), Culver City Management Group on 02/18/09			
Department Approval: Serena Wright (02/12/09)		City Attorney Approval: Carol Schwab (by H. Baker) (02/18/09)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (02/18/09)		City Manager Approval: Jerry B. Fulwood (02/18/09)	
<u>RECOMMENDATION</u> Staff recommends the City Council approve the new classification specification for Housing Project Manager and adoption of a resolution adopting a new classification and salary plan to include the new classification and rescinding Resolution 2008-R068. <u>BACKGROUND</u> Through the budget process for FY 2008/2009, City Council approved the request to include an additional position within the Community Development Department's Housing Division to oversee the implementation of the Comprehensive Housing Strategy which was approved by the Agency on March 17, 2008. This position would be responsible for planning, implementing and monitoring programs and projects geared towards affordable housing production, redevelopment and preservation. The new Housing Project Manager classification specification (Attachment No. 1) is attached for approval. The new classification specification has been reviewed by the Culver City Management Group and approved by the Civil Service Commission at the February 4, 2009 meeting. <u>DISCUSSION</u> The new classification specification, Housing Project Manager, would assist in the development of objectives related to the implementation of housing and			
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development plans and develop practical and relevant short-term and long-term plans to accomplish these objectives. In addition, incumbents in this classification would be responsible for assuring the implementation of affordable housing projects and programs.

The Housing Project Manager classification is distinguished from the Redevelopment Project Manager by focusing primarily on the production of affordable housing. The Redevelopment Project Manager classification is responsible for initiating and implementing economic development projects and programs.

The classification study conducted among the labor market cities (Attachment No. 2) indicated there are several classifications with some of the essential duties that would be expected of the Housing Project Manager. However, only the City of Santa Monica had a classification that was truly comparable, Senior Administrative Analyst – Housing and Redevelopment. This classification was used in conjunction with the input provided by subject matter experts from the Community Development Department to develop the new Housing Project Manager classification.

Consistent with the Redevelopment Project Manager classification specification, the new classification would be a management position, exempt from civil service. This recommendation is based on the following: 1) a thorough analysis of the interpretation and application of Culver City Municipal Code § 3.05.015 F which allows for the exemption of “staff assistants to the head of a department or division as may be authorized by the City Council”; 2) an evaluation of similarly situated classifications with comparable levels of authority and responsibility, e.g. Redevelopment Project Manager, Senior Management Analyst, Management Analyst, etc.; and 3) legal counsel’s confirmation that the recommendation to exempt the Housing Project Manager is appropriate and consistent with the application of Culver City’s Municipal Code.

FISCAL ANALYSIS

City Council approved the funds for the new classification in the FY 2008/2009 adopted budget at the following salary range in the Housing Division Budget:

Range 568: \$7,311 - \$8,924 monthly \$87,742 to \$107,099 annually

ATTACHMENTS

1. New Classification Specification for Housing Project Manager
2. Labor Market Survey and Classification Specifications

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3. Organizational Chart for Community Development Department's Housing Division
4. Proposed resolution.

MOTION

That the City Council:

1. Approve the new classification specification for Housing Project Manager; and,
2. Adopt a Resolution adopting a new classification and salary plan to include the new classification specification and rescinding Resolution 2008-R068.