



# City of Culver City

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## Staff Report

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**File #:** 18-01050, **Version:** 1

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### **Revised Classification Specification and Recruitment Bulletin: Communications Supervisor**

**Meeting Date:** April 4, 2018

**Contact Person/Dept:** Ofelia Garcia/Human Resources

**Phone Number:** (310)253-5649

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☒

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

**Public Notification:** (Email) Meeting and Agenda - Civil Service Commission (03/29/18); (Email) All City Staff (03/29/18)

**Department Approval:** Serena Wright-Black, Administrative Services Director (03/23/18)

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### **RECOMMENDATION**

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

### **BACKGROUND/DISCUSSION**

The Communications Supervisor classification is part of the Fire Department's Telecommunications Division that is responsible for the engineering and repair of all City radio equipment, 911 infrastructure, Emergency Operations Center (EOC), and portable audio equipment.

In 2005, the Commission approved the new Communications Supervisor classification specification and recruitment bulletin. The intent in creating the classification was to provide supervision of the day to day operations of the Telecommunications division, as well as coordinate with City departments on maintenance, repair or procurement of certain communication devices. Although this position was created and budgeted for during the 2005/2006 fiscal year budget, it was never filled. Communication Technicians and sworn fire personnel were used to fill the gap. During the fiscal year 2017/2018 budget process, the Fire Department reassessed their personnel needs and determined to reorganize the Telecommunications Division by bringing back the civilian supervisor position.

In anticipation of conducting a recruitment for Communications Supervisor, Human Resources staff conducted a labor market survey and reviewed and revised the class specification and recruitment

bulletin with Fire Management to ensure that the full scope of duties, responsibilities and requirements reflected were current. The proposed classification specification captures the actual job duties that will be performed by the incumbent and reflects the current needs of the department.

The proposed revisions will assist the City with providing clarity to applicants regarding essential duties and requirements of the position, and the knowledge, skill and ability expected to perform these duties. Revisions were made to the Definition, Essential Job Duties, Physical Requirements and Working Conditions.

### ***Recruitment Bulletin***

The recruitment bulletin is reflective of the new proposed classification specification.

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

This position is being recommended to be reassigned from the Culver City Management Group (CCMG) to the Culver City Employees Association (CCEA) based upon the previous reallocation of some duties to the Communications Technician classification and the higher level decision making and oversight responsibilities being retained by Fire Department management. This position will function as a first line supervisor, more aligned with other supervisor positions assigned to the CCEA bargaining unit. Staff has met and conferred with both bargaining groups, and each have been provided copies of the revised classification specification and recruitment bulletin.

## **FISCAL ANALYSIS**

During the fiscal year 2017/2018 budget process, City Council approved the allocation of this position and the associated funding. The approved salary range is:

\$6,923 - \$8,405 monthly    \$83,077 to \$101,405 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 Administrative Services 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 Administrative Services Director shall review the requested action with the requesting party and make such recommendations to the Commission as the Administrative Services Director

deems appropriate.

The Administrative Services 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. 2018-04-04- ATT 1- Proposed Classification Specification for Communications Supervisor
2. 2018-04-04- ATT 2 - Final Classification Specification for Communications Supervisor
3. 2018-04-04- ATT 3 - Proposed Recruitment Bulletin for Communications Supervisor
4. 2018-04-04- ATT 4 - Final Recruitment Bulletin for Communications Supervisor

### **MOTION**

That the Civil Service Commission:

1. Approve the Classification Specification for Communications Supervisor.
2. Approve the Recruitment Bulletin for Communications Supervisor.