



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 20-723      **Version:** 1      **Name:** Approval of Three (3) Revised Classification Specifications and Recruitment Bulletins

**Type:** Minute Order      **Status:** Action Item

**File created:** 1/30/2020      **In control:** CIVIL SERVICE COMMISSION

**On agenda:** 2/5/2020      **Final action:**

**Title:** Approval of Three (3) Revised Classification Specifications and Recruitment Bulletins: Scout Vehicle Operator, Sanitation Driver and Sanitation Roll-Off Driver

**Sponsors:**

**Indexes:**

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**Attachments:** 1. 2020-02-05 - ATT 1 - Revised SVO Class Spec, 2. 2020-02-05 - ATT 2 - Final Proposed SVO Class Spec, 3. 2020-02-05 - ATT 3 - Revised SVO Job Bulletin, 4. 2020-02-05 - ATT 4 - Final Proposed SVO Job Bulletin, 5. 2020-02-05 - ATT 5 - Revised Sanitation Driver Class Spec, 6. 2020-02-05 - ATT 6 - Final Proposed Sanitation Driver Class Spec, 7. 2020-02-05 - ATT 7 - Revised Sanitation Driver Job Bulletin.pdf, 8. 2020-02-05 - ATT 8 - Final Proposed Sanitation Driver Job Bulletin.pdf, 9. 2020-02-05 - ATT 9 - Revised Sanitation Roll-Off Driver Class Spec.pdf, 10. 2020-02-05 - ATT 10 - Final Proposed Sanitation Roll-Off Driver Class Spec.pdf, 11. 2020-02-05 - ATT 11 - Revised Sanitation Roll-Off Driver Job Bulletin, 12. 2020-02-05 - ATT 12 - Final Proposed Sanitation Roll-Off Driver Job Bulletin

Date	Ver.	Action By	Action	Result
2/5/2020	1	CIVIL SERVICE COMMISSION		

### Approval of Three (3) Revised Classification Specifications and Recruitment Bulletins: Scout Vehicle Operator, Sanitation Driver and Sanitation Roll-Off Driver

**Meeting Date:** February 5, 2020

**Contact Person/Dept:** Tiffany Johnson/Administrative Services

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

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☒

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

**Public Notification:** (Email) Meeting and Agenda (01/30/20); (Email) All City Staff (01/30/20)

**Department Approval:** Serena Wright-Black, Assistant City Manager (01/30/2020)

### RECOMMENDATION

Staff recommends that the Civil Service Commission approve the revised classification specifications and recruitment bulletins for Scout Vehicle Operator, Sanitation Driver and Sanitation Roll-Off Driver.

## **BACKGROUND/DISCUSSION**

The Public Works Department is comprised of four divisions: Administration, Engineering, Maintenance Operations, and Environmental Programs and Recycling Operations.

The Scout Vehicle Operator, Sanitation Driver and Sanitation Roll-Off Driver classifications are part of the Public Works Department's Environmental Programs and Operations Division. The primary function of these classifications is to collect and haul the City's solid waste and recycling. The current staff is comprised of thirteen (13) Scout Vehicle Operators, sixteen (16) Sanitation Drivers and three (3) Sanitation Roll-Off Drivers, who all report to the Solid Waste and Recycling Crew Leader classification.

The modifications included on the classification specifications and recruitment bulletins are being proposed by Human Resources staff in concurrence with Public Works management. The proposed changes throughout the classification specifications and recruitment bulletins capture the actual job duties being performed by the incumbents and reflect the needs of the department.

### ***Classification Specifications***

The proposed revisions will assist the City with providing clarity to applicants regarding essential duties and requirements of the positions, and knowledge, skill and ability expected to perform these duties.

The minimum education requirements for the three classifications have all been revised to include a high school graduation (or equivalent). This requirement has been added based on the expectation that the incumbents will need to read and follow instructions as part of their job. This is a standard requirement within our classification specifications.

The Sanitation Driver and Sanitation Roll-Off Driver classification specifications have been revised to clarify that a Class B driver's license is required without any airbrake restrictions. This change is proposed since the refuse vehicles have airbrake systems.

The Department confirmed that the Sanitation Drivers and Sanitation Roll-Off Drivers are not responsible for supervising the Sanitation Collectors (now titled Scout Vehicle Operators), so the Supervision Received and Exercised sections have been revised to reflect this change. The Scout Vehicle Operators report directly to the Solid Waste and Recycling Crew Supervisors.

### ***Recruitment Bulletins***

The recruitment bulletins reflect the revised classification specifications. The exam components for all three classifications have been revised to include a written exam weighted at 30% and a performance exam weighted at 70%. The noted exam components will effectively evaluate the skills and ability to perform the job duties.

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

Copies of the proposed revised classification specifications and recruitment bulletins were provided to the Culver City Employees' Association (CCEA) with the opportunity to meet and confer over the revised specifications. After reviewing, CCEA is in agreement with the proposed revisions.

## **AUTHORITY**

The Commission's authority to approve new or revised classifications is outlined in Civil Service Rules (CSR) 3.1, 3.3(a). Additionally, the Commission has authority in CSR 6.4 to approve the recruitment bulletins.

The Commission is only determining whether the classifications are consistent with the Civil Service System and that the proposed revisions to the classification specifications and recruitment bulletins are reasonable. As discussed at prior Commission meetings, the responsibility of determining the structure of an operating department is with each department head, with the consent of the City Manager.

**3.1 Policy:** The purpose of classification is to establish and maintain a system of written job analyses by job titles and duties, which accurately represents the assignment of duties by organization and function to individuals and which describe the qualifications necessary to perform such duties satisfactorily. There shall be a class specification for each job classification in the Classified Service. The class specifications shall contain the duties, assignments, title, and requirements as to education, experience, licenses and other special characteristics.

The appointing authority may establish as many classes as the appointing authority wishes pursuant to this Rule, whether or not the appointing authority fills such classes; and may fill as many classes as the appointing authority's budget allows subject to budgetary constraints as may be imposed by the City Council.

## **3.3 Procedure:**

**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.

**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. 2020-02-05 - ATT 1 - Proposed Class Spec for Scout Vehicle Operator
2. 2020-02-05 - ATT 2 - Final Revised Class Spec for Scout Vehicle Operator
3. 2020-02-05 - ATT 3 - Proposed Bulletin for Scout Vehicle Operator
4. 2020-02-05 - ATT 4 - Final Revised Bulletin for Scout Vehicle Operator
5. 2020-02-05 - ATT 5 - Proposed Class Spec for Sanitation Driver
6. 2020-02-05 - ATT 6 - Final Revised Class Spec for Sanitation Driver
7. 2020-02-05 - ATT 7 - Proposed Bulletin for Sanitation Driver
8. 2020-02-05 - ATT 8 - Final Revised Bulletin for Sanitation Driver
9. 2020-02-05 - ATT 9 - Proposed Class Spec for Sanitation Roll-Off Driver
10. 2020-02-05 - ATT 10 - Final Revised Class Spec for Sanitation Roll-Off Driver
11. 2020-02-05 - ATT 11 - Proposed Bulletin for Sanitation Roll-Off Driver
12. 2020-02-05 - ATT 12 - Final Revised Bulletin for Sanitation Roll-Off Driver

## **MOTION**

That the Civil Service Commission:

1. Approve the Revised Classification Specification for Scout Vehicle Operator;
2. Approve the Revised Recruitment Bulletin for Scout Vehicle Operator;
3. Approve the Revised Classification Specification for Sanitation Driver;
4. Approve the Revised Recruitment Bulletin for Sanitation Driver;
5. Approve the Revised Classification Specification for Sanitation Roll-Off Driver;

6. Approve the Revised Recruitment Bulletin for Sanitation Roll-Off Driver.