

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 2/26/07		Item Number: <u>A-9</u>	
AGENDA ITEM: Approval of the Revised Classification Specification for Legal Operations Manager.			
Contact Person/Dept.: Amy Webber		Phone Number: 310-253-5652	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List, Culver City Management Group on 2/21/07			
Department Approval: Serena Wright (01/30/2007)		City Attorney Approval: Carol Schwab (by H. Iker) (02/13/2007)	
City Controller Approval: Marlee Chang (02/21/2007)		City Manager Approval: Jerry B. Fulwood (02/21/2007)	
<u>RECOMMENDATION</u> Staff recommends the City Council approve the revised classification specification for Legal Operations Manager. <u>BACKGROUND</u> The City Attorney's Office was reorganized in August 2001, resulting in the reclassification of Code Enforcement Supervisor to Legal Operations Manager. The City Council approved a subsequent reorganization during the 2005-2006 budget process resulting in the following changes to the Legal Operations Manager position: • Became a budgeted, full-time position within the City Attorney's Office; and • Eliminated the Code Enforcement responsibilities making legal operations the sole focus. In response to their request, Personnel staff recently met with the staff in the City Attorney's Office to review the actual duties being performed by the incumbent in the Legal Operations Manager position. The revised classification specification for this position (Attachment 1) is attached. <u>DISCUSSION</u> The revised classification specification for the position of Legal Operations Manager reflects the elimination of the Code Enforcement responsibilities and further sets forth the high level of independence and decision making skills required of the			

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position. Revisions to the minimum knowledge, skill, ability, training and experience describe the requirements expected of the incumbent or applicant to successfully perform the essential duties of the position.

The Civil Service Commission approved the revised classification specification for Legal Operations Manager at the December 6, 2006 meeting (Attachment 2).

FISCAL ANALYSIS

There is no fiscal impact for the approval of this revised classification specification. .

ATTACHMENTS

1. Revised Classification Specification for Legal Operations Manager
2. Approved Meeting Minutes for Civil Service Commission date 12/6/06

MOTION

That the City Council:

Approve the revised classification specification for Legal Operations Manager.