



## Staff Report Details (With Text)

**File #:** 22-589      **Version:** 1      **Name:** Consideration and Approval of the Revised Classification Specification and New Recruitment Bulletin: Human Resources Associate

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**Title:** Consideration and Approval of the Revised Human Resources Associate Classification Specification and a New Recruitment Bulletin

**Sponsors:**

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**Attachments:** 1. 2022 01 05 - ATT 1 - Proposed Changes Class Spec HR Associate, 2. 2022 01 05 - ATT 2 - Final Proposed Class Spec HR Associate, 3. 2022 01 05 - ATT 3 - Final Proposed Recruitment Bulletin.pdf

Date	Ver.	Action By	Action	Result
1/5/2022	1	CIVIL SERVICE COMMISSION	adjourned	Pass

### Consideration and Approval of the Revised Human Resources Associate Classification Specification and a New Recruitment Bulletin

**Meeting Date:** January 5, 2022

**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 (12/31/21); (Email) All City Staff (12/31/21)

**Department Approval:** Onyx Jones, Assistant City Manager (12/31/2021)

## RECOMMENDATION

Staff recommends that the Civil Service Commission approve the revised classification specification and new recruitment bulletin for Human Resources Associate.

## BACKGROUND

In July 2004, the Civil Service Commission approved a new classification specification for Human

Resources Associate. These positions are assigned to the Human Resources Division (Human Resources). As the Commission is aware, Human Resources is a division of the Administrative Services Department, and is responsible for fulfilling the human resources and employees' relations needs of the City Council, City Manager all operating departments and City employees. Human Resources staff provides services to City employees and department directly through Benefits and Personnel Services as well as Risk Management. These two areas are responsible for benefit coordination, leave management, internal resource for related information and guidance to employees and departments relating to benefit, employment, leave, and worker compensation laws.

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**

Within the organizational structure, the Human Resources Associate positions report to the Human Resources Director or designee and serves as the initial point of contact for all employees. Employees interact with the Human Resources Associates regarding their benefits and compensation administration, protected leave management, worker compensation benefits, and health and safety related programs and compliance.

The classification specification has been reviewed considering the current Human Resources operation and the needs of the City. The proposed changes within each section are outlined below.

### ***Classification Specification***

#### **Definition**

Revisions that capture the full scope of duties being performed by the incumbents.

#### **Supervision Received and Exercised**

Minor revisions to this section reflect the supervision may be received by one or more positions or a designee.

#### **Essential Job Duties**

Revisions throughout this section reflect the job duties performed by the incumbents. These changes reflect the complex and specialized range of duties performed in the areas of benefits administration, leave management, payroll support, risk management, safe and health trainings, and workers compensation.

#### **Minimum Knowledge, Skills and Ability**

The additions to this section reflect the requisite knowledge, skill, and ability to satisfactorily perform the revised essential job duties. The areas of leave management, payroll support, risk management and workers compensation require specific knowledge that is necessary to perform the essential job duties.

#### **License and Certificates**

Additions made to this section reflect the needs of the classification based upon how each incumbent

may function in the classification.

#### Training and Experience

Revisions to the minimum level of education and type of years of experience were made to ensure qualified candidates to perform the job duties. This revision reflects similar classifications within the labor market of the City's survey cities.

#### Physical Requirement and Working Conditions

Minor revisions to this section were made to reflect accurately the working conditions of the classification.

### ***Recruitment Bulletin***

Human Resources currently has one Human Resources Associate vacancy due to a retirement. We are submitting the recruitment bulletin for approval due to the significance of the classification and in anticipation of opening an urgent recruitment.

The bulletin includes the necessary recruitment information as well as the examination components. The exam components include an oral interview, weighted at 100%. These exam components are consistent with similar labor market positions using the City's survey cities for comparison.

The recruitment bulletin, Attachment 3, is reflective of the classification specification. A copy of the proposed bulletin has been provided to CCEA for their information.

### **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 are 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 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.

## **FISCAL ANALYSIS**

There is no fiscal impact associated with the proposed changes.

## **ATTACHMENTS**

1. 2022-01-05 - ATT 1 - Proposed Changes Classification Specification for Human Resources Associate
2. 2022-01-05 - ATT 2 - Final Proposed Classification Specification for Human Resources Associate
3. 2022-01-05 - ATT 3 - Final Proposed Recruitment Bulletin for Human Resources Associate

## **MOTION**

That the Civil Service Commission:

1. Approve the Revised Classification Specification for Human Resources Associate, and
2. Approve the New Recruitment Bulletin for Human Resources Associate.