



# City of Culver City

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## Staff Report

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**Revised Classification Specification and Open and Competitive Recruitment Bulletin: Business Tax Inspector**

**Meeting Date:** May 3, 2017

**Contact Person/Dept:** Kashawn Mariner/Human Resources Department

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

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☐

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

**Public Notification:** (Email) Meeting and Agenda (04/27/17); (Email) All City Staff (04/27/17)

**Department Approval:** Serena Wright-Black, Director of Administrative Services (04/27/17)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission approve the revised Classification Specification and Recruitment Bulletin for Business Tax Inspector.

### **BACKGROUND/DISCUSSION**

The Finance Department consists of five divisions: Finance Administration, General Accounting, Budget & Financial Operations, Revenue, and Purchasing.

The Revenue Division (Division) is responsible for comprehensive management of the City revenue programs from tax monitoring to collections, including audits and on-site visits to business taxpayers, utility companies, and hotels. This Division receives all payments to the City received by mail, wire transfer or walk-in and ensures the timely deposit of funds to the proper accounts. This Division also handles necessary daily banking and investment matters.

The Business Tax Inspector classification is part of the Revenue Division. The primary focus of the Business Tax Inspector is to ensure revenue compliance with the City's code. This compliance includes collection of business tax, however the division also bills for commercial refuse and outdoor dining.

In March 2016, the Business Tax Inspector was promoted. The vacancy provided the department with

the opportunity to review the classification specification and address the current needs of the Department. The last revision made to the classification specification was in 1999, since then the job functions have significantly evolved.

In anticipation of conducting an open and competitive recruitment to fill the vacant Business Tax Inspector position, Human Resources staff in concurrence with Finance Department management have determined that revisions to the classification specification are necessary to reflect duties currently being performed in order to attract better informed applicants, and to ensure consistency with the title and duties of the position within the organizational structure. One of the proposed changes is to the title of the position. Since the Division has primary responsibility for revenue management and administration beyond just business tax compliance, revision to the title is necessary to reflect the duties of the position. These duties include field visits necessary for compliance regarding commercial refuse, outdoor dining and business tax. Revisions to the essential job duties provide modernization of current job functions.

The proposed revisions will assist the City with providing clarity to applicants regarding essential duties and requirements of the position, and knowledge, skill and ability expected to perform these duties. Revisions were made to the Classification Title, Definition, Supervision Received and Exercised, Essential Job Duties, Minimum Knowledge, Skills and Abilities, and Training and Experience.

### ***Classification Specification***

- Title  
The title of the classification specification is being proposed for re title to more accurately reflect the total breadth of job duties and responsibilities. The proposed title for this position is Revenue Inspector. This title is more aligned with labor market classifications that function in a capacity similar to our Business Tax Inspector.
- Definition  
Minor revisions to this section were made to accurately reflect the scope of duties.
- Supervision Received and Exercised  
Minor revisions to this section were made to accurately reflect the supervision received by the Business Tax Inspector. This position does not exercise supervision over other positions.
- Essential Job Duties  
Revisions to this section were made to clarify and refine the job duties of the position. Further, the proposed changes will provide clarity of the actual job duties being performed and the needs of the department.
- Minimum Knowledge, Skills and Ability  
Revisions to this section were made to modernize the language and to include knowledge, skills and abilities more closely aligned with those necessary to perform the job.
- Training and Experience

Minor revisions were made to this section to include examples of related work experience.

### ***Labor Market***

The proposed classification specification is consistent with the labor market classifications that function as a Business Tax Inspector.

### ***Recruitment Bulletin***

The recruitment bulletin is reflective of the revised classification specification.

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

This classification is represented by the Culver City Employees Association (CCEA). A copy of the proposed classification specification has been provided to CCEA and they are in agreement with the proposed changes.

## **FISCAL ANALYSIS**

There will be no fiscal impact associated with the proposed changes to the classification.

## **ATTACHMENTS**

1. 2017-05-03 - ATT 1 - Proposed Revised Classification Specification
2. 2017-05-03 - ATT 2 - Final Revised Classification Specification
3. 2017-05-03 - ATT 3 - Proposed Revised Recruitment Bulletin
4. 2017-05-03 - ATT 4 - Final Revised Recruitment Bulletin

## **MOTION**

That the Civil Service Commission:

1. Approve the revised Classification Specification for Business Tax Inspector; and
2. Approve the revised Open & Competitive Recruitment Bulletin for Business Tax Inspector.