



# City of Culver City

## Staff Report

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**File #:** 19-715, **Version:** 1

**Item #:** A-1

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**New Classification Specification and Recruitment Bulletin: Recreation and Community Services Coordinator**

**Meeting Date:** January 2, 2019

**Contact Person/Dept:** Ofelia Garcia/Administrative Services Department

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

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

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

**Public Notification:** (Email) Meeting and Agendas - Civil Service Commission (12/28/18); (Email) All City Staff (12/28/18)

**Department Approval:** Serena Wright-Black, Assistant City Manager (12/27/18)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission approve the new classification specification and recruitment bulletin for Recreation and Community Services Coordinator.

### **BACKGROUND/DISCUSSION**

The Parks, Recreation and Community Services Department (Department) is comprised of four divisions: Administration, Parks, Recreation, and Senior and Social Services.

Historically, there have been two distinct classification specifications (Recreation Coordinator and Senior and Social Services Specialist) that oversee programming activities for the Department. Each is specialized and focused on specific client demographics and program needs. The Recreation Coordinator classification oversees recreation-related activities while the Senior and Social Services Specialist classification oversees programs for seniors and individuals with disabilities.

The Parks, Recreation and Community Services Director recently assessed the needs of the department and determined that operations would be greatly enhanced by combining the two aforementioned classifications under a new job classification: Recreation and Community Services Coordinator. This would allow the Department to maximize resources and better meet the needs of customers and the operations.

As stated, the proposed classification specification is a combination of the two above mentioned classification specifications. It was determined that by consolidating the two classification specifications and creating one, there would be more flexibility in staffing, and employees would have the opportunity to learn different areas within the Parks, Recreation and Community Services Department. Exposing employees to the various programs prepares them for promotional opportunities and also better positions the department to address vacancies as they occur.

The recruitment bulletin is reflective of the new classification specification. The weight of the examination components are being proposed for consistency with other classifications throughout the City and classifications within the Department.

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

The Culver City Employees Association (CCEA) has been provided copies of the proposed classification specification and recruitment bulletin for Recreation and Community Services Coordinator.

### **FISCAL ANALYSIS**

There is no direct fiscal impact associated with the proposed classification specification.

### **AUTHORITY**

In accordance with Civil Service Rule 3.3(a), the Civil Service Commission shall consider reclassification upon the recommendation of the Administrative Services Director and the affected department head.

### **Civil Service Rule 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 Administrative Services 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 Administrative Services Director shall review the requested action with the requesting party and make such recommendations to the Commission as the Administrative Services Director deems appropriate.

The Administrative Services Director's recommendations shall be communicated to the originator, the affected appointing authority and employee organization. If any party disagrees with the Human Resources 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.

## **ATTACHMENTS**

1. 2019-01-02 - ATT 1 - Proposed Final Classification Specification for Recreation and Community Services Coordinator
2. 2019-01-02 - ATT 2 - Proposed Final Recruitment Bulletin for Recreation and Community Services Coordinator
3. 2019-01-02 - ATT 3 - Classification Specification for Recreation Coordinator
4. 2019-01-02 - ATT 4 - Classification Specification for Senior and Social Services Specialist

## **MOTION**

That the Civil Service Commission:

1. Approve the Classification Specification for Recreation and Community Services Coordinator;  
and
2. Approve the Recruitment Bulletin for Recreation and Community Services Coordinator.