

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/10/05		Item Number: <u>C-6</u>	
AGENDA ITEM: Consideration of Approval of the Revised Classified Classification Specification for Graphic Services Assistant.			
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 and Culver City Employees Association 10/05/05			
Department Approval: Serena Wright 10/3/05		CAO Approval: Scott Bixby for Jerry Fulwood 10/4/05	
City Controller Approval: N/A			
<u>RECOMMENDATION:</u> That the City Council approve the Revised Classified Classification Specification for Graphic Services Assistant. <u>BACKGROUND:</u> The Graphic Services Assistant classification has not been recruited for in the past as the classification was reclassified in 1998. The pending vacancy in this classification prompted the Personnel Department staff to review the existing classification specification in preparation for recruitment. <u>DISCUSSION:</u> The Personnel Department is proposing changes to the classification specification to reflect updated technology. The changes are in the "Essential Job Duties" "Minimum Knowledge Skill and Ability" and "License and Certificate" sections of the classification specification. The Graphic Services mailroom uses a computerized mail metering system. This updated technology has streamlined the processing of outgoing mail. In addition, the Graphic Services Assistant must drive to other City sites to service copy/scanner/fax machines. The major changes to the classification specification include the following:			

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- Knowledge of Computerized mailroom, printing and duplication equipment operation;
- Knowledge of Personal computers;
- Skill and Ability to Utilize a personal computer in order to perform data entry; and
- Possession of a valid California Driver's License.

The additions to the minimum requirements are necessary for an incumbent to be successful in the classification of Graphic Services Assistant.

In addition to the above, minor changes have been made throughout the classification specification updating the language to reflect the change in technology used in Graphic Services.

On October 5, 2005, the Civil Service Commission approved the revised classified classification specification for Graphic Services Assistant.

FISCAL ANALYSIS:

None

ATTACHMENTS:

1. Revised Classified Classification Specification for Graphic Services Assistant
2. Information Technology Division of the Chief Administrative Office Organizational Chart

MOTION:

That the City Council:

Approve the Revised Classified Classification Specification for Graphic Services Assistant.