



# City of Culver City

## Staff Report

---

File #: 22-1108, Version: 1

Item #: PH-1.

---

**CC - ACTION ITEM: (1) Introduction of an Ordinance, Amending Culver City Municipal Code Chapter 3.05 "Personnel Policies"; to be Consistent with Proposed Changes to the Civil Service Rules; (2) Adoption of a Resolution Approving Amendments to the Civil Service Rules as Recommended by the Civil Service Commission; and (3) Direction to the City Manager as Deemed Appropriate.**

**Contact Person/Dept.:** Dana Anderson / Human Resources  
**Phone Number:** (310) 253-5640

**Meeting Date:** September 12, 2022

**Fiscal Impact:** Yes  No  **General Fund:** Yes  No

**Attachments:** Yes  No

**Commission Action Required:** Yes  No  **Date:** April 6, 2022

**Commission Name:** Civil Service Commission

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (09/07/2022); (E-Mail) All City Staff (09/07/2022); Culver City Employees Association (09/07/2022); Culver City Management Group (09/07/2022); Culver City Fire Management Group (09/07/2022); Culver City Police Management Group (09/07/2022); Culver City Police Officers Association (09/07/2022); Culver City Firefighter Local 1927, AFL-CIO (09/07/2022)

**Department Approval:** Dana Anderson, Director of Human Resources (09/XX/22)

---

### **RECOMMENDATION**

Staff recommends the City Council (1) introduce an Ordinance, amending Culver City Municipal Code Chapter 3.05 "Personnel Policies"; to be consistent with proposed changes to the Civil Service Rules; (2) adopt a Resolution approving amendments to the Civil Service Rules as recommended by the Civil Service Commission; and (3) provide direction to the City Manager as deemed appropriate.

### **BACKGROUND**

At its regular meeting of June 2, 2021, the Civil Service Commission (Commission) appointed an Ad-Hoc Subcommittee (Subcommittee) to review the Civil Service Rules (Rules) with Staff and provide a recommendation back to the full Commission regarding any potential amendments.

The goal was to present the recommendations that maintained the integrity of the civil service system and allowed the City's employment processes, specifically Classifications, to be efficient while meeting the needs of both the City and its employees.

## **DISCUSSION**

### **Civil Service Rule Amendment**

The Subcommittee brought forward recommendations to the Commission that the Commission review Rule 3, Classifications, in its entirety. The proposed changes, outlined in the Exhibit A to the Resolution (Attachment 1), and shown in "track changes" form in Attachment 2, clarify existing procedures, and streamline the classification policy and processes in alignment with the City Charter and Culver City Municipal Code (CCMC). Specifically, the updated procedures allow for administrative approval of classification specifications and are recommended to bring efficiency in the establishment of new classifications and revisions of existing classifications allowing for timely recruitment or reclassification.

As required by the CCMC, the Commission held public hearings at its regular meetings to consider amendments to Rule 3 of the Civil Service Rules. Hearings were held on a number of regular meeting dates, and then continued, to allow the Commission's Subcommittee an opportunity to continue to meet and make further revisions considering comments received at these meetings. Public hearings on Rule 3 were held on August 4, 2021, September 1, 2021, October 6, 2021, November 3, 2021, December 1, 2021 and January 5, 2022. Notice was timely given for each of the hearings. At the January 5, 2022 meeting, the hearing was continued to allow Staff to continue reviewing Rule 3 with the bargaining units.

At the Commission's regular meeting of February 2, 2022, the Commission re-convened the public hearing, heard public comment, and continued the hearing to the next meeting for the Subcommittee to review the public comment received as well as concerns raised by Members of the Commission. On April 6, 2022 at the Commission's regular meeting, the Commission held its last public hearing to consider amendments to Rule 3 of the Civil Service Rules. At the conclusion of the public hearing, the Commission determined to approve the proposed amendments and recommended that the City Council adopt the proposed amendments in accordance with Civil Service Rule 17.3 (a) (6).

### **CCMC Amendment**

The amendment to Rule 3 necessitates an update to the CCMC, Chapter 3.05 ("Personnel Policies") subchapter 3.05.000 ("Civil Service System"). The proposed Ordinance (Attachment 3), amends CCMC sections 3.05.010 and 3.05.020 pertaining to the classification system, to ensure consistency between the CCMC and the Civil Service Rules. If introduced on September 12<sup>th</sup>, staff will bring the proposed ordinance back to City Council at a future meeting for adoption.

## **FISCAL ANALYSIS**

Adoption of these recommendations will streamline operations and is expected to result in an indirect cost savings in staff time.

### **ATTACHMENTS**

1. 2022-09-12 - ATT 1 - Proposed Resolution (with Exhibit "A" - proposed Civil Service Rules amendments)
2. 2022-09-12 - ATT 2 - Exhibit "A" with Redline Edits
3. 2022-09-12-ATT\_3- Proposed Ordinance Amending Chapter 3.05

### **RECOMMENDED MOTIONS**

That the City Council:

1. Introduce an Ordinance, amending Culver City Municipal Code Chapter 3.05 "Personnel Policies"; to be consistent with proposed changes to the Civil Service Rules;
2. Adopt a Resolution approving amendments to the Civil Service Rules as recommended by the Civil Service Commission; and
3. Provide direction to the City Manager as deemed appropriate.