



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 21-498      **Version:** 1      **Name:** Revised Classification Specification and Recruitment Bulletin for Facilities Maintenance Worker

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

**File created:** 11/18/2020      **In control:** CIVIL SERVICE COMMISSION

**On agenda:** 12/2/2020      **Final action:**

**Title:** Revised Classification Specification and Recruitment Bulletin: Facilities Maintenance Worker

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2020-12-02 - ATT 1 - Proposed Class Spec for Facilities Maintenance Worker, 2. 2020-12-02 - ATT 2 - Final Class Spec for Facilities Maintenance Worker, 3. 2020-12-02 - ATT 3 - Proposed Recruitment Bulletin for Facilities Maintenance Worker, 4. 2020-12-02 - ATT 4 - Final Bulletin for Facilities Maintenance Worker

Date	Ver.	Action By	Action	Result
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### Revised Classification Specification and Recruitment Bulletin: Facilities Maintenance Worker

**Meeting Date:** December 2, 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 Agendas - Civil Service Commission (11/25/20); (Email) All City Staff (11/25/20)

**Department Approval:** Serena Wright-Black, Assistant City Manager (11/25/20)

### RECOMMENDATION

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

### BACKGROUND/DISCUSSION

In accordance with Civil Service Rule 3.1 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 and describes the qualifications necessary to perform such duties satisfactorily.

The Transportation Department is in the process of completing a facility condition assessment and establishing a City facility work order management system to ensure Transportation facilities are maintained by staff in the Transportation Department. An initial review of the Facilities Maintenance Worker classification specification revealed that updates were necessary to include the duties to be performed by the incumbents in the Transportation Department. The proposed changes throughout the classification specification capture the actual job duties being performed by the incumbents and reflect the current needs of the department. The current incumbents meet these requirements.

The proposed revisions will assist the City with providing clarity to applicants regarding essential duties of the position based upon assignment, and the knowledge, skill and ability expected to perform these duties. Revisions were made to the following section of the specification: Supervision Received and Exercised, Essential Job Duties, Minimum Knowledge, Skills and Ability, and Physical Requirements and Working Conditions as follows:

- Supervision Received and Exercised  
Minor revisions to this section were made to reflect the incumbent may receive supervision from higher level positions within the departments.
- Essential Job Duties  
In this section, duties were added that capture the work performed by the incumbent based on the assigned department.
- Minimum Knowledge, Skills and Ability  
Minor revisions were made in this section to include bus stops and bus stop shelters.
- Physical Requirements and Working Conditions  
Minor revisions were made in this section to include training will be received when working with harsh and toxic substances and within enclosed spaces.

### ***Recruitment Bulletin***

The recruitment bulletin is reflective of the 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 is no fiscal impact associated with the proposed changes.

### **AUTHORITY**

According to Civil Service Rules 3.3(a) and 6.4, the Commission:

- Must approve major changes to classification specifications; and
- Must approve job bulletins prior to recruitment, including the examination components and the examination categories.

### **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.*

### **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.*

## **ATTACHMENTS**

1. 2020-12-02 - ATT 1 - Proposed Classification Specification for Facilities Maintenance Worker
2. 2020-12-02 - ATT 2 - Final Revised Classification Specification
3. 2020-12-02 - ATT 3 - Proposed Recruitment Bulletin for Facilities Maintenance Worker
4. 2020-12-02 - ATT 4 - Final Revised Recruitment Bulletin

## **MOTION**

That the Civil Service Commission:

1. Approve the Revised Classification Specification Facilities Maintenance Worker, and
2. Approve the Revised Recruitment Bulletin for Facilities Maintenance Worker.