

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 05/29/07		Item Number: <u>A-11</u>	
AGENDA ITEM: Consideration of Approval of the Revised Classification Specification for Street and Tree Maintenance 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, Culver City Management Group on 05/24/07			
Department Approval:		City Attorney Approval: Carol Schwab (by H. Iker) (05/22/07)	
City Controller Approval: Marlee Chang (05/23/07)		City Manager Approval: Jerry B. Fulwood (05/23/07)	

RECOMMENDATION

Staff recommends the City Council approve the revised classification specification for Street and Tree Maintenance Supervisor.

BACKGROUND

The Public Works Department management requested that a recruitment be conducted to fill a vacancy in the Street and Tree Maintenance Supervisor classification. The request provided Personnel Department staff with the opportunity to review the existing classification specification to determine if it still depicted the needs of the position accurately, e.g. essential duties, training and experience, etc.

Personnel Department staff and the Public Works Department management concurred that the classification specification required some revision. At the April 4, 2007 meeting, the Civil Service Commission approved the revised classification specification for Street and Tree Maintenance Supervisor.

DISCUSSION

The classification title has been revised from Street and Tree Maintenance Supervisor to Street Maintenance Supervisor in order to align it with industry standards. The revised classification specification further describes the essential job duties and the programs and positions supervised. The Licenses and Certificates section has been revised to eliminate the requirement for certification as a Pest

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Control Advisor and Operator. State mandate requires that City pest control applications be performed by a contract pest Control Advisor or an employee, a supervisor or division head with this certification; however, this state mandate is already fulfilled with the Pest Control Technician classification. In addition, the language regarding the requirement for Arborist Certification has been revised to specify that possession of this type of certification is “preferred” but not required at time of appointment.

The Civil Service Commission approved the revised classification specification for Street and Tree Maintenance Supervisor (Attachment 1) at the April 4, 2007 meeting (Attachment 2).

FISCAL ANALYSIS

There is no salary adjustment for the recommended revised classification specification.

ATTACHMENTS

1. Revised Classification Specification for Street and Tree Maintenance Supervisor
2. Approved Meeting Minutes for Civil Service Commission date 04/04/07

MOTION

That the City Council:

Approve the revised classification specification for Street and Tree Maintenance Supervisor.