



City of Culver City

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Staff Report

File #: 22-356, **Version:** 1

Item #: A-4

Consideration of Approval of a New Classification Specification: Public Art Coordinator

Meeting Date: October 6, 2021

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 Agendas - Civil Service Commission (09/30/21); (Email) All City Staff (9/30/21)

Department Approval: Serena Wright-Black, Assistant City Manager (09/27/2021)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the new Classification Specification for Public Art Coordinator.

BACKGROUND/DISCUSSION

The Administrative Services Department is comprised of four divisions: City Clerk, Cultural Affairs, Human Resources and Risk Management. The Department is responsible for planning, directing, coordinating and implementing various internal services, programs and special projects as assigned by the City Manager. The programs and projects in the Administrative Services Department include organizational and leadership development, labor relations, records management, elections, historic preservation, art in public places, risk management, and providing support and advice to internal service departments and staff.

In the newly adopted budget for FY 21-22, City Council approved the reclassification of the Administrative Clerk position to Public Art Coordinator. The Public Art Coordinator classification supports the Department by implementing various aspects of public art programs, including collections management and new art commissions. This position will assist with implementing and overseeing conservation of City-owned artworks and ensuring that artworks sited on private property are maintained per the Art in Public Places Program.

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 with an opportunity to meet and confer.

FISCAL ANALYSIS

During the fiscal year 2020/2021 budget process the City Council approved the allocation of this position and the associated funding, see approved salary range below for the Public Art Coordinator classification:

Range: \$5,470.36 - \$6,670.10 monthly \$65,972.14 - \$80,125.24 annually

AUTHORITY

The Commission's review is limited to determining whether the classification is consistent with the Civil Service System and with the classification specification is reasonable. As discussed at prior Commission meetings, the responsibility for determining the staffing structure of an operating department is with each department head, as overseen by the City Manager.

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 specification 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 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. 2021-10-06 _ATT 1 - Final Proposed Classification Specification for Public Art Coordinator

MOTION

That the Civil Service Commission:

1. Approve the New Classification Specification for Public Art Coordinator.