



City of Culver City

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Staff Report

File #: 19-122, **Version:** 1

Item #: A-1

Consideration and Approval of a Revised Classification Specification and New Recruitment Bulletin for Fleet Services Manager

Meeting Date: October 3, 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 (9/27/18); (Email) All City Staff (9/27/18)

Department Approval: Serena Wright-Black, Assistant City Manager (9/26/18)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve a Revised Classification Specification and New Recruitment Bulletin for Fleet Services Manager.

BACKGROUND/DISCUSSION

The Equipment Maintenance and Fleet Services Division in the Transportation Department is a full-service fleet organization providing equipment maintenance, repair, welding and asset replacement services for the City, and operates as an internal service fund. The primary objective of the Division is to provide fleet maintenance services that will maximize equipment availability and reliability with the lowest possible costs to all users. The Division administers the City's Equipment Replacement Fund, drafts new equipment specifications, manages the equipment acquisition and utilization process, and monitors and analyzes accidents and incidents involving City vehicles.

The Division is also responsible for the maintenance and support of the City's Transportation Facility, which includes monitoring and ensuring compliance with all environmental legislation and requirements for local, state and federal agencies. In addition, the City's Underground Storage Tank (UST) program for the City's fueling sites is managed and administered by the Division.

The Fleet Services Manager reports directly to the Transportation Director and is responsible for planning, directing, coordinating and supervising the activities of the Equipment Maintenance and Fleet Services Division in the Transportation Department.

The position is also responsible for administering the Vehicle Maintenance Management System and the comprehensive preventative maintenance program to ensure that the operating and repair cost data for City equipment is properly captured and that the City's fleet of vehicles comply with applicable local, state, and federal guidelines and regulation and other regulatory programs.

The proposed revision to the class spec changes the educational requirement from an Associate's Degree to a Bachelor's Degree and also increases the minimum years of experience required. These proposed changes align the position with other division level staff within the organization.

Recruitment Bulletin

The recruitment bulletin is reflective of the proposed classification specification.

Bargaining Unit Representation

This classification is represented by the Culver City Management Group (CCMG). A copy of the proposed classification specification has been provided to CCMG.

FISCAL ANALYSIS

There is no fiscal impact associated with the proposed revision.

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. Additionally, Civil Service Rule 6.4 requests the Commission's approval of job bulletins prior to recruitment, including the examination components and the examination categories.

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.

Civil Service Rule 6.4 Commission Approval:

Where an examination is required, the Administrative Services Director shall prepare a Job Bulletin and forward it to the Commission for approval. It shall not be necessary to obtain additional Commission approval of a Job Bulletin if there have been no changes in the minimum requirements.

ATTACHMENTS

1. 2018-10-03 ATT 1 - Proposed Classification Specification - Fleet Services Manager
2. 2018-10-03 ATT 2 - Final Proposed Classification Specification - Fleet Services Manager
3. 2018-10-03 ATT 3 - Final Proposed Recruitment Bulletin - Fleet Services Manager
4. 2018-10-03 ATT 4 - Organizational Chart for the Transportation Department

MOTION

That the Civil Service Commission:

1. Approve the Revised Classification Specification for Fleet Services Manager.
2. Approve the New Recruitment Bulletin for Fleet Services Manager.