



# City of Culver City

## Staff Report

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**File #:** 23-63, **Version:** 1

**Item #:** A-3

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**Approval of the Revised Classification Specification and Recruitment Bulletin: Deputy City Clerk**

**Meeting Date:** August 3, 2022

**Contact Person/Dept:** Amy Webber / Human Resources

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

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

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

**Public Notification:** (E-mail) Meetings and Agendas (07/29/22); (E-mail) All City Staff (07/29/22)

**Department Approval:** Dana Anderson, Director of Human Resources (07/28/22)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission approve the revised classification specification and recruitment bulletin for Deputy City Clerk.

### **BACKGROUND/DISCUSSION**

Historically, the City Clerk was an elected position. In 2006, the electorate determined to convert the elected City Clerk position into an appointed position. Once the Charter revisions were adopted, the City Clerk functions were incorporated into the duties of an Assistant City Manager.

During the fiscal year 2016/2017 budget process the City Manager proposed and received approval from City Council to reorganize the functions of the City Clerk's Office. This reorganization resulted in the approval of funding a full-time City Clerk to oversee the City Clerk's Office day to day operations. Since that reorganization the need for additional staff has been identified.

During the fiscal year 2022/2023 budget process the City Manager proposed and received approval from City Council to reclassify a vacant position to Deputy City Clerk. Human Resources staff, in concert with the City Manager's Office, reviewed the needs of the position. This review resulted in the proposed revisions to be in compliance with the Fair Political Practices Commission (FPPC) and best business practices for City Clerk operations. The result of that review is the proposed revised Deputy City Clerk classification specification (Attachment 1).

***Classification Specification***

The proposed changes throughout the classification specification reflect that the position is no longer a high-level clerical position, but rather a management position that supervises staff and programs within the City Clerk Office. Additionally, revised language within the essential job duties, minimum knowledge, skills, and abilities sections reflects modern terminology, current legal mandates, and the City's current City Clerk operations and organizational structure.

- Definition  
The description was updated to reflect the level of administrative work performed.
- Essential Job Duties  
The duties have been reviewed considering the City Clerk's operational needs. The updated duties reflect the level of work performed by a Deputy City Clerk.
- Minimum Knowledge, Skills and Ability  
This section was reviewed and revised to reflect the significant changes to the essential job duties along with being consistent with comparable position within the organization and labor market.
- License and Certificates  
The possession of a driver's license requirement was added to reflect the job duties performed.
- Training and Experience  
This section was added to reflect the typical way a successful candidate for position would obtain the necessary knowledge, skills and abilities to perform the essential job duties. This is consistent with comparable positions within the labor market.

***Recruitment Bulletin***

The bulletin is reflective the proposed changes in the classification specification. It includes the necessary recruitment information as well as the examination components. The exam components include a written examination weighted at 40% and an oral interview, weighted at 60%. These exam components are aligned with exam components in similar classifications.

***Bargaining Unit Representation***

This classification is represented by the Culver City Management Group (CCMG). CCMG has been provided a copy of the classification specification for Deputy City Clerk along with a copy of the recruitment bulletin for their information.

**FISCAL ANALYSIS**

During the fiscal year 2022/2023 budget process, City Council approved this position and the allocation of funding. The approved salary range for this classification is:

Range:        \$9,022.93 - \$11,013.30 monthly        \$108,275.18 - \$132,159.56 annually

### **AUTHORITY**

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

### **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.

Additionally, the Commission's authority to approve new or revised recruitment bulletins outlined in Civil Service Rules (CSR) 6.4:

**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.

### **ATTACHMENTS**

1. ATT 1 Proposed Revised Class Spec for Deputy City Clerk
2. ATT 2 Final Proposed Class Spec for Deputy City Clerk
3. ATT 3 Proposed Revised Recruitment Bulletin for Deputy City Clerk
4. ATT 4 Final Proposed Class Spec for Deputy City Clerk

### **MOTION**

That the Civil Service Commission:

1. Approve the Revised Classification Specification for Deputy City Clerk.
2. Approve the Revised Recruitment Bulletin for Deputy City Clerk.