



City of Culver City

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Staff Report

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Item #: A-1

New Classification Specification and Recruitment Bulletin: Revenue and Budget Supervisor

Meeting Date: November 6, 2019

Contact Person/Dept: Amy Webber/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 (11/01/19); (Email) All City Staff (11/01/19)

Department Approval: Serena Wright-Black, Assistant City Manager (10/31/19 & 11/05/19)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve a new classification specification and recruitment bulletin for Revenue and Budget Supervisor within the Finance Department.

BACKGROUND/DISCUSSION

The Finance Department (Department) is key to every financial transaction of the City, ranging from cash handling to debt management; from budgetary controls to financial forecasting. Some specific duties and responsibilities of the Department include: financial administration, budget and financial analysis, accounting and auditing of City resources, establishment of sound internal controls, cash and debt management, investments, purchasing/procurement, billing, issuing business licenses, and account payable and payroll.

As the Commission may recall from the October 2, 2019 regular meeting, the Department's organizational structure has recently shifted with the departure and elimination of the Assistant Chief Financial Officer and Revenue Manager positions. The Commission approved the revised classification specifications for the shift in duties and responsibilities of division managers within the Department. The Department's organizational structure now has three operational divisions, all reporting to the Chief Financial Officer (CFO): Accounting and Investments; Finance, which includes Revenue, Budget, Accounts Payable and Payroll; and Financial Systems and Procurement. Within

this reorganization, the need for a first line supervisor has been identified.

In accordance with Civil Service Rules 3.1 and 3.3(a), it is important the City accurately classify duties and responsibilities based upon organizational function to support the operating departments in fulfilling their services to the City and community. Based upon the CFO's request, Human Resources staff has reviewed the Department's needs and recommends the approval of a new classification specification, Revenue and Budget Supervisor.

Revenue and Budget Supervisor

This classification (Attachment 1) is responsible for day-to-day oversight of the City's revenue operations, including administration of local taxes, billing, collections, and budgetary work, along with providing highly complex administrative support to the Finance Manager, and supervision of the staff within this area of the Department.

Recruitment Bulletin

The recruitment bulletin (Attachment 2) is reflective of the classification specification. The proposed examination components and weights for Revenue and Budget Supervisor position include a written examination and oral appraisal interview weighted equally at 50% each. The written examination will assess knowledge of revenue, cash management, budgeting, and financial reporting. The appraisal interview will assess the candidate's training and experience as it relates to the position as well as technical knowledge, communication skills, and supervisory abilities. These recommended examination components and respective weights are consistent with similar classifications.

Bargaining Unit Representation

This new classification specification was reviewed and placed in the Culver City Management Group (CCMG) for representation. A copy of the proposed classification specification have been provided to CCMG with an opportunity to meet and confer over the new specification.

AUTHORITY

The Commission's authority to approve new or revised classifications is outlined in Civil Service Rules (CSR) 3.1, 3.3(a). Additionally, the Commission has authority in CSR 6.4 to approve the recruitment bulletin. The Human Resources staff is recommending that the Commission approve the essential functions, knowledge, skill, abilities and other minimum job requirements as well as examination weights and components which are included on the new classification specification and recruitment bulletin.

The Commission is only determining whether the classification is consistent with the Civil Service System and that the proposed classification and recruitment bulletin are reasonable. As discussed at prior Commission meetings, the responsibility of determining the structure of an operating department is with each department head, with the consent of the City Manager. As explained in CSR 3.1, a department head has authority to establish as many classifications as he/she deems appropriate, regardless if the position is filled. In order to fill the classification, funding must be allocated by the City Council. The recommended funding and subsequent approval of funding for the Revenue and Budget Supervisor was allocated by City Council at their October 28, 2019 meeting

with the consent of the City Manager.

The classification is expressed through the more descriptive classification specification. When the CSR's were revised and adopted in August 2011 the last sentence of CSR 3.3 was added, allowing for the Commission to make the final approval of and new or revised classification specifications. The previous process had City Council approving the allocation of funds and the classification in concept, and then also giving the final approval of the classification specification. The changed language in 2011 streamlined the classification specification approval process.

1.10 Definition Of Terms: The following definition of terms, have been established to provide administrative and appellant direction in the operation of the Civil Service System and may be further defined in the body of these Rules:

(6) **Appointing Authority:** The City Council, the City Manager, the department head, division heads and/or other body of officials or individual official having under the law, the power to make an appointment to a position. Routine functions of the appointing authority may be delegated to accomplish the purposes set forth in these Rules, but the appropriate appointing authority shall be responsible for the actions or functions of such delegation or designee.

(22) **Classification:** A category or class of positions that:

- i. Perform the same essential functions of the job, and
- ii. Possess the same minimum requirements, and
- iii. Are sufficiently similar in respect to duties, responsibilities and function to warrant the same descriptive title.

(23) **Classification Specification:** The official description of the purpose of the positions assigned to the classification which specifies the minimum requirements for the position and includes examples of some of the essential duties and responsibilities that may be assigned to positions within that classification.

3.1 Policy: The purpose of classification is to establish and maintain a system of written job analyses by job titles and duties, which accurately represents the assignment of duties by organization and function to individuals and which describe the qualifications necessary to perform such duties satisfactorily. There shall be a class specification for each job classification in the Classified Service. The class specifications shall contain the duties, assignments, title, and requirements as to education, experience, licenses and other special characteristics. The appointing authority may establish as many classes as the appointing authority wishes pursuant to this Rule, whether or not the appointing authority fills such classes; and may fill as many classes as the appointing authority's budget allows subject to budgetary constraints as may be imposed by the City Council.

3.3 Procedure:

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 revisions to an existing classification.

6.4 Commission Approval: Where an examination is required, the Human Resources 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, or examination components.

FISCAL ANALYSIS

Below is the City Council approved annual base salary range for this classification. The approved salary range aligns the classification with other similarly situated supervisory positions within the CCMG bargaining unit since there are no comparable positions in the labor market cities. While this is an added position, it should be noted that the new salary is offset by the elimination of the Assistant CFO and Revenue Manager and represents an approximate \$12,000 decrease to the Department's overall budget.

Revenue and Budget Supervisor - \$94,437.48 - \$115,271.78

ATTACHMENTS

1. 2019-11-06 - ATT 1 Proposed Classification Specification - Revenue and Budget Supervisor
2. 2019-11-06 - ATT 2 Proposed Recruitment Bulletin - Revenue and Budget Supervisor
3. 2019-11-06 - ATT 3 Finance Department Organizational Chart

MOTION

That the Civil Service Commission:

1. Approve the New Classification Specification for Budget and Revenue Supervisor.
2. Approve the New Recruitment Bulletin for Budget and Revenue Supervisor.