



City of Culver City

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

Staff Report

File #: 23-695, **Version:** 2

Item #: A - 2

Approval of the Revised Recruitment Bulletin: Firefighter

Meeting Date: April 5, 2023

Contact Person/Dept: Stephanie Condran / Human Resources

Phone Number: (310) 253-5640

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☒

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

Public Notification: (E-mail) Meetings and Agendas (03/30/2023); (E-mail) All City Staff (03/30/2023)

Department Approval: Dana Anderson, Director of Human Resources (03/29/2023)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the revised recruitment bulletin for Firefighter.

BACKGROUND/DISCUSSION

The Firefighter classification is responsible for firefighting, lifesaving and rescue services, fire inspection and prevention, and other fire services under the direction of a Fire Captain or Fire Marshal, depending upon assignment. The position of Firefighter is assigned to a fire response company as a Firefighter or Firefighter / Paramedic or to the Fire Prevention Division to function as a Fire Inspector.

Recruitment Bulletin

The recruitment bulletin includes the necessary recruitment information, minimum requirements, as well as the examination components. The proposed changes to the recruitment bulletin reflect an addition to the minimum requirements, under the section of Licenses and Certificates, to include the following language:

License and Certificates:

Candidate will be required to attend a Motion Picture/Television - Fire Safety Officer Training course within the first twelve (12) months of employment. The twelve (12) month period may be extended at the discretion of the Fire Chief based on course availability.

Bargaining Unit Representation

This classification is represented by the Culver City Firefighter's Association (CCFFA). CCFFA has been notified of this revision and has been provided a copy of the revised recruitment bulletin for their information.

The Commission's authority to approve new or revised recruitment bulletin is outlined in Civil Service Rule 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 this agenda item.

ATTACHMENTS

1. ATT 1 Proposed Revised Recruitment Bulletin for Firefighter
2. ATT 2 Final Proposed Recruitment Bulletin for Firefighter

MOTION

That the Civil Service Commission:

1. Approve the revised Recruitment Bulletin for Firefighter.