



# City of Culver City

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

## Staff Report

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**File #:** 19-118, **Version:** 1

**Item #:** A-1

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**Consideration and Approval of 1) a New Classification Specification and Recruitment Bulletin for Assistant Environmental Programs and Operations Manager; and 2) a Revised Classification Specification for Senior Solid Waste and Recycling Crew Supervisor**

**Meeting Date:** August 1, 2018

**Contact Person/Dept:** Serena Wright-Black/Administrative Services Department

**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 (7/27/18); (Email) All City Staff (7/27/18)

**Department Approval:** Serena Wright-Black, Administrative Services Director (7/27/18)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission approve a New Classification Specification and Recruitment Bulletin for Assistant Environmental Programs and Operations Manager and a Revised Classification Specification for Senior Solid Waste and Recycling Crew Supervisor.

### **BACKGROUND/DISCUSSION**

The Public Works Department is comprised of four divisions: Administration, Engineering, Maintenance Operations and Environmental Programs and Operations.

The Environmental Programs and Operations (EPO) Division is responsible for the delivery of refuse, recycling, organics and street sweeping services, and management of the City's environmental programs related to sustainability, energy efficiency, recycling and waste reduction, and water quality. The Environmental Programs and Operations Manager provides leadership and oversight of these programs, with the assistance of three supervisors who oversee the refuse and recycling operation: (1) supervisor for residential collections; (1) supervisor for commercial collections; and (1) supervisor for transfer station operations, construction & demolition collections, pedestrian litter can collections, bulky item collections, illegal dumping, daily work orders and customer inquiries/complaints.

The Assistant Environmental Programs and Operations (EPO) Manager position was approved by City Council in the FY 2018-2019 budget. The purpose of adding this new position is to enhance the collections and transfer operations of the division by providing the much needed administrative oversight for dispatching, customer service, reporting, optimizing the collections routes, automating the labor intensive daily data entry of billing charges, optimizing the daily tonnage capacity at the transfer station, managing the construction & demolition collections program to insure maximum diversion is captured, monitor the hauling contractor for all materials processed through the transfer station, liaison with the City of Los Angeles for processing materials at the transfer station, researching equipment needs, enhancing the container replacement program and completing a standard operating procedures manual for the division among other responsibilities outlined in the proposed classification specification.

#### Senior Solid Waste and Recycling Crew Supervisor

In light of the newly added Assistant EPO Manager position, revisions are being proposed to the Senior Solid Waste and Recycling Crew Supervisor classification in order to 1) reassign the lines of supervision, 2) revise the scope of the position, 3) update various sections to reflect actual job duties and responsibilities and 4) change the direct reporting relationship from the Environmental Programs and Operations Manager to the Assistant EPO Manager.

#### Recruitment Bulletin

The recruitment bulletin for the Assistant EPO Manager position is reflective of the classification specification.

#### Bargaining Unit Representation

Both classifications are represented by the Culver City Management Group (CCMG). A copy of the proposed classification specifications have been provided to CCMG.

### **FISCAL ANALYSIS**

The City Council approved the following salary range for the Assistant EPO Manager position. There is no fiscal impact associated with the revisions being proposed to the Senior Solid Waste and Recycling Crew Supervisor class spec.

Hourly: \$49.92 - \$60.93

Monthly: \$8,653.36 - \$10,562.31

Annually: \$103,840.36 - \$126,747.66

### **AUTHORITY**

In accordance with Civil Service Rule 3.3(a), the Civil Service Commission shall consider reclassification upon the recommendation of the Administrative Services 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. ATT 1 - Proposed Classification Specification - Assistant EPO Manager
2. ATT 2 - Proposed Recruitment Bulletin - Assistant EPO Manager
3. ATT 3 - Proposed Revised Classification Specification - Senior Solid Waste and Recycling Crew Supervisor
4. ATT 4 - Final Revised Classification Specification - Senior Solid Waste and Recycling Crew Supervisor
5. ATT 5 - Organizational Chart for the Environmental Programs and Operations Division

**MOTION**

That the Civil Service Commission:

1. Approve the New Classification Specification and Recruitment Bulletin for Assistant Environmental Programs and Operations Manager; and
2. Approve the Revised Classification Specification for Senior Solid Waste and Recycling Crew Supervisor.