



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 20-1097      **Version:** 1      **Name:** New Classification Specification: Human Resources & Equity Manager  
**Type:** Minute Order      **Status:** Action Item  
**File created:** 6/22/2020      **In control:** CIVIL SERVICE COMMISSION  
**On agenda:** 7/1/2020      **Final action:**  
**Title:** New Classification Specification: Human Resources & Equity Manager  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. 2020-07-01 - ATT 1 Proposed Class Spec\_HR and Equity Manager.pdf

Date	Ver.	Action By	Action	Result
7/1/2020	1	CIVIL SERVICE COMMISSION	approved	Pass

### New Classification Specification: Human Resources & Equity Manager

**Meeting Date:** July 1, 2020

**Contact Person/Dept:** Ofelia Garcia/Administrative Services 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 - Civil Service Commission (06/25/20); (Email) All City Staff (06/25/2020)

**Department Approval:** Serena Wright-Black, Assistant City Manager (06/25/20)

## RECOMMENDATION

Staff recommends that the Civil Service Commission approve the new classification specification for Human Resources and Equity Manager.

## BACKGROUND / DISCUSSION

During the Fiscal Year 2019/2020 budget process, the City Council approved a new position, Human Resources and Equity Manager, within the Human Resources division of the Administrative Services Department. Human Resources is one of four divisions within the Administrative Services Department (Department). The other divisions include City Clerk's Office, Cultural Affairs and Risk

Management. The Human Resources division is responsible for the City's employee and labor relations, recruitment and selection, classification and compensation, training and development, benefits and leaves administration, performance and organizational development and personnel research.

As a result of the reorganization of the Department, and the various new equity initiatives and programs established, the Human Resources and Equity Manager was approved by City Council. The Human Resources and Equity Manager is responsible for directing the day to day operations of the Human Resources Division, as well as leading the City's diversity, equity, inclusion and belonging efforts. Responsibilities include managing and administering human resource and equity programs, developing related policies, programs and practices and providing technical guidance to department managers, city staff and elected and appointed officials in these areas.

In anticipation of conducting a recruitment for Human Resources and Equity Manager, staff developed the attached classification specification (Attachment 1).

### ***Classification Specification***

- Classified Service Applicability - The criteria used to determine classified applicability is set forth in Culver City Municipal Code (CCMC) §3.05.015. It has been the City's custom and practice to apply CCMC §§ 3.05.015.D and 3.05.015.F when making the determination to exempt from the classified service certain management positions that report directly to a department or division head. As such, it was determined that the Human Resources and Equity Manager meets the criteria to be placed in the unclassified service.
- Training and Experience - The proposed class spec requires incumbents to possess a combination of the following: a Bachelor's degree from an accredited college or university, preferably in Human Resources Management, Public Administration, Organizational Development, Psychology or related field, and five (5) years of recent, increasing responsible human resources management experience, including development and implementation of diversity, equity, inclusion and belonging initiatives. The requirements are consistent with similar classifications within the City.

### ***Labor Market***

The proposed classification specification's essential job duties, training and experience, and knowledge, skills and abilities are consistent with other labor market classifications that function similarly to the City's proposed Human Resources and Equity Manager.

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

This classification is at-will and not represented by any bargaining unit.

### **FISCAL ANALYSIS**

During the fiscal year 2019/2020 budget process, City Council approved the allocation of this position

and the associated funding. The approved salary aligns with other division manager classifications within the City.

The approved salary range for this classification is:

Range            \$8,523.19 - \$10,403.45 monthly            \$102,278.28 to \$124,841.34 annually

## **AUTHORITY**

In accordance with Civil Service Rule 3.3(a), the Commission shall consider the establishment of a new classification upon the recommendation of the Human Resources Director and the affected department head.

### ***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.*

### ***Civil City Municipal Code section 3.05.015 §§ (D), (F) Classified Service; Applicability***

*The Civil Service System shall be applicable to all departments, offices, positions and employments and all persons employed by the City except for the following:*

*(D) Assistant City Managers, Assistants to the City Manager, the Personnel and Employee Relations Director, Public Works Director/City Engineer and such staff assistants to any of said employees as the City Council may authorize;*

*(F) Staff assistants to the head of the department or division as may be authorized by the City Council.*

## **ATTACHMENTS**

1. 2020-07-01 - ATT 1 Proposed Class Spec for Human Resources and Equity Manager

**MOTION**

That the Civil Service Commission:

1. Approve the new classification specification for Human Resources and Equity Manager.