



# City of Culver City

## Staff Report

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**File #:** 18-097, **Version:** 1

**Item #:** A-4

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### **Revised Classification Specification and Recruitment Bulletin: Planning Technician**

**Meeting Date:** August 2, 2017

**Contact Person/Dept:** Ofelia Garcia/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)

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### **RECOMMENDATION**

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

### **BACKGROUND/DISCUSSION**

The Community Development Department is responsible for coordinating and managing new development and the redevelopment of the City according to adopted plans. To achieve these ends, the department is comprised of the Administration, Building Safety, Planning, Enforcement Services, Economic Development and Housing Divisions.

The Planning Technician classification is part of the Community Development Department Planning Division. Positions assigned to this classification perform general and technical work such as research, writing, drafting, and graphics in the preparation of urban planning, redevelopment, zoning, architectural, and environmental issues.

In anticipation of opening a recruitment to fill a current vacancy, revisions to the Planning Technician classification specification and recruitment bulletin are being proposed by Human Resources staff in concurrence with Community Development 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 the knowledge, skill and ability expected to perform these duties. Revisions were made to the Supervision Received and Exercised, Essential Job Duties, Minimum Knowledge, Skills and Abilities, and Training and Experience.

### ***Classification Specification***

#### Supervision Received and Exercised

Minor revisions to this section were made to accurately reflect the supervision received.

#### Minimum Knowledge, Skills and Ability

Revisions to this section were made to improve the language and include knowledge, skills and abilities more closely aligned with those necessary to perform the job.

#### Training and Experience

Minor revisions were made to this section to broaden the examples of related experience.

### ***Labor Market***

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

### ***Recruitment Bulletin***

The recruitment bulletin is reflective of the revised classification specification. The weight of the examination components are being proposed for consistency with other technician classifications throughout the city and classifications within in the planning series.

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

This classification is represented by the Culver City Employees Association (CCEA). A copy of the proposed classification specification has been provided to CCEA and they are in agreement with the proposed changes.

## **FISCAL ANALYSIS**

There will be no fiscal impact associated with the proposed changes to the classification.

## **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

5. 2017-08-02 - ATT 5 - Department Org Chart

**MOTION**

That the Civil Service Commission:

1. Approve the revised Classification Specification for Planning Technician; and
2. Approve the revised Recruitment Bulletin for Planning Technician.