



# City of Culver City

## Staff Report

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**File #:** 18-0341, **Version:** 1

**Item #:** A-1

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### **Revised Classification Specification and Recruitment Bulletins: Maintenance Worker I**

**Meeting Date:** October 4, 2017

**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:** [6]

**Public Notification:** (Email) Meeting and Agenda (09/28/17); (Email) All City Staff (09/28/17)

**Department Approval:** Serena Wright-Black, Director of Administrative Services (09/28/17)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission approve the revised Classification Specification and Recruitment Bulletins for Maintenance Worker I.

### **BACKGROUND/DISCUSSION**

The Maintenance Worker I classification is shared by two departments: Public Works and Parks, Recreation and Community Services (PRCS). The Public Works Department provides maintenance and repair for the City's fixed assets, which includes buildings, streets, sidewalks, storm drains, sewers, traffic signals, street lighting and other components of the infrastructure. The PRCS Department improves and protects our parks and natural resources and works consistently to make our parks safe, clean and healthful. Under immediate supervision, positions in this classification perform routine unskilled manual labor. The positions assigned to this classification work in a variety of divisions in the Public Works and Parks, Recreation and Community Services Departments.

Currently, both departments have vacancies. In anticipation of conducting an open and competitive recruitment to fill the vacancies in both departments, Human Resources staff in concurrence with Public Works and PRCS management completed a review of the Maintenance Worker I classification to ensure it accurately captures the essential job duties and minimum requirements. This review found that updates to the classification specification were needed.

During this review process, Human Resources staff concluded that revisions were needed to clearly

define duties performed by incumbents in each department. The proposed changes capture the job duties being performed by the incumbents throughout these divisions and reflect the current needs of each department.

In addition, the proposed revisions will assist the City with providing clarity to applicants regarding essential duties and requirements of the position based upon assignment, and the knowledge, skill and ability expected to perform these duties. Revisions were made to the Classification Definition, Supervision Received and Exercised, Essential Job Duties, Minimum Knowledge, Skills and Abilities, Training and Experience and Physical Requirements and Working Conditions.

### ***Classification Specification***

- Definition  
Minor revisions to this section were made to clarify that the position works in a variety of divisions in both the Public Works and Parks, Recreation and Community Services Departments.
- Supervision Received and Exercised  
Revisions to this section were made to include direction may be received by a Maintenance Worker II.
- Essential Job Duties  
Revision and addition of duties were made that captures the work performed by the incumbent based upon the assigned department.
- Minimum Knowledge, Skills and Ability  
Revisions to this section were made to modernize the language and 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 and expand on experience necessary to perform the job.
- Physical Requirements and Working Conditions  
Addition of requirements to include ability to work in and around City infrastructure and with harsh and toxic substances.

### ***Labor Market***

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

### ***Recruitment Bulletin***

The recruitment bulletin is reflective of the revised 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 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. 2017-10-04 - ATT 1 - Proposed Revised Classification Specification for Maintenance Worker I
2. 2017-10-04 - ATT 2 - Final Revised Classification Specification for Maintenance Worker I
3. 2017-10-04 - ATT 3 - Proposed Revised Recruitment Bulletin PARKS Maintenance Worker I
4. 2017-10-04 - ATT 4 - Final Revised Recruitment Bulletin PARKS Maintenance Worker I
5. 2017-10-04 - ATT 5 - Proposed Revised Recruitment Bulletin PUBLIC WORKS Maintenance Worker I
6. 2017-10-04 - ATT 6 - Final Revised Recruitment Bulletin PUBLIC WORKS Maintenance Worker I

### **MOTION**

That the Civil Service Commission:

1. Approve the revised Classification Specification for Maintenance Worker I; and
2. Approve the revised Recruitment Bulletins for Maintenance Worker I.