



City of Culver City

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Staff Report

File #: 19-1215, **Version:** 1

Item #: A-1

New Classification Specification: Recreation and Community Services Supervisor

Meeting Date: June 5, 2019

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 (05/31/19); (Email) All City Staff (05/31/19)

Department Approval: Serena Wright-Black, Assistant City Manager (05/29/2019)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the new classification specification for Recreation and Community Services Supervisor.

BACKGROUND/DISCUSSION

The Parks, Recreation and Community Services Department (Department) is comprised of four divisions: Administration, Parks, Recreation, and Senior and Social Services. The Department is responsible for providing recreational activities, community and social service programs and events for persons of all ages and abilities.

The Recreation and Community Services Supervisor is responsible for developing and supervising activities, programs, events and facilities within the Department. The previous classification used in this capacity functioned very narrowly, overseeing one specific program area. The Department is proposing to broaden and expand the classification with the goal of providing staff an opportunity to oversee any program area within the Department. This would provide the Department with flexibility to allocate staff appropriately and also give employees a chance to learn and supervise different areas within the Department. Exposing employees to the various programs, services and activities

prepares them for advancement and also better positions the Department to address turnover as it occurs.

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 with an opportunity to meet and confer.

FISCAL ANALYSIS

The City Council has approved the following salary range for the Recreation and Community Services Supervisor classification:

Hourly:	\$36.47 - \$44.51
Monthly:	\$6,321.62 - \$7,716.26
Annually:	\$75,859.42 - \$92,595.10

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. 2019-06-05 - ATT 1 - Classification Specification for Recreation and Community Services Supervisor

MOTION

That the Civil Service Commission:

Approve the New Classification Specification for Recreation and Community Services Supervisor.