



Staff Report Details (With Text)

File #: 22-524 **Version:** 1 **Name:** Revised Classification Specification and Recruitment Bulletin: Purchasing Officer
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On agenda: 12/1/2021 **Final action:**
Title: Consideration and Approval of the Revised Purchasing Officer Classification Specification and Recruitment Bulletin, including a Title Change to Purchasing Supervisor.

Sponsors:

Indexes:

Code sections:

Attachments: 1. ATT 1 - Proposed Purchasing Officer Classification Specification, 2. ATT 2 - Final Proposed Purchasing Officer Classification Specification, 3. ATT 3 - Proposed Purchasing Officer Recruitment Bulletin, 4. ATT 4 - Final Proposed Purchasing Officer Recruitment Bulletin

Date	Ver.	Action By	Action	Result
12/1/2021	1	CIVIL SERVICE COMMISSION	adjourned	Pass

Consideration and Approval of the Revised Purchasing Officer Classification Specification and Recruitment Bulletin, including a Title Change to Purchasing Supervisor.

Meeting Date: December 1, 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 (11/24/21); (Email) All City Staff (11/24/21)

Department Approval: Onyx Jones, Assistant City Manager (11/24/2021)

RECOMMENDATION

Staff recommends that the Civil Service Commission (Commission) approve the revised Purchasing Officer classification specification within the Finance Department, and the accompanying revised recruitment bulletin, including a title change to Purchasing Supervisor.

BACKGROUND

The Finance Department (Department) plays a key role in each financial transaction of the City, ranging from cash handling to debt management; from financial forecasting to budgetary controls. Some specific duties and responsibilities of the Department include: financial administration, budgeting and financial analysis, accounting and auditing of City resources, establishment of sound internal controls, cash and debt management, investments, purchasing, billing, issuing business licenses, accounts payable and payroll.

The Department consists of four operational divisions: Budget and Financial Operations, General Accounting, Purchasing, and Treasury. Each of these divisions are overseen by managers that report directly to the Chief Financial Officer. In the 2021/2022 fiscal year budget City Council adopted a budget that holds the Warehouse Supervisor position vacant with the position frozen and no funds allocated to fill it. The position has been held vacant in the prior budget year considering unknowns during the City's initial COVID-19 pandemic response. Recently, Finance Department management has determined that funding and filling this critical Purchasing position is necessary. The Warehouse Supervisor position is being eliminated. In reviewing the Department's needs, Human Resources staff, in concurrence with Finance management, is recommending updating the classification of Purchasing Officer, a classification not currently in use, to Purchasing Supervisor, to appropriately allocate the duties and responsibilities.

In accordance with Civil Service Rule 3.3 (b), it is important that the City appropriately classify employees when duties and responsibilities of a position are significantly modified which may affect compensation decisions. The following proposed changes are being recommended to ensure that the classification specification aligns with actual job duties and responsibilities.

DISCUSSION

Revised Classification Specification

The proposed Purchasing Supervisor classification (Attachments 1 and 2) will be responsible for organizing and coordinating City-wide purchasing of equipment, goods, supplies, and services along with supervising the operation of the city's central warehouse. The proposed changes clarify the classification's role and responsibility as a supervisor and distinguish it from the Financial Services and Purchasing Manager classification.

To provide clarity to applicants, revisions to the classification specification were made to the Title, Definition, Supervision Received and Exercised, Essential Job Duties, Minimum Knowledge, Skills and Abilities, License and Certificates, and Physical Requirements and Working Conditions sections.

Revisions to the Definition section were made to clarify the level of work performed; while revisions to the Supervision Received and Exercised section were made to correctly reflect the reporting structure. Revisions to the Essential Job Duties section were made to reflect the essential job duties at the level of a supervisor with respect to purchasing job duties and supervisory responsibilities.

In the Minimum Knowledge, Skills and Ability section, the language was revised to further clarify knowledge, skills and ability needed to perform the job duties while revisions to the Licenses and Certificates section were made to update the desirable certification requirements to reflect the Department's needs. Lastly, in the Physical Requirements and Working Conditions section of the

classification specification is updated to reflect the physical nature of the work and the work environment. The Purchasing Supervisor can be expected to perform the work of those supervised when necessary. Therefore, it is important to make these minimum requirements of the job clear to potential applicants.

Revised Recruitment Bulletin

The recruitment bulletin is reflective of the proposed classification specification revisions. The examination components are remaining the same with minor edits to clarify the description.

Bargaining Unit Representation

This classification is represented by the Culver City Management Group (CCMG). A copy of the proposed classification specification has been provided to CCMG with an opportunity to meet and confer over the proposed changes.

FISCAL ANALYSIS

During the City's mid-year budget process, the recommended annual base salary range for this classification will be presented to City Council for their approval. The vacant position is being recommended by the City Manager for funding beginning mid-year which allows for the Department to recruit and fill the position.

The recommended annual base salary range will be comparable to other similarly situated supervisory classifications within the CCMG bargaining unit.

ATTACHMENTS

1. ATT 1 - Proposed redlined changes to Classification Specification - Purchasing Officer
2. ATT 2 - Final Proposed Classification Specification - Purchasing Supervisor
3. ATT 3 - Proposed redlined changes to Recruitment Bulletin - Purchasing Officer
4. ATT 4 - Final Proposed Recruitment Bulletin - Purchasing Supervisor

MOTION

That the Civil Service Commission:

1. Approve the Revised Classification Specification for Purchasing Officer, including title change to Purchasing Supervisor; and
2. Approve the Revised Recruitment Bulletin for Purchasing Officer, including the title change to Purchasing Supervisor.