



# City of Culver City

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## Staff Report

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**Revised Classification Specifications and Open and Competitive Recruitment Bulletins and New Promotional Recruitment Bulletins: Welder and Senior Welder**

**Meeting Date:** October 5, 2016

**Contact Person/Dept:** Amy Webber/Human Resources

**Phone Number:** 310-253-5640

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☒ No ☐

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

**Public Notification:** (Email) Civil Service Commission Meeting (09/29/16); (Email) All City Staff (09/29/16)

**Department Approval:** Serena Wright-Black, Director of Administrative Services, (09/29/16)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission approve the revised Classification Specifications and revised and new Recruitment Bulletins for Welder and Senior Welder.

### **BACKGROUND/DISCUSSION**

The Welder and Senior Welder classifications are currently budgeted in the Transportation Department, Fleet Services Division, and Public Works, Environmental Programs & Operations Division. During the Fiscal Year 2016/2017 budget process, City Council approved upgrading the Transportation Department, Fleet Services Division's Welder position to Senior Welder. Prior to City Council approving this change the job duties performed by the incumbent were reviewed and it was determined that in fact the position was better classified as a Senior Welder.

Human Resources staff completed a review of the Welder and Senior Welder classifications to ensure they accurately captured the essential job duties and minimum requirements. This review found that updates were needed throughout the classification specifications.

During this review process, the Transportation Department made it clear that the Senior Welder and Welder positions do not operate vehicles or equipment that require a Class B license. The Public Works Department confirmed that this is true of their position as well. However, the Senior Welder classification is considered safety sensitive under the Federal Department of Transportation regulations since the Senior Welder performs maintenance and repair work on commercial motor vehicles. Those vehicles include, but are not limited to, transit buses and refuse trucks.

The proposed classification specifications for Welder and Senior Welder are attached (Attachments 1 and 2) and reflect changes throughout the specification to update and clarify language. The substantive changes are detailed below.

#### *Classification Specification - Welder*

- **Essential Job Duties** - addition of one duty that captures the work performed by the Welder position in the Environmental Programs & Operations Division to repair metal refuse bins.
- **License and Certifications** - incumbents must possess a valid California Class C driver license. The Class B driver license reference has been updated to reflect it may be required.
- **Training and Experience** - reflects a typical way to obtain the required knowledge, skills, and abilities includes completion of a welding apprenticeship.  
A welding apprenticeship is formal education and training and a process typically required within the technical trades. In the case of Ironworkers (Welders), the apprenticeship program is managed by the National and Local Ironworkers union in addition to the employer. The process ensures that those who are successful have demonstrated proficiency in the trade.

#### *Classification Specification - Senior Welder*

- **Essential Job Duties** - language that clarifies the essential duties and specifically the scope of work this position performs when working with vendors and projects.
- **Knowledge, Skills and Ability** - reflects the necessary skill sets and abilities to perform the essential job duties including knowledge that will allow an incumbent to be successful in the classification.
- **License and Certifications** - incumbents must possess a valid California Class C driver license. The Class B driver license reference has been updated to reflect it may be required.
- **Training and Experience** - reflects a typical way to obtain the required knowledge, skills, and abilities by possessing five years of journey level experience in welding and fabrication.  
The increased number of years of experience is an accurate reflection of how many years it is reasonably expected that a journey level welder would be ready to satisfactorily perform the essential job duties.

#### *Recruitment Bulletins*

The attached recruitment bulletins for Welder (Attachment 3) and Senior Welder (Attachment 4) are consistent with the associated classification specification. In accordance with 49 Code of Federal Regulations 382.107 Definitions Safety Sensitive Function (2) and (6) (Attachment 5, page 4) these positions are required to successfully complete a pre-employment drug screen and are subject to random drug and alcohol screening throughout the course of employment. The Notes language on each bulletin reflects these requirements and makes potential applicants aware of this term and condition of employment.

The Welder recruitment bulletin has proposed changes to the examination components and weights. These changes align the examination procedures with other technical classifications as well as the higher classification, Senior Welder. Human Resources staff reviewed the components to ensure they reflect the key knowledge, skills, and abilities to be assessed to determine qualified candidates for these positions.

#### Labor Market Cities

A survey of our labor market cities revealed one Senior Welder position with comparable job duties and three Welder positions with comparable duties. This small number of comparable positions is not uncommon for specialized work like welding; therefore, some public agencies choose to utilize external vendor(s) to complete this type of work. Given only one comparable position, the revised Senior Welder classification specification is

reflective of the City's internal organization structure. This internal alignment allows for employee professional growth and a career-ladder for these classifications.

Through the desk audit process it has been confirmed that the current incumbent possesses all the minimum requirements reflected in the proposed Senior Welder classification specification and verified by the Human Resources Director per the Civil Service Rules.

The Culver City Employees Association has been provided a copy of the classification specifications for Welder and Senior Welder.

## **FISCAL ANALYSIS**

During the Fiscal Year 2016/2017 budget process, City Council approved the new Senior Welder position and associated salary range. This approved salary range is internally aligned within the career path for the Fleet Services Division of the Transportation Department. The associated salary range for Welder is included for your reference.

The approved salary ranges for these classifications:

### Welder

Range 320     \$4,643.47 - \$5,667.87 Monthly     \$55,721.64 - \$68,014.44 Annually

### Senior Welder

Range 340     \$4,875.63 - \$5,951.27 Monthly     \$58,507.54 - \$71,415.24 Annually

## **AUTHORITY**

According to Civil Service Rules 3.3(a) and 6.4, the Commission:

- Must approve new or revised classification specifications; and
- Must approve job bulletins prior to recruitment, including examination components and the examination categories.

### **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 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. 2016-10-05 - ATT 1 - Classification Specification for Welder
2. 2016-10-05 - ATT 2 - Classification Specification for Senior Welder
3. 2016-10-05 - ATT 3 - Recruitment Bulletins for Welder
4. 2016-10-05 - ATT 4 - Recruitment Bulletins for Senior Welder
5. 2016-10-05 - ATT 5 - 49 CFR 382.107 Definitions

## **MOTION**

That the Civil Service Commission:

1. Approve the Revised Classification Specification for Welder.
2. Approve the Revised Classification Specification for Senior Welder.
3. Approve the Revised Open & Competitive and New Promotional Recruitment Bulletins for Welder.
4. Approve the New Open & Competitive and Promotional Recruitment Bulletins for Senior Welder.