



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 18-0448      **Version:** 2      **Name:**  
**Type:** Minute Order      **Status:** Action Item  
**File created:** 10/25/2017      **In control:** CIVIL SERVICE COMMISSION  
**On agenda:** 11/1/2017      **Final action:**  
**Title:** New Classification Specification: City Clerk Specialist  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. 2017-11-01 - ATT 1 - City Clerk Specialist.pdf

Date	Ver.	Action By	Action	Result
11/1/2017	2	CIVIL SERVICE COMMISSION	approved	Pass

### New Classification Specification: City Clerk Specialist

**Meeting Date:** November 1, 2017

**Contact Person/Dept:** Serena Wright-Black /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 (10/26/17); (E-mail) All City Staff (10/26/17)

**Department Approval:** Serena Wright-Black, Director of Administrative Services (10/25/17)

### RECOMMENDATION

Staff recommends that the Civil Service Commission approve the new classification specification for City Clerk Specialist.

### BACKGROUND/DISCUSSION

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. In addition, the City Clerk's Office was removed from under the City Manager's department and placed in the newly formed Administrative Services Department.

The City Clerk's Office is responsible for maintaining the City's legislative history; administering and supervising municipal elections; ensuring legislative compliance; administering the City's record management program; compiling and maintaining all official city records and documents; administering oaths; preparing legal publications and notices; and overseeing the passport and public records request programs.

The City Clerk's Office is also responsible for providing support to City Council and staff liaisons to appointed boards and commissions on parliamentary procedures, agenda and minute preparation and posting, as well as supervising, coordinating and distributing City Council meeting agendas and related materials.

The City Clerk's Office is supported by a staff of four with an annual operating budget of approximately \$675k.

### ***Classification Specification***

The proposed classification of City Clerk Specialist (Attachment 1) will provide administrative and technical support to the City Clerk's office. The position will be responsible for assisting with elections, FPPC filings, citywide records retention and management systems, coordinating activities for the various legislative bodies, and providing customer service pertaining to passports, public records and other activities of the City Clerk's office.

### ***Bargaining Unit Representation***

This classification is represented by the Culver City Employees Association (CCEA). CCEA was provided a copy of the classification specification for City Clerk Specialist on October 18, 2017.

## **FISCAL ANALYSIS**

The salary range for this classification is:

Range:           \$4,832.75 - \$5,899.03 monthly                   \$57,993 - \$70,788.38 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.*

## **ATTACHMENTS**

1. 2017 11 01 - ATT 1 New Class Spec for City Clerk Specialist

## **MOTION**

That the Civil Service Commission:

1. Approve the New Classification Specification for City Clerk Specialist.