



Staff Report Details (With Text)

File #: 19-377 **Version:** 1 **Name:**
Type: Minute Order **Status:** Action Item
File created: 9/27/2018 **In control:** CIVIL SERVICE COMMISSION
On agenda: 10/3/2018 **Final action:**
Title: (1) Discussion Regarding Specific College/University Degrees Included on Classification Specifications; and
(2) Direction to Assistant City Manager as Deemed Appropriate

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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- (1) Discussion Regarding Specific College/University Degrees Included on Classification Specifications; and
(2) Direction to Assistant City Manager as Deemed Appropriate

Meeting Date: October 3, 2018

Contact Person/Dept: Serena Wright-Black/Assistant City Manager

Phone Number: 310-253-5640

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

Public Hearing: ☐ **Action Item:** ☒ **Attachments:** ☐

Public Notification: (Email) Meeting and Agenda - Civil Service Commission (9/27/18); (Email) All City Staff (9/27/18)

Department Approval: Serena Wright-Black, Assistant City Manager (9/27/18)

RECOMMENDATION

Staff recommends that the Civil Service Commission discuss the specific college and university degrees included on classification specifications (class specs) and provide direction to staff as appropriate.

BACKGROUND / DISCUSSION

The Civil Service Commission routinely reviews and approves class specs. Class specs provide a broad description of job duties that are typically performed by employees, as well as the job responsibilities assigned and the training and experience required. The class spec is an outline of the employment qualifications that the City has deemed pertinent to the specific job. These qualifications and skills relate to essential functions of the job.

The training and experience section on a class spec provides the minimum level of education and years of experience and training required to perform satisfactorily in the job. For classifications which include a college/university degree as a component to measure a candidate's ability to do the job, the City has historically also provided the specific discipline or field of study that would typically provide a prospective employee with the minimum job-related knowledge necessary to perform the duties associated with the position. In addition to stating the specific types of qualifying degrees, the class spec also includes the language "or a closely related field".

This allows for discretion to include applicants into the candidate pool who may not have the degree specified on the class spec but who holds a degree that would nonetheless provide the applicant with the same level of skills, aptitudes and abilities.

Further, all class specs, with the exception of those within Executive Management, include combination language. This language allows the City to conduct a global evaluation of a candidate and consider not only any education obtained, but also other training and experience received that would deem the individual qualified to perform the essential job duties.

Culver City is not unique in this respect. A review of our 13-labor market cities reflect that the other cities also use this same approach, including combination language and specific degrees or a degree that is closely related.

FISCAL ANALYSIS

N/A

AUTHORITY

In accordance with Civil Service Rule 3.3(a), any member of the Commission has the authority to request a new classification or a reclassification.

Civil Service Rule 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 revision to an existing classification.

ATTACHMENTS

1. None

MOTION

That the Civil Service Commission:

1. Discuss the specific college and university degrees included on classification specifications and provide direction to staff as appropriate.