



City of Culver City

Mike Balkman Council
Chambers
9770 Culver Blvd.
Culver City, CA 90232

Staff Report

File #: 20-803, **Version:** 1

Item #: A-1

Approval of Recruitment Bulletin: City Clerk Specialist

Meeting Date: March 4, 2020

Contact Person/Dept: Ofelia Garcia/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 (02/27/20); (Email) All City Staff (02/27/20)

Department Approval: Serena Wright-Black, Assistant City Manager (02/27/2020)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the recruitment bulletin for City Clerk Specialist.

BACKGROUND

In November 2017, the Civil Service Commission approved the classification specification for City Clerk Specialist. This position is assigned to the City Clerk's Office. The City Clerk's Office, as a division of the Administrative Services Department, is responsible for maintaining the City's legislative history; administering and supervising municipal elections; ensuring legislative compliance; administering the City's record management program; compiling and maintaining all official city records and documents; administering oaths of office; preparing legal publications and notices; and overseeing the passport program.

The City Clerk's Office is also responsible for providing advice to City Council and staff liaisons to appointed boards and commissions on parliamentary procedures, agenda and minute preparation and posting, as well as supervising, coordinating and distributing City Council meeting agendas and related materials.

DISCUSSION

Within the organizational structure, the City Clerk Specialist reports to the City Clerk and serves as the initial point of contact for customers inquiring about certain municipal services.

The City Clerk's Office currently has two vacancies due to a recent resignation. We are submitting the recruitment bulletin for approval due to the significance of the classification and in anticipation of opening an urgent recruitment.

The bulletin includes the necessary recruitment information as well as the examination components. The exam components include a written test, weighted at 50% and an oral interview, weighted at 50%. These exam components are aligned with exam components in similar classifications.

Recruitment Bulletin

The recruitment bulletin, Attachment 1, is reflective of the classification specification. A copy of the proposed bulletin has been provided to CCEA for their information.

AUTHORITY

The Commission's authority to approve new or revised recruitment bulletins outlined in Civil Service Rules (CSR) 6.4:

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

There is no fiscal impact associated with the proposed changes.

ATTACHMENTS

1. 2020-03-04 - ATT 1 - Proposed Bulletin for City Clerk Specialist

MOTION

That the Civil Service Commission:

Approve the Recruitment Bulletin for City Clerk Specialist