



City of Culver City

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

Staff Report

File #: 16-689, **Version:** 1

Item #: A-1.

Revised Classification Specification: Technical Services Manager

Meeting Date: March 1, 2017

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 Agendas - Civil Service Commission (2/24/17); (Email) All City Staff (2/24/17)

Department Approval: Serena Wright-Black, Director of Administrative Services (2/24/17)

RECOMMENDATION

Staff recommends that that the Civil Service Commission ("Commission") approve the revised classification specification for Technical Services Manager.

BACKGROUND/DISCUSSION

The Information Technology Department is comprised of three divisions: Information Technology, Graphic Services, and Information Technology - Public Safety.

The Information Technology Division provides centralized information processing, telecommunications, and network services to all departments and division within the City. Information Technology provides project management, systems planning, design, and programming support for the enhancement of existing systems, as well as the development, hardware maintenance, and training of such systems, and as they serve to increase employee productivity.

The Technical Services Manager classification is part of the Information Technology Division. The Technical Services Manager is responsible for technical support to city departments on the use of hardware and infrastructure. Responsibilities include network administration, infrastructure management, computer operations, telecommunications, network security and disaster recovery.

In 1998, the Commission approved the newly created Technical Services Manager classification

specification. Since that time, the role and responsibilities of the position have naturally evolved as well as the technology used to perform a number of the essential duties associated with this position. In addition, the scope and complexity, as well as the organizational structure of the Information Technology Department ("Department") has changed.

The modifications to the classification specification are being proposed as the result of a desk audit that was performed which revealed that the incumbent was performing activities and had acquired new job responsibilities significantly outside of the classification. The proposed changes throughout the classification specification capture the actual job duties being performed by the incumbent and reflect the current needs of the department.

The Culver City Management Group (CCMG) has been provided copies of the revised classification specification for Technical Services Manager. Additionally, CCMG is in agreement with the proposed changes.

FISCAL ANALYSIS

The current approved salary for the Technical Services Manager is listed below. Staff will be recommending an adjustment to City Council during the Fiscal Year 2017/2018 budget process.

Range \$8,657.42 - \$10,567.22 monthly \$103,888.98 - \$126, 86.68 annually

AUTHORITY

In accordance with Civil Service Rule 3.3(a), the Civil Service Commission shall consider reclassification 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 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.

ATTACHMENTS

1. 2017-03-01 ATT 1 - Revised Class Spec Technical Services Manager

MOTION

That the Civil Service Commission:

1. Approve the Revised Classification Specification for Technical Services Manager.