



# City of Culver City

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## Staff Report

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**File #:** 19-828, **Version:** 1

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- (1) Discussion Regarding Specific College / University Degrees Included on Classification Specifications; and**  
**(2) Direction to Staff as Deemed Appropriate**

**Meeting Date:** April 3, 2019

**Contact Person/Dept:** Amy Webber/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 Agenda - Civil Service Commission (3/28/19); (Email) All City Staff (3/28/19)

**Department Approval:** Serena Wright-Black, Assistant City Manager (2/1/19)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission discuss the specific college and university degrees included within the training and experience section of classification specifications (class specs) and provide direction to staff as appropriate.

### **BACKGROUND / DISCUSSION**

The Civil Service Commission (Commission) routinely reviews and approves class specs. Class specs provide a broad description of job duties that are typically performed by employees, as well as the job responsibilities assigned and the training and experience required. The class spec is an outline of the employment qualifications that the City has deemed pertinent to the specific job. These qualifications and skills relate to essential functions of the job.

When Human Resources (HR) staff is developing or revising a class spec the operational needs of the hiring department are reviewed and taken into consideration; how the position functions within the organization; the required education (formal or informal) and training; type and length of experience; and any certifications or licenses required to perform the essential job duties. The review is completed through a series of interviews, including supervisors and employees performing the work

or related work, job questionnaires, researching industry standards for that profession or trade along with gathering information from the meet and confer process with the effected bargaining unit. All this information is evaluated to determine which duties are routine, critical, high risk, and non-routine to draft the essential job duties, minimum qualifications, and physical requirements and working conditions.

On the Commission's October 3, 2018 agenda the discussion of college and university degrees was clarified and unanimously pulled for future discussion giving staff time to gather requisite data.

The Commission requested that staff research whether current employees possess the specific college / university degrees stated on the class specs. Staff reviewed the data and educational background for each employee who receives the negotiated Educational Incentive and occupies a classification in which a college / university degree is stated on the class spec. Staff research reveals that approximately 43% of City employees do possess the specified degree stated on their assigned classification's minimum requirements.

### **Education and Experience Review of Classifications requiring a Degree**

Staff reviewed the data for non-sworn employees who receive the negotiated Educational Incentive for possession of a Bachelor's or Master's degree. This review was completed January 25, 2019 and reflects employees as of that date. In addition to reviewing degrees possessed by employees, we reviewed the training and experience section on the class spec for each employee's assigned classification. The following outlines some data points from the Education and Experience Review of Classifications requiring a Degree (Attachment 1) spreadsheet:

- There are 55 class specs that state a degree at the Associates or Bachelors level for non-sworn employee positions in the Training and Experience section.
  - 18 of these class specs require a degree in a specific discipline or field of study.
  - 31 of these class specs include language that allows for a "related field" of discipline or study.
  - 6 of these class specs list the degree level only, e.g. Bachelor's degree or Associate of Arts degree, indicating the years of schooling required.
- There are 91 employees that fill non-sworn positions assigned to the classifications that state a degree at the Associates or Bachelors degree level.

### **Summary of Application Screening:**

When screening applicants, HR staff uses the class spec's training and experience section. The training and experience section provides the minimum level of education and years of experience and training required to perform satisfactorily in the job.

The screening process determines which applicants will be invited to the examination process. Each applicant's experience and training is evaluated as it relates to the necessary knowledge, skills, and ability to perform the job duties. HR staff thoroughly reviews all applications to determine which applicants possess the required or equivalent level of education, training, and experience. This

review includes grouping applicants to determine those applicants that: 1) meet the minimum requirements; 2) exceed the minimum requirements; or 3) meet some of the minimum requirements. Depending upon the strength of the applicant pool, how rigorous and many components the examination process contains, and how many vacancies are to be filled over the life of the eligible list, using this information HR staff determines which applicants are invited into the examination process.

### **Considerations for Discussion:**

Based upon the Commission's discussion of the minimum education requirement, and the any combination language, staff has reviewed the use of the training and experience component of the class spec. Staff's review and the research for this discussion item has determined that the any combination language is not an impediment to hiring. Further, all class specs, with the exception of Assistant Chief Financial Officer, Senior Management Analyst, and all those within Executive Management, include the any combination language. This language allows the City to conduct a global evaluation of an applicant and consider not only any education obtained, but also other training and experience received that would deem the individual qualified to perform the essential job duties.

Culver City is not unique in this respect. A review of our 13-labor market cities reflect that the other cities use this same approach, including combination language and specific degrees or a degree that is closely related, listed on their class specs.

### **FISCAL ANALYSIS**

N/A

### **AUTHORITY**

In accordance with Civil Service Rule 3.3(a), any member of the Commission has the authority to request a new classification or a reclassification.

#### **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 Director's 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 revision to an existing classification.*

## **ATTACHMENTS**

1. 2019 04 03 - ATT 1 Education and Experience Review of Classifications Requiring a Degree

## **MOTION**

That the Civil Service Commission:

1. Discuss the specific college and university degrees and language describing any combination of training and experience included within the training and experience section of the classification specifications; and/or
2. Provide direction to staff as deemed appropriate.