



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report

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**File #:** 16-189, **Version:** 2

**Item #:** A-1.

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**New Classification Specification:** Advance Planning Manager

**Meeting Date:** September 7, 2016

**Contact Person/Dept:** Ofelia Garcia/Human Resources Department

**Phone Number:** (310) 253-5649

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☐

**Public Hearing:** ☐ **Action Item:** ☒ **Attachments:** ☒

**Public Notification:** (Email) Meeting and Agenda (08/31/16)

**Department Approval:** Serena Wright-Black, Director of Administrative Services (08/29/16)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission approve the new classification specification for Advance Planning Manager.

### **BACKGROUND / DISCUSSION**

During the Fiscal Year 2016/2017 budget process, the City Council approved a new Advanced Planning division within the Community Development Department. Advanced Planning is one of six other divisions within the Community Development Department. The other divisions include Building & Safety, Planning, Enforcement Services, Economic Development, Housing and Administration. The new Advance Planning division will be responsible for combining land use and mobility planning as part of the long-range planning solutions to address livability and mobility concerns in the City.

As a result of the creation of the new division, a new position, Advance Planning Manager, was approved by City Council. The Advance Planning Manager is a mid-management classification that will be responsible for directing the day to day operations of the Advance Planning Division. Responsibilities will also include planning and directing activities related to the update and maintenance of the City's General Plan.

In anticipation of conducting a recruitment for Advance Planning Manager, Human Resources staff met with the Community Development management to develop the classification specification.

### ***Classification Specification***

- Classified Service Applicability - The criteria used to determine classified applicability is set forth in Culver City Municipal Code (CCMC) §3.05.015. It has been the City's custom and practice to apply CCMC §§ 3.05.015.D and 3.05.015.F when making the determination to exempt from the classified service certain management positions that report directly to a department or division head. As such, it was determined that the Advance Planning Manager meets the criteria to be placed in the unclassified service. In addition, this status maintains organizational consistency, keeping the Advance Planning Manager classification aligned with the other division heads within the Community Development Department.
- Training and Experience - The proposed class spec requires incumbents to possess a Bachelor's degree from an accredited college or university in urban planning and five (5) years of progressively responsible professional level experience in urban planning, including two (2) years of supervisory experience. A Master's Degree is desired, but not required. The requirements are consistent with similar classifications within the City.
- License and Certificates - requires incumbents to possess a valid California Class C driver license.

### ***Labor Market***

The proposed classification specification's training and experience, and license and certificates are consistent with the labor market classifications that function as a Planning Manager.

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

This classification is represented by the Culver City Management Group (CCMG). CCMG has been provided a copy of the classification specification for Advance Planning Manager and is in agreement with the proposed classification specification.

### **FISCAL ANALYSIS**

During the fiscal year 2016/2017 budget process, City Council approved the allocation of this position and the associated funding. The approved salary aligns with other classifications within the Community Development Department.

The approved salary range for this classification is:

Range	\$10,255.96 - \$12,518.50 monthly	\$123,071.52 to \$150,222.02 annually
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**AUTHORITY**

In accordance with Civil Service Rule 3.3(a), the Commission shall consider the establishment of a new classification upon the recommendation of the Human Resources Director and the affected department head.

***Civil Service Rule 3.3(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 revision to an existing classification.*

***Civil City Municipal Code section 3.05.015 §§ (D), (F) Classified Service; Applicability***

*The Civil Service System shall be applicable to all departments, offices, positions and employments and all persons employed by the City except for the following:*

*(D) Assistant City Managers, Assistants to the City Manager, the Personnel and Employee Relations Director, Public Works Director/City Engineer and such staff assistants to any of said employees as the City Council may authorize;*

*(F) Staff assistants to the head of the department or division as may be authorized by the City Council.*

**ATTACHMENTS**

1. 2016-09-07 - ATT 1 New Class Spec for Advance Planning Manager

**MOTION**

That the Civil Service Commission:

1. Approve the new classification specification for Advance Planning Manager.