

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 12/10/07		Item Number: <u>A-12</u>	
AGENDA ITEM: Approval of the Revised Classification Specification for Senior Civil Engineer.			
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, Culver City Employees Association on December 5, 2007			
Department Approval:		City Attorney Approval: Carol Schwab (by H. Iker) (12/05/07)	
Fiscal Impact Review: Marlee Chang (12/05/07)		City Manager Approval: Jerry B. Fulwood (12/05/07)	
<u>RECOMMENDATION</u> Staff recommends the City Council approve the revised classification specification for Senior Civil Engineer. <u>BACKGROUND</u> Through the budget process for fiscal year 2007-2008, the Public Works Department recommended changing the name of the Sanitation Division to Environmental Programs and Operations. The division's name change, which did receive the City Council's approval via adoption of the Budget, was a reflection of the environmental programs over which the division now has purview, e.g., management of the City's wastewater transfer and treatment programs, implementation of a Prop 50 grant for city-wide stormwater treatment measures, and implementation of the state's Waste Discharge Requirements (WDRs) programs. An assessment of the needs of the department indicated that the Public Works Department would benefit from the addition of positions specifically dedicated to environmental programs. Subsequently, a Senior Civil Engineer position was allocated to the division to assist in the implementation and management of environmental programs. <u>DISCUSSION</u> An analysis of the current Senior Civil Engineer classification indicated that revisions would need to be made to incorporate some of the duties that could be expected of			

City of Culver City, California
City Council Agenda Item Report

an incumbent assigned to the Environmental Programs and Operations Division. Presently, the classification specification only reflects those duties that could be expected of an incumbent that is assigned to the Engineering Division.

The following significant changes have been made to the Senior Civil Engineer classification specification:

- The “Essential Duties” section has been revised to include the reference to the position’s responsibility for 1) ensuring the City’s compliance with federal, state, and local stormwater quality and recycling laws, 2) gathering data and compiling reports for the National Pollution Discharge Elimination System (NPDES), AB 939 reports, and Wastewater Discharge Requirements (WDR) compliance reports; 3) participation in Environmental Impact Report / California Environmental Quality Act (EIR/CEQA) review for approved projects including preparation and monitoring of mitigation plans; and 4) the preparation of information for dissemination to the general public regarding water conservation, stormwater pollution, recycling, and other environmental programs.
- The “Knowledge, Skills and Abilities” sections have been revised to include principles, procedures, standards, practices, trends and information sources in the field of wastewater and stormwater.

The Civil Service Commission approved the revised classification specification for Senior Civil Engineer (Attachment 1) at the November 7, 2007 meeting.

FISCAL ANALYSIS

There is no additional cost associated with the revised Senior Civil Engineer classification specification.

ATTACHMENTS

1. Revised Classification Specification for Senior Civil Engineer
2. Draft of Meeting Minutes for Civil Service Commission dated 11/07/07

MOTION

That the City Council:

Approve the revised classification specification for Senior Civil Engineer.