

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 02/11/08		Item Number: <u>A-8</u>	
AGENDA ITEM: Approval of the Revised Classification Specification for Events Supervisor.			
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 Notification List (02/06/08), Culver City Employees Association and Culver City Management Group on February 6, 2008			
Department Approval: Serena Wright (02/04/08)		City Attorney Approval: Carol Schwab (by H. Baker) (02/06/08)	
Fiscal Impact Review: Jeff Muir (by M. Noller) (02/05/08)		City Manager Approval: Jerry B. Fulwood (02/06/08)	
<u>RECOMMENDATION</u> Staff recommends the City Council approve the revised classification specification for Events Supervisor. <u>BACKGROUND</u> The Community Development Department (CDD) requested that the Personnel Department conduct a desk audit of the duties performed by the Events Supervisor incumbent to ensure that the classification specification accurately reflected the duties and responsibilities assigned to the classification. The audit revealed that some revisions were necessary, and the revised classification specification is before you tonight for approval. <u>DISCUSSION</u> CDD, Personnel staff, Culver City Employees' Association, Culver City Management Group and the incumbent reviewed and approved the revised classification specification. Significant revisions include: • Changing the title from Events Supervisor to Special Events Coordinator in order to align it with industry standards and more appropriately reflect the duties and responsibilities associated with the position; • Given the level of autonomy, accountability, budget authority and program management required, it is recommended that the position be transferred from			

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the Culver City Employees' Association (CCEA) to the Culver City Management Group (CCMG).

- Essential job duties have been revised to accurately describe the functions associated with the current position in the Community Development Department.
- Minimum requirements have been revised to reflect the typical background required of a candidate in order to be successful in the position,

The Civil Service Commission approved the revised classification specification on July 18, 2007 (Attachment No. 1).

FISCAL ANALYSIS

The salary for Events Supervisor was previously approved at range 508 through the fiscal 2007-08 budget process. Sufficient funding is included in the Community Development Department's budget to accommodate the recommended revision of this classification.

ATTACHMENTS

1. Revised Classification Specification for Events Supervisor
2. Draft Meeting Minutes for Civil Service Commission dated 07/18/07

MOTION

That the City Council:

Approve the revised classification specification for Events Supervisor.