



# City of Culver City

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## Staff Report

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**File #:** 18-099, **Version:** 1

**Item #:** A-5

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**Revised Classification Specification:** Deputy Community Development Director/ Planning Manager

**Meeting Date:** August 2, 2017

**Contact Person/Dept:** Ofelia Garcia/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 (07/28/17); (Email) All City Staff (07/28/17)

**Department Approval:** Serena Wright-Black, Director of Administrative Services (07/26/17)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission approve the revised Classification Specification for Deputy Community Development Director/Planning Manager.

### **BACKGROUND/DISCUSSION**

The Community Development Department is responsible for coordinating and managing new development and the redevelopment of the City according to adopted plans. To achieve these ends, the department is comprised of the Administration, Building Safety, Planning, Enforcement Services, Economic Development and Housing Divisions.

The Deputy Community Development Director/Planning Manager classification is part of the Planning Division. This management classification serves as the head of the Current Planning Division and is responsible for directing the day to day operations of the Current Planning Division. Responsibilities include managing planning, zoning, and development activities for the City.

In 2005, Commission approved revisions to the Deputy Community Development Director/Planning Manager classification specification. Since that time, the role and responsibilities of the position have transformed, as well as the organizational structure of the Department. In addition, a management audit that was completed last year revealed that the Deputy Community Development Director/Planning Manager classification was not functioning as a Deputy Director. The recommendation was made to retitle the classification removing Deputy Community Development

Director.

The modifications to the classification are being proposed as a result of the previously mentioned study. The proposed revisions throughout the classification specification capture the actual job duties that will be performed by the incumbent and reflect the current needs of the department.

### ***Labor Market***

The proposed classification specification is consistent with the labor market classifications that function as a Planning Manager.

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

The Culver City Management Group (CCMG) has been provided copies of the revised classification specification for Deputy Community Development Director/Planning Manager. Additionally, CCMG is in agreement with the proposed changes.

### **FISCAL ANALYSIS**

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

### **ATTACHMENTS**

1. 2017-08-02 - ATT 1 - Proposed Revised Classification Specification
2. 2017-08-02 - ATT 2 - Final Revised Classification Specification
3. 2017-08-02 - ATT 3 - Department Org Chart

### **MOTION**

That the Civil Service Commission:

1. Approve the revised Classification Specification for Deputy Community Development Director/Planning Manager.