



City of Culver City

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

Staff Report

File #: 18-0794, **Version:** 1

Item #: A-1

Revised Classification Specification and Recruitment Bulletin: Battalion Chief

Meeting Date: February 7, 2018

Contact Person/Dept: Ofelia Garcia/Human Resources

Phone Number: 310-253-5640

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☒

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

Public Notification: (Email) Meeting and Agendas - Civil Service Commission (02/01/18); (Email) All City Staff (02/01/18)

Department Approval: Serena Wright-Black, Director of Administrative Services (1/25/18)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the revised classification specification and recruitment bulletin for Battalion Chief.

BACKGROUND/DISCUSSION

The Fire Department is comprised of six divisions: The Office of the Fire Chief, Fire Suppression, Emergency Medical Services, Emergency Preparedness, Fire Prevention, and Telecommunications.

The Battalion Chief classification is within the classified service and serves as a fire platoon supervisor with responsibility for coordinating and directing emergency incidents, as well as other routine duties. This position reports to the Fire Chief or Assistant Fire Chief and supervises the work of Fire Captains and may supervise the work of other professionals, technical and clerical staff.

The Battalion Chief classification has historically been used for assignments to the Assistant Fire Chief and Fire Marshal positions. During a CalPERS audit, the City was advised that these 'assignments' do not fall within any of the approved special compensation categories defined in the California code of Regulations (CCR) 571 (a). The City is taking the steps to identify these assignments as separate classifications. The Assistant Fire Chief classification has already been established and the proposed classification specification for Fire Marshal will be coming to the Commission in March.

In accordance with Civil Service Rule 3.3 (b), it is important that the City appropriately classify employees when “duties and responsibilities of a position are significantly modified to add or delete significant functions, skills or authority, educational requirements or other factors.”

The modifications to the classification are being proposed as a result of the previously mentioned audit. 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.

Recruitment Bulletin

The recruitment bulletin is reflective of the revised classification specification.

Bargaining Unit Representation

The Fire Management Group (FMG) has been provided copies of the revised classification specification and recruitment bulletin for Battalion Chief. Additionally, FMG is in agreement with the proposed changes.

FISCAL ANALYSIS

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

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. 2018-02-07 ATT 1 - Proposed Revised Classification Specification
2. 2018-02-07 ATT 2 - Final Revised Classification Specification
3. 2018-02-07 ATT 3 - Proposed Revised Recruitment Bulletin
4. 2018-02-07 ATT 4 - Final Revised Recruitment Bulletin

MOTION

That the Civil Service Commission:

1. Approve the Revised Classification Specification for Battalion Chief; and
2. Approve the Revised Recruitment Bulletin for Battalion Chief.