



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report

---

**File #:** 22-465, **Version:** 1

**Item #:** A-2

---

### **Consideration of Approval of a Revised Classification Specification and Recruitment Bulletin: Plan Check Engineer**

**Meeting Date:** November 3, 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 (10/29/21); (Email) All City Staff (10/29/21)

**Department Approval:** Serena Wright-Black, Assistant City Manager (10/29/2021)

---

### **RECOMMENDATION**

Staff recommends that the Civil Service Commission approve the revised Classification Specification and Recruitment Bulletin for Plan Check Engineer.

### **BACKGROUND/DISCUSSION**

The Community Development Department is responsible for coordinating and managing new development and the redevelopment of the City according to adopted plans. To achieve these ends, the department is comprised of the Administration, Building Safety, Current Planning, Enforcement Services, Economic Development, Advance Planning and Housing Divisions.

In the newly adopted budget for FY 21-22, City Council approved the addition of Plan Check Engineer position. The Plan Check Engineer classification supports the Department by checking residential, industrial, and commercial building plans for structural integrity and conformity with construction codes.

The classification specification was last updated in 2002. Since then, Culver City construction projects are trending toward increased density and complexity. The proposed revisions to the classification specification will assist the City with maintaining the established standards of public safety. The revisions reflect the sophisticated engineering principles, Building Code knowledge, and

skills necessary to perform the essential job duties of these complex developments. Revisions were made to the Supervision Received and Exercised, Essential Job Duties, Minimum Knowledge, Skills and Ability, License and Certificates, and Training and Experience.

### ***Classification Specification***

- Supervision Received and Exercised  
Minor revisions to this section were made to reflect the incumbent may receive supervision from the Deputy Building Official.
- Essential Job Duties  
In this section, duties were added that capture the actual work that will be performed by the incumbent.
- Minimum Knowledge, Skills and Ability  
Minor revisions were made to this section to include knowledge of state regulations and codes.
- License and Certificates  
The license requirement was changed in this section. The level of complexity in reviewing building plans has evolved. Building plans being reviewed currently are more sophisticated and complicated this requires more in-depth engineering knowledge and a higher skillset. In order to meet this skillset a State of California license as a Civil Engineer or Structural Engineer or Architect is required.

### ***Recruitment Bulletin***

The proposed recruitment bulletin (Attachment 3) reflects the revised 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 with an opportunity to meet and confer.

## **FISCAL ANALYSIS**

The City Council has approved the following salary range for the Plan Check Engineer classification:

Hourly: \$42.48 - \$51.86  
Monthly: \$7,364.74 - \$8,989.54  
Annually: \$88,376.86 - \$107,874.54

## **AUTHORITY**

The Commission's review is limited to determining whether the classifications are consistent with the Civil Service System and whether the classification specification and recruitment bulletin 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 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.

## **ATTACHMENTS**

1. 2021-11-03 - ATT 1 - Proposed Classification Specification for Plan Check Engineer
2. 2021-11-03 - ATT 2 - Final Classification Specification for Plan Check Engineer
3. 2021-11-03 - ATT 3 - Proposed Recruitment Bulletin for Plan Check Engineer
4. 2021-11-03 - ATT 4 - Final Recruitment Bulletin for Plan Check Engineer

**MOTION**

That the Civil Service Commission:

1. Approve the Revised Classification Specification for Plan Check Engineer, and
2. Approve the Revised Recruitment Bulletin for Plan Check Engineer.