



City of Culver City

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Staff Report

File #: 20-07, **Version:** 1

Item #: A-2

New Classification Specification: Recreation and Community Services Manager

Meeting Date: July 3, 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 (06/28/19); (Email) All City Staff (06/28/19)

Department Approval: Serena Wright-Black, Assistant City Manager (06/28/2019)

RECOMMENDATION

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

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 Department's organizational structure reflects two managers: one overseeing parks maintenance and the other overseeing all programs, services and facilities related to senior and social services, aquatics and the Veteran's Memorial Auditorium (Vet's). The manager position that previously managed Vet's and the recreation and aquatic programs was eliminated in 2010, with those duties being absorbed by the Parks, Recreation and Community Services Director and the Senior and Social Services Manager.

In the newly adopted budget for FY 19-20, City Council approved the addition of a Recreation and Community Services Manager. This additional manager position will assist in redistributing and dividing duties amongst the managers. The Recreation and Community Services Manager classification will be responsible for managing and overseeing City-wide recreation, community services, and social services programs and responsibilities will include developing and overseeing program service plans for the Department to meet the goals

established by the Parks, Recreation, and Community Services Director, City Manager, and City Council.

As mentioned at the regular Commission meeting in June, the Department is realigning and broadening all of its full time classifications. The Commission has already approved the Recreation and Community Services Coordinator and Recreation and Community Supervisor classifications. By approving the Recreation and Community Services Manager classification the Department's career ladder will be complete; giving employees a clear path of progression and completing an important part of the Department's succession plan.

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 Manager classification:

Hourly: \$53.80 - \$65.66
Monthly: \$9,325.36 - \$11,382.50
Annually: \$111,904.26 - \$136,589.96

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. 2019-07-03 - ATT 1 - Classification Specification for Recreation and Community Services Manager
2. 2019-07-03 - ATT 2 - Parks Recreation and Community Services Organizational Chart

MOTION

That the Civil Service Commission:

1. Approve the New Classification Specification for Recreation and Community Services Manager.