



City of Culver City

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Staff Report Details (With Text)

File #: 18-0342 **Version:** 1 **Name:** Revised Class Specification and Recruitment Bulletins: Maintenance Worker II
Type: Minute Order **Status:** Action Item
File created: 9/27/2017 **In control:** CIVIL SERVICE COMMISSION
On agenda: 10/4/2017 **Final action:**
Title: Revised Classification Specification and Recruitment Bulletins: Maintenance Worker II

Sponsors:

Indexes:

Code sections:

Attachments: 1. 2017-10-04 - ATT 1 - Proposed Revised Class Spec for Maintenance Worker II, 2. 2017-10-04 - ATT 2 - Final Revised Class Spec for Maintenance Worker II, 3. 2017-10-04 - ATT 3 - Proposed Revised Recruitment Bulletin PARKS Maintenance Worker II, 4. 2017-10-04 - ATT 4 - Final Revised Recruitment Bulletin PARKS Maintenance Worker II, 5. 2017-10-04 - ATT 5 - Proposed Revised Recruitment Bulletin PUBLIC WORKS Maintenance Worker II, 6. 2017-10-04 - ATT 6 - Final Revised Recruitment Bulletin PUBLIC WORKS Maintenance Worker II

Date	Ver.	Action By	Action	Result
10/4/2017	1	CIVIL SERVICE COMMISSION	approved	Pass

Revised Classification Specification and Recruitment Bulletins: Maintenance Worker II

Meeting Date: October 4, 2017

Contact Person/Dept: Kashawn Mariner/Administrative Services

Phone Number: (310) 253-5640

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

Public Hearing: ☐ **Action Item:** ☒ **Attachments:** [6]

Public Notification: (Email) Meeting and Agenda (09/28/17); (Email) All City Staff (09/28/17)

Department Approval: Serena Wright-Black, Director of Administrative Services (09/28/17)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the revised Classification Specification and Recruitment Bulletins for Maintenance Worker II.

BACKGROUND/DISCUSSION

The Maintenance Worker II classification is shared by two departments: Public Works and Parks,

Recreation and Community Services (PRCS). The Public Works Department provides maintenance and repair for the City's fixed assets, which includes buildings, streets, sidewalks, storm drains, sewers, traffic signals, street lighting and other components of the infrastructure. The PRCS Department improves and protects our parks and natural resources and works consistently to make our parks safe, clean and healthful. The position, based on the assignment, is responsible for performing semi-skilled and skilled tasks in the maintenance and repair of City facilities, including parks and public works infrastructure.

Currently, both departments have vacancies. In anticipation of conducting an open and competitive recruitment to fill the vacancies in both departments, Human Resources staff in concurrence with Public Works and PRCS management completed a review of the Maintenance Worker II classification to ensure it accurately captures the essential job duties and minimum requirements. This review found that updates to the classification specification were needed.

During this review process, Human Resources staff concluded that revisions were needed to include duties performed by incumbents in PRCS. Also, the proposed changes throughout the classification specification capture the actual job duties being performed by the incumbents and reflect the current needs of each department.

In addition, the proposed revisions will assist the City with providing clarity to applicants regarding essential duties and requirements of the position based upon assignment, and the knowledge, skill and ability expected to perform these duties. Revisions were made to the Definition, Distinguishing Characteristics, Supervision Received and Exercised, Essential Job Duties, Minimum Knowledge, Skills and Abilities, License and Certificates, Training and Experience, and Physical Requirements and Working Conditions.

The addition of the Class B driver's license as desirable is included as an incentive for incumbents in the Public Works Department wanting to obtain this license and endorsement if they do not already have it. The current license requirement remains as a Class C which is still appropriate, especially for incumbents in PRCS.

Classification Specification

- Definition
Minor revisions to this section were made to clarify that the position works in both the Public Works and Parks, Recreation and Community Services Departments.
- Distinguishing Characteristics
Minor revisions to this section were made to update the language to reference the subject classification.
- Supervision Received and Exercised
Minor revisions to this section were made to reflect the supervision received by the Maintenance Worker II, depending upon assignment.
- Essential Job Duties
Revision and addition of duties were made that captures the work performed by the incumbent based upon the assigned department.

- Minimum Knowledge, Skills and Ability

Revisions to this section were made to modernize the language and to include knowledge, skills and abilities more closely aligned with those necessary to perform the job.

- License and Certificates

Language was added to include that a California Class B driver license is desirable.

- Training and Experience

Revisions were made to this section to broaden the examples of related experience and define a path for incumbents in the Maintenance Worker I classification.

- Physical Requirements and Working Conditions

Addition of requirements to include ability to work in and around City infrastructure.

Labor Market

The proposed classification specification is consistent with the labor market classifications that function as a Maintenance Worker II.

Recruitment Bulletin

The recruitment bulletin is reflective of the revised 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.

FISCAL ANALYSIS

There will be no fiscal impact associated with the proposed changes to the classification.

ATTACHMENTS

1. 2017-10-04 - ATT 1 - Proposed Revised Classification Specification for Maintenance Worker II
2. 2017-10-04 - ATT 2 - Final Revised Classification Specification for Maintenance Worker II
3. 2017-10-04 - ATT 3 - Proposed Revised Recruitment Bulletin PARKS Maintenance Worker II
4. 2017-10-04 - ATT 4 - Final Revised Recruitment Bulletin PARKS Maintenance Worker II
5. 2017-10-07 - ATT 5 - Proposed Revised Recruitment Bulletin PUBLIC WORKS Maintenance Worker II
6. 2017-10-04 - ATT 6 - Final Revised Recruitment Bulletin PUBLIC WORKS Maintenance Worker II

MOTION

That the Civil Service Commission:

1. Approve the revised Classification Specification for Maintenance Worker II; and
2. Approve the revised Recruitment Bulletins for Maintenance Worker II.