



City of Culver City

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Staff Report

File #: 23-47, **Version:** 1

Item #: A-2

Approval of Recruitment Bulletin: Deputy Building Official

Meeting Date: August 3, 2022

Contact Person/Dept: Ofelia Garcia / Human Resources

Phone Number: (310) 253-5640

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☐

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

Public Notification: (Email) Meeting and Agenda (07/29/22); (Email) All City Staff (07/29/22)

Department Approval: Dana Anderson, Director of Human Resources (07/28/2022)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the recruitment bulletin for Deputy Building Official.

BACKGROUND

In September 2019, the Civil Service Commission approved the classification specification for Deputy Building Official. This position is assigned to the Building Safety Division of the Community Development Department.

The Deputy Building Official classification plays a significant role in planning, organizing, and managing the plan review and building inspection services of the Building Division within the Community Development Department. In addition, the Deputy Building Official position assists the City's Building Official in the administration and enforcement of related building codes, ordinances laws and regulations, as well as oversees the operations of the Permit Center which coordinates development services activities among Building Safety, Fire Prevention, Engineering and Current Planning Divisions.

The Community Development Department ensures that Culver City's vision for the 21st Century is achieved through the preservation, planning, development, and enhancement of its quality of life and its built environment. The Department is responsible for coordinating and managing new

development and 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.

Recruitment Bulletin

The recruitment bulletin (Attachment 1) is reflective of the classification specification. We are submitting the recruitment bulletin for approval due to the significance of the classification and in anticipation of opening an urgent recruitment due to a promotion.

The bulletin includes the necessary recruitment information as well as the examination components. The exam components include a written examination weighted at 40% and an oral interview, weighted at 60%. These exam components are aligned with exam components in similar classifications.

Bargaining Unit Representation

A copy of the proposed bulletin has been provided to the Culver City Management Group (CCMG) 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. 2022-08-03 - ATT 1 - Proposed Recruitment Bulletin for Deputy Building Official

MOTION

That the Civil Service Commission:

Approve the Recruitment Bulletin for Deputy Building Official