



City of Culver City

Staff Report

File #: 18-0105, **Version:** 1

Item #: A-3

Revised Classification Specification and Recruitment Bulletin: Subdrain Worker

Meeting Date: August 2, 2017

Contact Person/Dept: Tiffany Johnson/Human Resources

Phone Number: (310) 253-5640

Fiscal Impact: Yes No

General Fund: Yes No

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

Public Notification: (Email) Meeting and Agenda (07/28/17); (Email) All City Staff (07/28/17)

Department Approval: Serena Wright-Black, Director of Administrative Services (07/26/17)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the revised Classification Specification and Recruitment Bulletin for Subdrain Worker.

BACKGROUND/DISCUSSION

The Public Works Department is comprised of four divisions: Administration, Engineering, Maintenance Operations, and Environmental Programs and Recycling Operations.

The Subdrain Worker classification is part of the Public Works Department's Maintenance Operations Division and functions to maintain and repair the City's wastewater and storm water systems. The current staff is comprised of three Subdrain Workers who report to the Subdrain Crew Leader.

In anticipation of opening a recruitment to fill a current vacancy, modifications to the Subdrain Worker classification specification and recruitment bulletin are being proposed by Human Resources staff in concurrence with Public Works management. The proposed changes throughout the classification specification and recruitment bulletin capture the actual job duties being performed by the current incumbents and reflect the current needs of the department.

The proposed revisions will assist the City with providing clarity to applicants regarding essential duties and requirements of the position, and knowledge, skill and ability expected to perform these duties. Revisions were made to the Definition, Essential Job Duties, Marginal Job Duties, Minimum Knowledge, Skills and Abilities, and Training and Experience.

Classification Specification

- Definition
Revisions to this section were made to accurately reflect the scope of duties.
- Essential Job Duties
Revisions to this section were made to clarify the work actually performed by this classification.
- Minimum Knowledge, Skills and Ability
Revisions to this section were made to include knowledge, skills and abilities more closely aligned with those necessary to perform the job.
- Training and Experience
Revisions were made to this section to clarify that experience in the maintenance and repair of wastewater and storm water collection systems are needed to accurately perform the job duties.

Labor Market

The proposed classification specification is consistent with the labor market classifications that function as a Subdrain Worker.

Recruitment Bulletin

The recruitment bulletin is reflective of the revised classification specification.

The Culver City Employees Association (CCEA) has been provided copies of the revised classification specification for Subdrain Worker.

FISCAL ANALYSIS

There is no fiscal impact associated with the proposed changes.

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.

ATTACHMENTS

1. 2017-08-02 - ATT 1 - Proposed Revised Classification Specification
2. 2017-08-02 - ATT 2 - Final Revised Classification Specification
3. 2017-08-02 - ATT 3 - Proposed Revised Recruitment Bulletin
4. 2017-08-02 - ATT 4 - Final Revised Recruitment Bulletin

MOTION

That the Civil Service Commission:

1. Approve the Revised Classification Specification for Subdrain Worker; and
2. Approve the Revised Recruitment Bulletin for Subdrain Worker.