



# City of Culver City

## Staff Report

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**File #:** 21-220, **Version:** 1

**Item #:** A-1

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### **Approval of Revised Classification Specification and Recruitment Bulletin: Facilities Maintenance Supervisor**

**Meeting Date:** January 6, 2021

**Contact Person/Dept:** Kashawn Mariner/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 Agenda (12/21/20); (Email) All City Staff (12/21/20)

**Department Approval:** Serena Wright-Black, Assistant City Manager (12/21/20)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission approve the revised Classification Specification and Recruitment Bulletin for Facilities Maintenance Supervisor.

### **BACKGROUND/DISCUSSION**

The current Facilities Maintenance Supervisor classification is utilized by the Public Works Department. During the most recent Federal Transportation Agency Triennial Review, the federal reviewers highlighted the need for increased attention to the 20+ year old Transportation Facility. Quoting the new federal requirement for a Transit Asset Management program, they suggested that the City perform a full facility condition assessment to build a long-term capital plan that ensures the facility be kept in a state of good repair. Understanding these recommendations and the new guidelines, the Chief Transportation Officer felt it necessary to have a Facilities Maintenance Supervisor to provide the needed operational expertise for asset management, environmental and regulatory compliance, general maintenance of facilities and bus stops, and capital project management. This position was approved in the 2020/2021 budget by City Council and budgeted in the Transportation Department.

In anticipation of conducting an open and competitive recruitment to fill this vacancy, Human Resources staff completed a review of this classification to ensure that its essential job duties reflect

the needs of the Transportation Department. Therefore, the classification specification has been revised to reflect the needs of both departments.

### ***Classification Specification***

In order to provide clarity to applicants, revisions to the classification specification were made to the Definition, Supervision Received and Exercised, Essential Job Duties, Minimum Knowledge, Skills and Abilities, License and Certificates, and Training and Experience sections.

Revisions to the Definition section were made to clarify the definition of duties and City facilities; while revisions to the Supervision Received and Exercised section were made to simplify the language regarding the reporting structure. Revisions to the Essential Job Duties section were made to reflect the essential job duties of both departments.

In the Minimum Knowledge, Skills and Ability section, the language was revised to further clarify knowledge, experience and ability needed to perform the job duties while revisions to the License and Certificates section were made to update the driver's license and certification requirements to reflect the needs of both departments. Lastly, in the Training and Experience section of the classification specification, minor revisions were made to provide clarity regarding the type of experience needed to meet the minimum requirements of the job.

### ***Recruitment Bulletins***

The recruitment bulletin reflects the revised classification specification. The exam components have been updated to include a counseling exercise and to recalculate the exam weights. The exam components are aligned with the exam components of similar classifications.

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

This classification is represented by the Culver City Management Group (CCMG). A copy of the proposed classification specification has been provided to CCMG and they are in agreement 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.*

### **FISCAL ANALYSIS**

There is no fiscal impact associated with the proposed changes.

### **ATTACHMENTS**

1. 2021-01-06 - ATT 1 - Proposed Revised Classification Specification
2. 2021-01-06 - ATT 2 - Final Revised Classification Specification
3. 2021-01-06 - ATT 3 - Proposed Revised Recruitment Bulletin
4. 2021-01-06 - ATT 4 - Final Revised Recruitment Bulletin

### **MOTION**

That the Civil Service Commission:

1. Approve the revised Classification Specification for Facilities Maintenance Supervisor; and
2. Approve the revised Recruitment Bulletin for Facilities Maintenance Supervisor.