



# City of Culver City

## Staff Report Details (With Text)

**File #:** 20-1100      **Version:** 1      **Name:** Revised Class Specs and Recruitment Bulletins for Clerical Series

**Type:** Minute Order      **Status:** Action Item

**File created:** 6/22/2020      **In control:** CIVIL SERVICE COMMISSION

**On agenda:** 9/2/2020      **Final action:**

**Title:** Approval of Three (3) Revised Classification Specifications and Recruitment Bulletins: Administrative Clerk, Secretary and Administrative Secretary

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2020-09-02 ATT 1 Proposed Revised class spec for Administrative Clerk, 2. 2020-09-02 ATT 2 Proposed Final class spec for Administrative Clerk, 3. 2020-09-02 ATT 3 Proposed Revised class spec for Secretary.pdf, 4. 2020-09-02 ATT 4 Proposed Final class spec for Secretary.pdf, 5. 2020-09-02 ATT 5 Proposed Revised class spec for Administrative Secretary.pdf, 6. 2020-09-02 ATT 6 Proposed Final class spec for Administrative Secretary.pdf, 7. 2020-09-02 ATT 7 Proposed Revised recruitment bulletin for Clerical Series, 8. 2020-09-02 ATT 8 Proposed Final recruitment bulletin for Clerical Series

Date	Ver.	Action By	Action	Result
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### Approval of Three (3) Revised Classification Specifications and Recruitment Bulletins: Administrative Clerk, Secretary and Administrative Secretary

**Meeting Date:** August 5, 2020

**Contact Person/Dept:** Kashawn Mariner/Administrative Services

**Phone Number:** (310) 253-5640

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Public Hearing:**       **Action Item:**       **Attachments:**

**Public Notification:** (Email) Meeting and Agenda - Civil Service Commission (08/26/20); (Email) All City Staff (08/26/20)

**Department Approval:** Serena Wright-Black, Assistant City Manager (07/30/20)

### RECOMMENDATION

Staff recommends that the Civil Service Commission approve the revised Classification Specifications and Recruitment Bulletins for Administrative Clerk, Secretary, and Administrative Secretary, three of the classifications that are a part of the clerical series.

## **BACKGROUND/DISCUSSION**

These clerical series classifications are shared by various departments and have not been revised since May 2005. Currently, there are vacancies within several departments. In anticipation of conducting an open and competitive recruitment to fill vacancies, Human Resources staff completed a review of these classifications to ensure that they accurately reflect the essential job duties being performed and the office experience, skills and equipment necessary to perform these duties.

During this review process, Human Resources staff concluded that revisions were needed to reflect a more modern office environment including modernizing the language by removing all references to typewriters. Also, revisions were made to ensure consistency between incumbents of the same classification but within different divisions, and to distinguish between the different classifications within the clerical series.

### ***Classification Specification***

In order to provide clarity to applicants and consistency throughout the classifications, revisions to the classification specifications were made to the Distinguishing Characteristics, Supervision Received and Exercised, Essential Job Duties, Minimum Knowledge, Skills and Abilities, and Training and Experience sections.

Revisions to the Distinguishing Characteristics section were made to distinguish between the classifications while revisions to the Supervision Received and Exercised section were made to provide clarity regarding the reporting structure. Revisions to the Essential Job Duties section were made to reflect the essential job duties, remove outdated references and to modernize the language. In the Minimum Knowledge, Skills and Ability section, the language is updated to include modern office equipment and to provide consistency throughout the classifications. Lastly, in the Training and Experience section of the classification specifications, minor revisions were made to provide clarity regarding office experience needed that might assist applicants with non-traditional experience to meet the minimum requirements of the job.

### ***Recruitment Bulletins***

The recruitment bulletins reflect the revised classification specifications. The typing requirement has been removed from the exam components. The noted exam components will effectively evaluate the skills and ability of the applicant.

### ***Bargaining Unit Representation***

These classifications are represented by the Culver City Employees Association (CCEA). Copies of the revised classification specifications have been provided to CCEA. A 'meet and confer' meeting took place on Wednesday, July 22, 2020.

## **AUTHORITY**

According to Civil Service Rules 3.3(a) and 6.4, the Commission:

- Must approve major changes to classification specifications; and
- Must approve job bulletins prior to recruitment, including the examination components and the examination categories.

**3.3(a) Processing:**

*The establishment of a new classification or a reclassification may be requested by any member of the City Council, Commission, appointing authority or any employee of the City. The request shall be prepared and submitted to the Human Resources Director and the affected department head, and attached thereto shall be a description of the duties to be performed, and such information or attachments as may be necessary to consider the case. The Human Resources Director shall review the requested action with the requesting party and make such recommendations to the Commission as the Human Resources Director deems appropriate.*

*The Human Resources Director's recommendations shall be communicated to the originator, the affected appointing authority and employee organization. If any party disagrees with the Human Resources Director's recommendations, such objection may be presented in writing or verbally to the Commission at the time for consideration of the recommendation. The Commission shall make the final decision on the establishment of a new classification or revisions to an existing classification.*

**6.4 Commission Approval:**

*Where an examination is required, the Human Resources Director shall prepare a Job Bulletin and forward it to the Commission for approval. It shall not be necessary to obtain additional Commission approval of a Job Bulletin if there have been no changes in the minimum requirements, or examination components.*

**FISCAL ANALYSIS**

There is no fiscal impact associated with the proposed changes.

**ATTACHMENTS**

1. 2020-09-02 - ATT 1 - Proposed Revised Class Spec for Administrative Clerk
2. 2020-09-02 - ATT 2 - Final Revised Class Spec for Administrative Clerk
3. 2020-09-02 - ATT 3 - Proposed Revised Class Spec for Secretary
4. 2020-09-02 - ATT 4 - Final Revised Class Spec for Secretary
5. 2020-09-02 - ATT 5 - Proposed Revised Class Spec for Administrative Secretary
6. 2020-09-02 - ATT 6 - Final Revised Class Spec for Administrative Secretary
7. 2020-09-02 - ATT 7 - Proposed Revised Recruitment Bulletin-Clerical Series

8. 2020-09-02 - ATT 8 - Final Revised Recruitment Bulletin-Clerical Series

**MOTION**

That the Civil Service Commission:

1. Approve the revised Classification Specification for Administrative Clerk;
2. Approve the revised Classification Specification for Secretary;
3. Approve the revised Classification Specification for Administrative Secretary; and
4. Approve the revised Recruitment Bulletin for Clerical Series: Administrative Clerk, Secretary and Administrative Secretary.