



City of Culver City

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Staff Report

File #: 21-497, **Version:** 1

Item #: A-1

Revised Classification Specification and Recruitment Bulletin: Maintenance Worker I

Meeting Date: December 2, 2020

Contact Person/Dept: Ofelia Garcia/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 (11/25/20); (Email) All City Staff (11/25/20)

Department Approval: Serena Wright-Black, Assistant City Manager (11/25/20)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the revised Classification Specification and Recruitment Bulletin for Maintenance Worker I.

BACKGROUND/DISCUSSION

The Maintenance Worker I classification is shared by three departments: Public Works, Parks, Recreation and Community Services (PRCS) and Transportation. The work performed can vary based upon the department and assignment.

Currently, there are two vacancies within the Transportation Department. In anticipation of conducting an open and competitive recruitment to fill these vacancies, Human Resources staff in concurrence with Public Works, PRCS, and Transportation management completed a review of the Maintenance Worker I classification. The proposed changes throughout the classification specification capture the actual job duties being performed by the incumbents and reflect the current needs of each department.

The proposed revisions will assist the City with providing clarity to applicants regarding essential duties of the position based upon assignment, and the knowledge, skill and ability expected to perform these duties. Revisions were made to the Classification Definition, Supervision Received and Exercised, Essential Job Duties, and Physical Requirements and working conditions.

Classification Specification

- Definition
Minor revisions to this section were made to include the Transportation Department.
- Supervision Received and Exercised
Revisions to this section were made to reflect the incumbent may receive supervision from higher level Maintenance Worker classifications.
- Essential Job Duties
In this section, duties were added that capture the work performed by the incumbent based up the assigned department.
- Physical Requirements and Working Conditions
Minor revisions were made in this section to include training will be received when working with harsh and toxic substances and within enclosed spaces.

Recruitment Bulletin

The recruitment bulletin is reflective of the classification specification.

Bargaining Unit Representation

This classification is represented by the Culver City Employees Association (CCEA). A copy of the proposed classification specification has been provided to CCEA and they are in agreement with the proposed changes.

AUTHORITY

According to Civil Service Rules 3.3(a) and 6.4, the Commission:

- Must approve major changes to classification specifications; and
- Must approve job bulletins prior to recruitment, including the examination components and the examination categories.

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 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

There is no fiscal impact associated with the proposed changes.

ATTACHMENTS

1. 2020-12-02 - ATT 1 - Proposed Classification Specification for Maintenance Worker I
2. 2020-12-02 - ATT 2 - Final Revised Classification Specification
3. 2020-12-02 - ATT 3 - Proposed Recruitment Bulletin for Maintenance Worker I
4. 2020-12-02 - ATT 4 - Final Revised Recruitment Bulletin

MOTION

That the Civil Service Commission:

1. Approve the Classification Specification for Maintenance Worker I, and
2. Approve the Recruitment Bulletin for Maintenance Worker I.