



City of Culver City

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Staff Report

File #: 22-681, **Version:** 1

Item #: A-1.

CC - Adoption of a Resolution Authorizing the Temporary Hiring of Retired Annuitant Samantha Blackshire for the Position of Transit Operations Manager to Fulfill a Critical Need.

Meeting Date: January 24, 2021

Contact Person/Dept: Mike Tobin / Transportation
Phone Number: 310-253-6593

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☐ No ☒

Public Hearing: ☐ **Action Item:** ☒ **Attachments:** ☒

Commission Action Required: Yes ☐ No ☒ **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (01/20/2022);

Department Approval: Rolando Cruz (01/19/2022)

RECOMMENDATION

Staff recommends the City Council (1) adopt a Resolution authorizing the temporary hiring of retired annuitant Samantha Blackshire for the position of Transit Operations Manager to fulfill a critical need; and (2) provide other direction to the City Manager if deemed appropriate.

BACKGROUND/DISCUSSION

The Transit Operations manager is responsible to plan, organize, and manage the service delivery of the Transit Operations Division, primarily delivering CityBus and CityRide services. This position also oversees the City's federally mandated Drug and Alcohol program, including pre-employment, reasonable suspicion/cause, post-accident, return-to-duty, follow-up, random tests, and other programs, in close coordination with third-party administrators, Human Resources and City management. With the onset of Covid-19 challenges and its impacts to the Transportation Department's labor force, this position is critical in maintaining consistent delivery of fixed-route and paratransit services within Culver City and the region.

On December 27, 2021 Samantha Blackshire - the Transit Operations Manager for over 27 years retired, leaving this position vacant. Staff had previously agreed upon a transition plan that involved overfilling this position and Ms. Blackshire agreed to remain employed with the City until

the end of the current fiscal year to allow the Department to recruit her replacement and fill this critical position appropriately. However, due to extant City agreements and provisions of the Civil Service Rules, Ms. Blackshire could not stay on as an employee without losing her PERS benefits. Thus, staff is requesting that, per Government Code Sections 7522.56 and 21224, City Council adopt a Resolution approving the temporary hiring of retired annuitant Ms. Samantha Blackshire for the position of Transit Operations Manager for this critical position.

Staff is currently working on updating the classification specification and job bulletin, and taking an agenda item to the Civil Service Commission for approval at the regular meeting on February 2, 2022 and then posting the position to be filled immediately. Staff's goal is to hire the new Transit Operations Manager and bring them on board no later than May 2022, to provide at least two months of overlap on the job for training purposes.

FISCAL ANALYSIS

Expenses for the hourly employee will be paid from Transportations Operations Regular Salary Account (20370200.411100). Given existing vacancies related to operator personnel, staff anticipates budget surplus for Transit Operations Salaries. The additional cost for hourly personnel will not impact the FY22 Budget approved by the City Council.

ATTACHMENTS

1. 2022-01-24_ATT 1_Proposed Resolution (including Appointment Letter)

MOTION

That the City Council:

1. Adopt a resolution authorizing the temporary hiring of Retired Annuitant Samantha Blackshire for the position of Transit Operations Manager to fulfill a critical need; and
2. Provide other direction to the City Manager if deemed appropriate.