



# City of Culver City

## Staff Report

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**File #:** 18-098, **Version:** 1

**Item #:** A-1

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**New Classification Specification and Recruitment Bulletin: Environmental Compliance Inspector**

**Meeting Date:** August 2, 2017

**Contact Person/Dept:** Serena Wright-Black/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 (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 new Classification Specification and Recruitment Bulletin for Environmental Compliance Inspector.

### **BACKGROUND**

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

The Environmental Programs and Operations (EPO) Division is responsible for the delivery of refuse, recycling, organics and street sweeping services, and management of the City's environmental programs related to sustainability, energy efficiency, recycling and waste reduction, and water quality.

The Environmental Compliance Inspector is a new classification and will be responsible for enforcing various environmental programs and regulations such as the National Pollution Discharge Elimination System (NPDES), the Fats, Oils, Grease (FOG) Management and the trash, recycling and food waste compliance programs and ensuring conformity with the City's various environmental and sustainability requirements. This classification will report to the Environmental Programs and Operations Manager.

### **DISCUSSION**

The Environmental Compliance Inspector position was approved by City Council in the FY 2017-2018 budget. The Environmental Compliance Inspector will perform a vital function in the City organization inspecting and investigating various sources of pollution to protect the public and environment and to ensure conformance with federal, state, and local regulations and ordinances.

This position will inspect municipal facilities, food service establishments and commercial, industrial and construction sites to ensure compliance with local, state and federal regulations pertaining to water quality, waste management and polystyrene/plastic bag guidelines, as well as follow up on related complaints and submit any findings to the appropriate internal or external enforcement agency. The position will also investigate complaints of potential violations of illegal collection, hauling and disposal of waste, recycling, organics and construction and demolition debris.

The Environmental Compliance Inspector will enhance the City's ability to identify illegal haulers, illegal dumping, stormwater violations, decrease contamination in recycling and food waste programs, monitor FOGS and educate/enforce the recently adopted polystyrene ban.

*Labor Market*

The proposed classification specification is consistent with the labor market classifications that function as an Environmental Compliance Inspector.

*Recruitment Bulletin*

The recruitment bulletin is reflective of the classification specification.

*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.

**FISCAL ANALYSIS**

The City Council approved the following salary range:

Hourly: \$29.4528 - \$35.9505  
Monthly: \$5,105.14 - \$6,231.42  
Annually: \$61,261.72 - \$74,777.04

**AUTHORITY**

In accordance with Civil Service Rule 3.3(a), the Civil Service Commission shall consider the establishment of a new classification or reclassification upon the recommendation of the Human Resources Director and the affected department head. Additionally, Civil Service Rule 6.4 requires Commission approval of job bulletins, including examination components and categories, prior to recruitment.

**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 - Classification Specification for Environmental Compliance Inspector
2. 2017-08-02 - ATT 2 - Recruitment Bulletin for Environmental Compliance Inspector
3. 2017-08-02 - ATT 3 - Organizational Chart for the Environmental Programs and Operations Division

**MOTION**

That the Civil Service Commission:

1. Approve the New Classification Specification for Environmental Compliance Inspector; and
2. Approve the New Recruitment Bulletin for Environmental Compliance Inspector.