



# City of Culver City

## Staff Report

---

**File #:** 21-503, **Version:** 1

**Item #:** A-2

---

### **Revised Classification Specification and Recruitment Bulletin: Subdrain Crewleader**

**Meeting Date:** April 7, 2021

**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 (03/XX/21); (Email) All City Staff (03/XX/21)

**Department Approval:** Serena Wright-Black, Assistant City Manager (03/XX/21)

---

### **RECOMMENDATION**

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

### **BACKGROUND/DISCUSSION**

The Public Works Department is comprised of four divisions: Administration, Engineering, Maintenance Operations, and Environmental Programs and Operations. The Department is responsible for providing engineering services to the public and other City departments and managing capital improvement projects throughout the City; providing maintenance and repair for the City's fixed assets, which include buildings, streets, sidewalks, storm drains, sewers, traffic signals, street lighting and other components of the infrastructure; and coordinating graffiti removal, street sweeping and tree trimming services for the City. The Department manages two separate enterprise operations that are responsible for refuse collection and disposal and sewer collection and disposal. Additionally, the Department manages the City's environmental programs relating to sustainability, energy efficiency, recycling and waste reduction, and water quality.

The Subdrain Crewleader classification supports the Department by supervising and participating in the maintenance and repair of wastewater mains and lift stations and stormwater collection systems.

In anticipation of conducting an open and competitive recruitment, Human Resources staff in concurrence with Public Works management completed a review of the Subdrain Crewleader

classification. The proposed revisions will assist the City with providing clarity to applicants regarding essential duties 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 Ability and License and Certificates.

### ***Classification Specification***

- Classification Definition  
Minor revisions to this section were made to include storm water collection systems.
- Supervision Received and Exercised  
Revisions to this section were made removing to reflect the incumbent may receive supervision from the Maintenance Operations Manager or designee.
- Essential Job Duties  
In this section, duties were added that capture the actual work that will be performed by the incumbent. Duties not performed by the incumbent were removed.
- Minimum Knowledge, Skills and Ability  
Minor revisions were made to this section to include knowledge of maintenance procedures and operations for wastewater lift stations.
- License and Certificates  
The license requirement was changed in this section. The incumbent is required to possess a Class B license with Tanker Endorsement in order to operate the necessary vehicle and equipment to do the job.

### ***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 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. 2021-04-07 - ATT 1 - Proposed Classification Specification for Subdrain Crewleader
2. 2021-04-07 - ATT 2 - Final Revised Classification Specification
3. 2021-04-07 - ATT 3 - Proposed Recruitment Bulletin for Subdrain Crewleader
4. 2021-04-07 - ATT 4 - Final Revised Recruitment Bulletin

#### **MOTION**

That the Civil Service Commission:

1. Approve the Revised Classification Specification for Subdrain Crewleader; and
2. Approve the Revised Recruitment Bulletin for Subdrain Crewleader.