



# City of Culver City

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

## Staff Report

---

**File #:** 23-168, **Version:** 1

**Item #:** C-4.

---

**CC - CONSENT ITEM: Adoption of an Ordinance Amending Culver City Municipal Code Chapter 3.05 "Personnel Policies"; to be Consistent with Proposed Changes to the Civil Service Rules**

**Meeting Date:** September 19, 2022

**Contact Person/Dept.:** Dana Anderson / Human Resources  
**Phone Number:** (310) 253-5640

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Attachments:** Yes  No

**Commission Action Required:** Yes  No       **Date:** April 6, 2022  
**Commission Name:** Civil Service Commission

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (09/14/2022);

**Department Approval:** Dana Anderson, Director of Human Resources (09/14/2022)

---

### RECOMMENDATION

Staff recommends the City Council adopt an Ordinance, amending Culver City Municipal Code Chapter 3.05 "Personnel Policies" (Attachment 1); to be consistent with proposed changes to the Civil Service Rules.

### BACKGROUND/DISCUSSION

At its September 12, 2022 meeting, the City Council unanimously introduced an ordinance amending Culver City Municipal Code (CCMC) Sections 9.05.010 and 9.05.020 to be consistent with amendments to Rule 3 (Classifications) of the Civil Service Rules that were adopted by City Council at the September 12 meeting.

The adopted changes to Rule 3 clarified existing procedures and streamlined the classification policy and processes in alignment with the City Charter and CCMC. The updated procedures allow for administrative approval of classification specifications and bring efficiency in the establishment of new classifications and revisions of existing classifications allowing for timely recruitment or reclassification.

The amendment to Rule 3 necessitates an update to CCMC Sections 3.05.010 and 3.05.020 pertaining to the classification system, to ensure consistency between the CCMC and the Civil Service Rules.

The Ordinance is now being presented for adoption.

### **FISCAL ANALYSIS**

There is no fiscal impact with adopting the Ordinance.

### **ATTACHMENTS**

1. 2022-09-19-ATT\_Proposed Ordinance Amending Chapter 3.05

### **MOTIONS**

That the City Council:

Adopt an Ordinance, amending Culver City Municipal Code Chapter 3.05 "Personnel Policies"; to be consistent with proposed changes to the Civil Service Rules.