



City of Culver City

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Staff Report

File #: 24-558, **Version:** 1

Item #: A - 1

Approval of New Promotional Recruitment Bulletin Cement Finisher

Meeting Date: January 3, 2024

Contact Person/Dept: Tiffany Johnson / Human Resources 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 (12/26/23); (Email) All City Staff (12/26/23)

Department Approval: Dana Anderson, Director of Human Resources (12/21/23)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the Promotional recruitment bulletin for Cement Finisher.

BACKGROUND/DISCUSSION

In October 2001, the Cement Finisher recruitment was opened with an open and competitive recruitment bulletin. The Cement Finisher position is assigned to the Maintenance Operations Division of the Public Works Department and performs skilled work in the removal, pouring and finishing of concrete utilizing various tools, including backhoes, saws, and jackhammers.

The Public Works Department is responsible for construction, maintenance, and oversight of the City's infrastructure, including buildings, streets, sewer, and the urban forest. The Public Works Department also manages refuse collection, supports business development, and manages mobility and environmental projects. The Department has five divisions including Administration, Maintenance Operations, Engineering, Mobility and Traffic Engineering, and Environmental Programs and Operations. The Maintenance Operations Division is responsible for maintaining public infrastructure assets including all municipal facility maintenance and improvement management.

Recruitment Bulletin

The recruitment bulletin (Attachment 1) is reflective of the classification specification. We are

submitting the recruitment bulletin for approval in light of opening a promotional recruitment due to the budgeted position being vacant.

Bargaining Unit Representation

On Wednesday, December 13, 2023, a copy of the proposed promotional recruitment bulletin was provided to CCEA for their information.

AUTHORITY

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.

FISCAL ANALYSIS

There is no fiscal impact associated with the proposed changes.

ATTACHMENTS

1. 2023-01-03 - ATT 1 - Proposed Recruitment Bulletin for Cement Finisher (Promotional)

MOTION

That the Civil Service Commission:

1. Approve the Promotional Recruitment Bulletin for Cement Finisher.