



City of Culver City

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

Staff Report

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Item #: A-1

Revised Classification Specification and Recruitment Bulletin: Senior Public Works Inspector

Meeting Date: June 6, 2018

Contact Person/Dept: Kashawn Mariner/Administrative Services Department

Phone Number: (310) 253-5640

Fiscal Impact: Yes No

General Fund: Yes No

Public Hearing: **Action Item:** **Attachments:**

Public Notification: (Email) Meetings and Agendas - Civil Service Commission (6/1/18); (Email) All City Staff (6/1/18)

Department Approval: Serena Wright-Black, Director of Administrative Services (05/31/2018)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the revised Classification Specification and Recruitment Bulletin for Senior Public Works Inspector.

BACKGROUND/DISCUSSION

The Senior Public Works Inspector is a part of the Engineering Services Division of the Public Works Department. The Public Works Department provides maintenance and repair for the City's fixed assets, which includes buildings, streets, sidewalks, storm drains, sewers, traffic signals, street lighting and other components of the infrastructure. The Senior Public Works Inspector position is responsible for performing complex inspections on Public Works projects to ensure compliance with engineering plans, specifications, contracts and agreements, as well as managing the work of Public Works Inspectors.

Currently, the department has one vacancy. In anticipation of conducting an open and competitive recruitment to fill the vacancy, Human Resources staff in concurrence with Engineering Services Division management completed a review of the Senior Public Works Inspector classification to ensure it accurately captures the essential job duties and minimum requirements. This review found that updates to the classification specification were needed.

During this review process, Human Resources staff concluded that language needed to be added to

distinguish between this classification and the lower level classification, the Public Works Inspector. Therefore, an addition was made to include the distinguishing characteristics. Also, the current education requirement does not accurately reflect the knowledge and training necessary for incumbents of this higher level classification. The proposed revision appropriately accounts for the education necessary for similar classifications within the City and labor market classifications that function as a Senior Public Works Inspector.

Overall, the proposed changes throughout the classification specification capture the actual job duties being performed by the incumbents and reflect the current needs of the department.

In addition, 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 Classification Definition, Supervision Received and Exercised, Essential Job Duties, Minimum Knowledge, Skills and Abilities, License and Certificates, Training and Experience, and Physical Requirements and Working Conditions. Also, an addition was added to include Distinguishing Characteristics.

Classification Specification

- Definition
Revisions to this section were made to clarify the scope of duties including performing inspection duties.
- Distinguishing Characteristics
The addition of this section was made to include language that differentiates between the subject classification and the lower level classification.
- Supervision Received and Exercised
Minor revisions to this section were made to reflect the supervision received by the Senior Public Works Inspector.
- Essential Job Duties
Revision and addition of duties that captures the work performed by the incumbent.
- 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.
- License and Certificates
Incumbents will be required to operate a vehicle in performance of duties.
- Training and Experience
Revisions were made to this section to more accurately reflect training and experience necessary; broaden the examples of related experience, and define a path for incumbents in the Public Works Inspector classification.

- Physical Requirements and Working Conditions

Addition of requirements to include ability to work in and around infrastructure and conditions necessary to perform job duties.

Labor Market

The proposed classification specification is consistent with the labor market classifications that function as a Senior Public Works 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. 2018-06-06 - ATT 1 - Proposed Revised Classification Specification
2. 2018-06-06 - ATT 2 - Final Revised Classification Specification
3. 2018-06-06 - ATT 3 - Proposed Revised Recruitment Bulletin
4. 2018-06-06 - ATT 4 - Final Revised Recruitment Bulletin

MOTION

That the Civil Service Commission:

1. Approve the revised Classification Specification for Senior Public Works Inspector; and
2. Approve the revised Recruitment Bulletins for Senior Public Works Inspector.