



Staff Report Details (With Text)

File #: 22-352 **Version:** 1 **Name:** New Classification Specification: Payroll Supervisor
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File created: 9/23/2021 **In control:** CIVIL SERVICE COMMISSION
On agenda: 10/6/2021 **Final action:**
Title: Consideration of Approval of a New Classification Specification: Payroll Supervisor
Sponsors:
Indexes:
Code sections:
Attachments: 1. 2021-10-06_ATT 1_Final Proposed Class Spec.pdf, 2. 2021-10-06_ATT 2_Final Proposed Recruitment Bulletin.pdf

Date	Ver.	Action By	Action	Result
10/6/2021	1	CIVIL SERVICE COMMISSION	approved	Pass

Consideration of Approval of a New Classification Specification: Payroll Supervisor

Meeting Date: September 23, 2021

Contact Person/Dept: Tiffany Johnson/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 (9/30/21); (Email) All City Staff (9/30/21)

Department Approval: Serena Wright-Black, Assistant City Manager (09/27/21)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the new Classification Specification and Recruitment Bulletin for Payroll Supervisor.

BACKGROUND/DISCUSSION

During fiscal year 2021/2022 budget process, the Finance Department Budget & Financial Operations Division requested and received approval for a Payroll Supervisor position. The Payroll Supervisor position assigned within this Division will be responsible for overseeing payroll functions, coordinating policies and procedures, and will provide highly responsible and complex administrative support to the Finance Manager.

The new Payroll Supervisor classification will supervise the bi-weekly payroll processing and will coordinate the implementation of programs, policies and procedures to comply with local, state and federal regulations. The Human Resources staff met with Finance Department staff to review the position and develop the associated classification specification. The proposed classification specification for Payroll Supervisor is attached (Attachment 1).

Labor Market

A survey of our labor market cities revealed comparable positions. The proposed classification reflects comparable labor market positions and meets the department's needs operationally.

Bargaining Unit Representation

This new classification is represented by the Culver City Management Group (CCMG). A copy of the proposed classification specification has been provided to CCMG.

FISCAL ANALYSIS

During the fiscal year 2020/2021 budget process the City Council approved the allocation of this position and the associated funding, see approved salary range below. This approved salary aligns the position internally with the City's other supervisory classifications, and should allow the City to attract and retain qualified applicants if and when there is a future opening.

Range: \$ 7,869.79 - \$ 9,605.98 monthly \$ 94,437.46 - \$ 115,271.78 annually

AUTHORITY

The Commission's review is limited to determining whether the classifications are consistent with the Civil Service System and whether the classification specification and recruitment bulletin is reasonable. As discussed at prior Commission meetings, the responsibility for determining the staffing structure of an operating department is with each department head, as overseen by 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.

ATTACHMENTS

1. 2021-10-06_ATT 1 - Final Proposed Classification Specification for Payroll Supervisor
2. 2021-10-06_ATT 2 - Final Proposed Recruitment Bulletin Payroll Supervisor

MOTION

That the Civil Service Commission:

1. Approve the New Classification Specification for Payroll Supervisor; and
2. Approve the New Recruitment Bulletin for Payroll Supervisor.