City of Culver City

Staff Report Details (With Text)

File #:	24-784	**Version:**	1	**Name:**	Approval of Revised Recruitment Bulletins: Fleet Services Assistant, Fleet Services Technician, and Senior Fleet Services Technician
Type:	Minute Order			**Status:**	Action Item
				In control:	CIVIL SERVICE COMMISSION
On agenda:	3/6/2024			**Final action:**	
Title:	Approval of Revised Recruitment Bulletins: Fleet Services Assistant, Fleet Services Technician, and Senior Fleet Services Technician				
Indexes:					
Code sections:					
Attachments:	1. 2024-03-06 - ATT 1 Proposed Fleet Services Assistant Job Bulletin, 2. 2024-03-06 - ATT 2 Proposed Fleet Services Technician Job Bulletin, 3. 2024-03-06 - ATT 3 Proposed Senior Fleet Services Technician Job Bulletin, 4. 2024-03-06 - ATT 4 Final Proposed Fleet Services Assistant Job Bulletin, 5. 2024-03-06 - ATT 5 Final Proposed Fleet Services Technician Job Bulletin, 6. 2024-03-06 - ATT 6 Final Proposed Senior Fleet Services Technician Job Bulletin				

Date	Ver.	Action By	Action	Result

Approval of Revised Recruitment Bulletins: Fleet Services Assistant, Fleet Services Technician, and Senior Fleet Services Technician

Meeting Date: March 06, 2024

Contact Person/Dept: Miguel Jimenez/Human Resources

Phone Number: 310-253-5648

Fiscal Impact: Yes [] No [X] **General Fund:** Yes [] No []

Public Hearing: [] **Action Item:** [] **Attachments:** [X]

Public Notification:(Email) Meeting and Agenda (02/29/24); (Email) All City Staff (02/29/24)

Department Approval: Dana Anderson, Director of Human Resources (02/22/24)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the revised recruitment bulletins for Fleet Services Assistant, Fleet Services Technician and Senior Fleet Services Technician.

BACKGROUND/DISCUSSION

The Fleet Services Assistant, Fleet Services Technician, and Senior Fleet Services Technician recruitment bulletins were last presented to the Civil Service Commission as an agenda item in November 2014. These positions are assigned to the Fleet Services Division of the Transportation Department. The Fleet Services Division provides maintenance and oversight of the City's vehicle infrastructure for all City departments.

This series of fleet services classifications perform skilled work in maintenance of motorized equipment including small to large sized vehicles citywide. The positions receive oversight from the Fleet Services Supervisors for the assignment of work orders that require repair, remodel, or replacement of vehicle integrity equipment, including uphold industry standards and upkeep necessary inventory. The positions have a large impact on citywide operations, and the positions have become increasingly difficult to fill.

In a survey conducted by Human Resources staff, a total of six (6) neighboring cities were contacted for response, and the analysis indicated that 50% of the cities have removed a written examination from their recruitment process to meet recruitment demands. To help mitigate the City's recruitment challenges surrounding the fleet services positions, we have revised the recruitment bulletins by removing the written examination component to be in alignment with the industry standard. In addition, Human Resources is researching other recruitment avenues (i.e., L.A. Community College District, high schools, trade schools, social media, etc.) to increase the applicant pool of these positions.

Recruitment Bulletins

Attachments 1 - 3 are reflective of the proposed recruitment bulletins. The bulletins include the necessary recruitment information as well as the examination components. The exam components now include a performance exam, weighted at 60%, and oral appraisal interview, weighted at 40%. These examination components are aligned with similar skill trades classifications.

Bargaining Unit Representation

On February 21, 2024, copies of the proposed recruitment bulletins were provided to Culver City Employees Association (CCEA) for their information.

AUTHORITY

The Commission's authority to approve new or revised recruitment bulletins is outlined in Civil Service Rules (CSR) 6.4:

> **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

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There is no fiscal impact associated with the proposed changes.

ATTACHMENTS

1. 2024-03-06 - ATT 1 - Proposed Recruitment Bulletin for Fleet Services Assistant
2. 2024-03-06 - ATT 2 - Proposed Recruitment Bulletin for Fleet Services Technician
3. 2024-03-06 - ATT 3 - Proposed Recruitment Bulletin for Senior Fleet Services Technician
4. 2024-03-06 - ATT 4 - Final Proposed Recruitment Bulletin for Fleet Services Assistant
5. 2024-03-06 - ATT 5 - Final Proposed Recruitment Bulletin for Fleet Services Technician
6. 2024-03-06 - ATT 6 - Final Proposed Recruitment Bulletin for Senior Fleet Services Technician

MOTION

That the Civil Service Commission:

1. Approve the Revised Recruitment Bulletin for Fleet Services Assistant.
2. Approve the Revised Recruitment Bulletin for Fleet services Technician; and
3. Approve the Revised Recruitment Bulletin for Senior Fleet Services Technician.