



City of Culver City

Mike Balkman Council
Chambers
9770 Culver Blvd.
Culver City, CA 90232

Staff Report

File #: 16-826, **Version:** 1

Item #: A-2

Revised Classification Specifications for the Culver City Pre-Supervisor Training Program

Meeting Date: April 5, 2017

Contact Person/Dept: Amy Webber/Human Resources

Phone Number:

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☐

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

Public Notification: (Email) Civil Service Commission - Meetings and Agendas (03/30/17); (Email) All City Staff (03/30/17)

Department Approval: Serena Wright-Black, Director of Administrative Services, (03/29/17)

RECOMMENDATION

Staff recommends that the Civil Service Commission (Commission) approve the revised classification specifications for the Culver City Pre-Supervisor Training Program.

BACKGROUND/DISCUSSION

On December 7, 2016, at the joint meeting of the City Council and the Commission, staff presented the Pre-Supervisor Training Program (Program). The Program was discussed in detail including that in the coming months staff would bring the included classification specification changes to the Commission.

As the Commission may recall, the Program is designed to facilitate development of current City employees to gain skills necessary to compete for City promotional opportunities through an alternative path to traditional experience. Upon successful completion of the Program, participating employees gain knowledge and skills that enhance their value to the City and are better positioned to compete for promotions. The City gains a strengthened staff and is better prepared to address organizational needs.

Classification Specifications

The proposed global changes in the attached (Attachment 1) include additions and/or updates to the minimum knowledge, and skills and abilities sections to reflect necessary skill sets to support existing essential job duties. In addition, the minimum training and experience section proposed update reflect the organization level of the position. The proposed language incorporates the completion of the Pre-Supervisor Training Program in-lieu of the required lead or supervisor experience. The years of experience leading or supervising others reflects the level at which the classification is organizationally situated.

These classification specifications are within the Culver City Management Group (CCMG). CCMG has been made aware of the proposed changes and is in agreement with those changes. Human Resources anticipates adding additional classifications to the Program in the future. At this time, the below listed classification specifications are included with the proposed changes.

CCMG Classification Specifications (Attachment 1):

Housing Programs Supervisor
Recreation Supervisor
Senior Accountant
Senior Building Safety Inspector
Senior Civil Engineer
Senior Planner
Senior Solid Waste & Recycling Crew Supervisor
Technical Services Manager

FISCAL ANALYSIS

There will be no fiscal impact associated with the proposed changes to the classification specifications for the Pre-Supervisor Training Program.

AUTHORITY

According to Civil Service Rule 3.3(a) the Commission must approve new or revised classification specifications.

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.

ATTACHMENTS

1. 2017-04-05 - ATT 1 Revised CCMG Class Specs for Pre-Supervisor Program

MOTION

That the Civil Service Commission:

1. Approve the Revised Classification Specifications for the Pre-Supervisor Training Program, including:
 - a. Housing Programs Supervisor
 - b. Recreation Supervisor
 - c. Senior Accountant
 - d. Senior Building Safety Inspector
 - e. Senior Civil Engineer
 - f. Senior Planner
 - g. Senior Solid Waste & Recycling Crew Supervisor
 - h. Technical Services Manager