

ORDINANCE NO. 2022-_____

**AN ORDINANCE OF THE CITY OF CULVER CITY, CALIFORNIA,
AMENDING SECTIONS 3.05.010 AND 3.05.020 OF CHAPTER
3.05 "PERSONNEL POLICIES" OF THE CULVER CITY
MUNICIPAL CODE, TO BE CONSISTENT WITH CHANGES TO
RULE 3 "CLASSIFICATION," OF THE CIVIL SERVICE RULES.**

The City Council of the City of Culver City, California, **DOES HEREBY
ORDAIN** as follows:

SECTION 1: Section 3.05.010 of the Culver City Municipal Code is hereby
amended to read as follows:

§ 3.05.010 CIVIL SERVICE RULES.

In addition to such other rules as the Civil Service Commission may determine are necessary and proper to carry out the intent and purpose of the personnel program, the following duties, tasks and principles shall be addressed in the Civil Service Rules:

- A. Preparation, installation, revision and maintenance of a position classification plan covering all positions in the Classified Service, including employment standards and qualifications for each class.
- B. Preparation, revision, and administration of a plan of compensation directly correlated with the position classification plan, providing a rate or range of pay for each class.
- C. Public announcement of all tests and the acceptance of applications for employment.
- D. Preparation and conduct of tests and the establishment and use of resulting eligible lists containing names of persons eligible for appointment.
- E. Certification and appointment of persons from eligible lists, and making of temporary appointments.
- F. Evaluation of employees during the probationary period.
- G. Transfer, promotion, demotion and reinstatement of employees in the Classified Service.
- H. Separation of employees from municipal service through layoff, suspension and dismissal.
- I. Standardization of hours of work, attendance and leave regulations, working conditions and the development of employee morale, welfare, education and training.

- J. Suitable provision for orderly and equitable presentations to the Council by employees relating to general conditions of employment.
- K. Content, maintenance and use of personnel records and forms.

SECTION 2: Section 3.05.020 of the Culver City Municipal Code is hereby amended to read as follows:

§ 3.05.020 PERSONNEL OFFICER; DUTIES.

- A. *Designation of officer.* The Personnel Officer shall be the City Manager, or such person as appointed by the City Manager. Duties may be combined with those of any other office or position, provided the appointee shall have had training or experience in personnel administration.
- B. *Duties.*
 - 1. Attend all meetings of the Civil Service Commission and serve as liaison officer between the City Manager and the Civil Service Commission.
 - 2. Administer all of the provisions of the Rules not specifically reserved to the City Council, the Civil Service Commission, or the City Manager.
 - 3. Assist the Civil Service Commission in the preparation, study and analysis of Rules and revisions and amendments thereto, for submission to the City Council after approval by City Attorney as to legality of such action.
 - 4. Assist the Civil Service Commission in the periodic study and analysis of salaries paid by other public and private agencies, at the discretion of the City Council, as set forth in Section 3.03.100 of this Code.
 - 5. Encourage the improvement of municipal service by studying needs and recommending programs for education and training to the City Manager; such programs becoming effective upon approval by the Civil Service Commission and the City Council.

SECTION 3. EFFECTIVE DATE. Pursuant to Section 619 of the City Charter, this Ordinance shall take effect thirty (30) days after its adoption.

SECTION 4. SEVERABILITY. The City Council hereby declares that, if any provision, section, subsection, paragraph, sentence, phrase or word of this Ordinance is rendered or declared invalid or unconstitutional by any final action in a court

1 of competent jurisdiction or by reason of any preemptive legislation, then the City Council
2 would have independently adopted the remaining provisions, sections, subsections,
3 paragraphs, sentences, phrases or words of this Ordinance and as such they shall
4 remain in full force and effect.

5 **SECTION 5. PUBLICATION.** Pursuant to Sections 616 and 621 of the City
6 Charter, prior to the expiration of fifteen (15) days after the adoption, the City Clerk shall
7 cause this Ordinance, or a summary thereof, to be published in the Culver City News
8 and shall post this Ordinance or a summary thereof in at least three places within the
9 City.
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11 APPROVED and ADOPTED this _____ day of _____ 2022.

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14 _____
15 DR. DANIEL LEE, MAYOR
16 City of Culver City, California

17 ATTEST:
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19 _____
20 JEREMY BOCCHINO
21 City Clerk

22 APPROVED AS TO FORM:
23 _____
24 HEATHER S. BAKER
25 City Attorney

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