



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 22-400      **Version:** 1      **Name:** Revised Classification Specification and Recruitment Bulletin: Fire Captain  
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**File created:** 10/11/2021      **In control:** CIVIL SERVICE COMMISSION  
**On agenda:** 11/3/2021      **Final action:**  
**Title:** Consideration of Approval of a Revised Classification Specification and Recruitment Bulletin: Fire Captain

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2021-11-03 - ATT 1 Proposed Classification Specification for Fire Captain.pdf, 2. 2021-11-03 - ATT 2 Final Proposed Classification Specification Fire Captain.pdf, 3. 2021-11-03 - ATT 3 Proposed Recruitment Bulletin for Fire Captain.pdf, 4. 2021-11-03 - ATT 4 Final Proposed Recruitment Bulletin Fire Captain.pdf

Date	Ver.	Action By	Action	Result
11/3/2021	1	CIVIL SERVICE COMMISSION	approved	Pass

### Consideration of Approval of a Revised Classification Specification and Recruitment Bulletin: Fire Captain

**Meeting Date:** November 3, 2021

**Contact Person/Dept:** Amy Webber / 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 (10/29/21); (Email) All City Staff (10/29/21)

**Department Approval:** Serena Wright-Black, Assistant City Manager (10/21/21)

### RECOMMENDATION

Staff recommends that the Civil Service Commission approve the revised Classification Specification and Recruitment Bulletin for Fire Captain.

### BACKGROUND/DISCUSSION

The Culver City Fire Department (CCFD) is comprised of six divisions: Office of the Chief, Fire Suppression, Emergency Medical Services, Emergency Preparedness, Community Risk Reduction,

and Telecommunications. Fire Captains are Company Officers in Fire Suppression at each fire station, Emergency Medical Services and as a Training Officer in Fire Administration.

CCFD actively participates in national accreditation. The accreditation process occurs every five years and allows the Department to maintain fire industry standards. These standards ensure the City's fire and emergency services are provided safely to the Culver City community and residents.

### ***Classification Specification***

In 2019, CCFD's accreditation outcomes included that the Department require an Incident Safety Officer present at all incidents, fire or emergency medical services. The Department's current Rules and Regulations require that a Fire Captain, as the Company Officer, is present at all incidents.

Human Resources staff met with Fire Management to review the accreditation outcome. The review resulted in Human Resources staff recommending that the Fire Captain classification specification License and Certificates section is revised to incorporate the S-404 Safety Officer certificate. This certificate meets the Incident Safety Officer national accreditation industry standard and is issued by the California Fire Service Training and Education System (CFSTES). Note: CFSTES is the fire industry's state education and training body. The proposed classification specification for Fire Captain is attached (Attachment 1).

Additionally, Human Resources staff is proposing administrative changes to CFSTES certificates and coursework referenced in the Training and Experience section. These changes ensure the classification specification reflects the current certificates and coursework Firefighters or Fire Engineers may take in preparation for Fire Captain promotional testing.

### ***Recruitment Bulletin***

The proposed recruitment bulletin (Attachment 3) reflects the revised classification specification. The exam components were reviewed in preparation for the forthcoming promotional examination, and Human Resources staff determined no changes are necessary.

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

This revised classification is represented by the Culver City Firefighters (Firefighters). A copy of the revised classification specification has been provided to Firefighters and they agree with the proposed changes.

## **FISCAL ANALYSIS**

There is no fiscal impact associated with the approval of the revised classification specification and recruitment bulletin.

## **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. 2021-11-03\_ATT 1 - Final Proposed Classification Specification for Fire Captain
2. 2021-11-03\_ATT 2 - Proposed Revised Classification Specification for Fire Captain
3. 2021-11-03\_ATT 3 - Final Proposed Recruitment Bulletin Fire Captain
4. 2021-11-03\_ATT 4 - Proposed Revised Recruitment Bulletin for Fire Captain

### **MOTION**

That the Civil Service Commission:

1. Approve the Revised Classification Specification for Fire Captain; and
2. Approve the Revised Recruitment Bulletin for Fire Captain.