



City of Culver City

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Staff Report

File #: 20-326, **Version:** 1

Item #: A-1

Revised Classification Specification: Training and Safety Instructor

Meeting Date: October 2, 2019

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

Phone Number: (310) 253-5640

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☐

Public Hearing: ☐ **Action Item:** ☒ **Attachments:** ☒

Public Notification: (Email) Meeting and Agenda (09/26/19); (Email) All City Staff (09/26/19)

Department Approval: Serena Wright-Black, Assistant City Manager (09/25/19)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the revised classification specification for Training and Safety Instructor.

BACKGROUND/DISCUSSION

The Transportation Department (Department) is comprised of Transit Operations, Transportation Planning, Fleet Services and Support Services Divisions. The Department provides public transit service on seven regular routes and a bus rapid transit route throughout Culver City and West Los Angeles. It is responsible for overseeing Culver City's participation in regional transportation projects; transportation planning services; implementing the City's Transportation Demand Management Ordinance; securing adequate local, state, and federal transportation revenues; monitoring and participating in the region's transportation legislation, issues, projects and programs; coordinating the City's Rideshare Program; and operating the City's Paratransit Program.

The Department also administers the City's Asset Replacement Fund and maintains over 500 pieces of equipment including Police, Fire, Sanitation, Public Works, Parks, and Transit vehicles.

The Training and Safety Instructor classification is currently assigned to the Transit Operations Division and reports to the Transit Operations Manager. The Training and Safety Instructor is

responsible for planning, developing and administering safety training programs, policies, and activities for City employees in compliance with federal, state and local regulations.

The Federal Transit Administration (FTA) recently adopted a regulation which goes into effect on July 20, 2020 requiring transit agencies that receive certain federal funds to develop safety plans that include processes and procedures to implement Safety Management Systems (SMS). An SMS is a comprehensive, collaborative approach to managing safety. It brings management and labor together to better control risk, early detection and correction of safety problems, effectively share and analyze safety data, and more precisely measure safety performance. Some key parts of SMS include:

- Defined safety roles and responsibilities;
- Strong executive safety leadership;
- Formal safety accountabilities and communication;
- Effective policies and procedures; and
- Active employee involvement.

The Training and Safety Instructor class spec has been revised to account for these regulatory changes. In addition, it is proposed that the classification be retitled to *Safety and Training Coordinator* to account for the higher-level management responsibilities assigned (Attachment 3).

Recruitment Bulletin

The recruitment bulletin is reflective of the revised classification specification.

Bargaining Unit Representation

This classification is proposed to be reassigned from the Culver City Employees Association (CCEA) bargaining group to the Culver City Management Group (CCMG). A copy of the proposed classification specification has been provided to both CCEA and CCMG with an opportunity to meet and confer over the changes (Attachment 2).

FISCAL ANALYSIS

The recommended annual base salary for this classification is up to \$102,773. This is in line with other Coordinator classifications within the City and with other similarly situated positions within the labor market.

ATTACHMENTS

1. ATT 1 - Proposed Classification Specification - Training & Safety Instructor
2. ATT 2 - Final Proposed Classification Specification - Training & Safety Instructor
3. ATT 3 - Proposed Organizational Chart

MOTION

That the Civil Service Commission:

Approve the Revised Classification Specification for Training and Safety Instructor.