



Memorandum

Date: May 10, 2023

To: Civil Service Commission

From: Maria Cano, Personnel Analyst

Subject: REQUEST TO CONVERT THE ASSISTANT DIRECTOR OF MAINTENANCE CLASSIFICATION TO UNCLASSIFIED SERVICE

Communication has been received from, Sandy Witz, Director, Human of Resources in the Harbor Department requesting Commission approval for the transfer of the Assistant Director of Maintenance classification to the unclassified service, in accordance with, Article I, Section 3(5), of the Civil Service Rules and Regulations and Article XI, Section 1101(d) and Section 1102 (a) of the City Charter. Staff has reviewed this request and presents the following information for consideration.

Facts for Consideration:

- Assistant Director of Maintenance is exclusive to the Harbor Department.
- The Department proposed changes to its FY23 Salary Resolution which included the addition of an executive management position titled Assistant Director of Maintenance (formerly titled Assistant Director of Port Maintenance).
- The resolution was approved by the Board of Harbor Commissioners on August 22, 2022, and City Council on September 6, 2022.
- In seeking to establish an occupation code for Assistant Director of Maintenance, City Human Resources discovered that an occupation code (N05NN) and job title already existed in the classified service. However, the Assistant Director of Maintenance classification was terminated on October 21, 2014, as such, this classification is not currently in use.
- According to Civil Service records, the last time an exam was administered for Assistant Director of Maintenance was September 1989.
- The Harbor Department had concerns that the establishment of a new occupation code with the same title under different terms of service and bargaining unit representation would lead to confusion.



- The position is intended to serve as an at-will manager in the Maintenance Division, in a Director/Assistant Director structure consistent with other Divisions within the Harbor Department.
- The minimum qualifications for this classification include, “Two or more years of supervisory experience planning, organizing, assigning, and/or coordinating work in two or more of the following categories: Electrical Operations, Plumbing, Carpentry, Painting, Docks and Piers, Roads and Streets, General Construction, Building Engineering, Garage Services, Maintenance, Warehouse Operations or General Administrative.”
- Civil Service Rules and Regulations, Sec. 3. establishes that “The Civil Service of the City is hereby divided into the unclassified and the classified service. The unclassified service shall include (5) Department heads, one assistant department head in each department, bureau heads, division heads, and one clerical position for each.”
- Section 1101 of the City Charter establishes that “The powers and duties of the Civil Service Commission shall be: (d) Create classifications of employees in the classified service, subject to the power of the City Council to establish positions of employment.”
- Section 1102 of the City Charter establishes that “The Civil Service of the City is hereby divided into the unclassified and classified service: (a)The unclassified service shall include. (5) Department heads, one assistant department head in each department, bureau heads, division heads, and one clerical position for each.”
- It is requested that the Civil Service Commission approve the transfer of the terminal classification, Assistant Director of Maintenance from the classified to the unclassified service for renewed use by the Harbor Department. Approval of this request would help to ensure effective management of Harbor maintenance operations.
- The Harbor Department has completed all meet and confer obligations with the International Brotherhood of Electrical Workers Local 47 and the Long Beach Management Association.


Recommendation:

Staff recommends approval of the request to convert the classified Assistant Director of Maintenance classification to the unclassified service in accordance with Article I, Section 3(5), of the Civil Service Rules and Regulations and Article XI, Section 1101(d) and Section 1102 (a)(b) of the City Charter. A representative from the Harbor Department will be present to respond to questions from the Commission.





Memorandum

Date: April 27, 2023
To: Civil Service Commission
From: Sandy Witz, Director of Human Resources, Harbor Department 
Subject: **REQUEST TO APPROVE TRANSFER OF ASST DIRECTOR OF MAINTENANCE (N05NN) CLASSIFICATION FROM CLASSIFIED TO UNCLASSIFIED SERVICE**

The Harbor Department requests your approval to transfer the classification of Asst Director of Maintenance (N05NN) from classified to unclassified service.

The Harbor Department proposed changes to its FY23 Salary Resolution which included the addition of an executive management position titled Assistant Director of Maintenance. The position is intended to serve as an at-will manager in the Maintenance Division, in a Director/Assistant Director structure consistent with other Divisions within the Harbor Department. The resolution was approved by the Board of Harbor Commissioners on August 22, 2022, and City Council on September 6, 2022.

In seeking to establish an occupation code for Assistant Director of Maintenance, City Human Resources discovered an existing occupation code and job title was formerly established under classified service. The classification is unique to Harbor Department and was terminated October 21, 2014.

Given the former classification is terminal, and establishment of a new occupation code with the same title under different terms of service and bargaining unit representation would lend to confusion, it is requested the Civil Service Commission approve transfer of the terminal classification from classified to unclassified service.

The Harbor Department has completed meet and confer obligation with IBEW Local 47 and LBMA.

This request is in accordance with Article I, Section 3, of the Civil Service Rules and Regulations.

Should you have any questions regarding this item, please contact Khristina Jason, Assistant Director-Human Resources, at 562-283-7500.

cc: Khristina Jason, Assistant Director-Human Resources
Russ Ficker, Human Resources Officer

ASSISTANT DIRECTOR OF PORT MAINTENANCE

(Job Code N05NN)

Agenda Item 12

Salary Range - \$1733.92 to \$2126.16 Biweekly
\$3769.00 to \$4622.00 Monthly

APPLICATIONS AND SUPPLEMENTAL APPLICATIONS MAY BE OBTAINED IN THE CIVIL SERVICE DEPARTMENT BETWEEN 7:30 A.M. AND 4:30 P.M., SEPTEMBER 8 THROUGH SEPTEMBER 15 1989 PROPERLY COMPLETED FORMS MUST BE RECEIVED IN THE CIVIL SERVICE DEPARTMENT NO LATER THAN 4:30 P.M., SEPTEMBER 20, 1989.

EXAMPLES OF DUTIES: Under direction, organizes, schedules and supervises personnel engaged in construction, maintenance and repair of harbor and marine terminal facilities; analyzes plans and specifications to determine procedures and prepare scheduling to determine personnel and material requirements; reviews progress and cost reports; assembles data and preliminary budget estimates; prepares specifications and arranges for the purchase of division equipment and machinery; assures efficient and effective operation of the department warehouse; conducts investigations of special problems and of damage to harbor facilities; prepares reports, recommendations and cost estimates; monitors division personnel attendance and time records, enhances employee morale, assures appropriate discipline, acts as division training officer; develops and implements division safety program; minimizes cost and maximizes productivity of a 100 person division; performs duties of the Division Head in the latter's absence, and performs other related duties as required.

REQUIREMENTS TO FILE: Two or more years of supervisory experience planning, organizing, assigning and/or coordinating work in two or more of the following categories: Electrical Operations, Plumbing, Carpentry, Painting, Docks and Piers, Roads and Streets, General Construction, Building Engineering, Garage Services, Maintenance, Warehouse Operations or General Administrative.

Ability to effectively supervise others.

Ability to effectively communicate both orally and in writing.

Proof of a valid motor vehicle operator's license must be presented at time of filing. (A current DMV driving record must be submitted to the hiring department at time of selection interview.)

NOTE: THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 REQUIRES ALL NEW EMPLOYEES TO SUBMIT VERIFICATION OF IDENTITY AND AUTHORIZATION TO WORK IN THE UNITED STATES AT TIME OF HIRE.

EXAMINATION SCOPE: Candidates may be examined for a thorough knowledge of methods, procedures, equipment and materials used in general harbor marine construction and maintenance; a working knowledge of building trades and crafts as required to schedule work and evaluate methods and procedures; a working knowledge of the principles and practices of engineering applicable to the construction and maintenance of marine terminal facilities; a good knowledge of safety procedures, equipment and the ability to instruct personnel in their uses; supervisory ability; and the ability to write reports and to establish and maintain effective public relations.

SELECTION PROCEDURE: Screening of candidates will be conducted on the basis of applications and supplemental applications submitted. Those candidates showing the strongest backgrounds in a comparative analysis will be invited to participate in an Oral Examination which will evaluate the candidates' work experience, education and training, and personal qualifications.

EXAMINATION WEIGHTS:

Evaluation of Personal History, Including Education,
Employment Record and Personal Qualifications by Appraisal Interview.....100%

A minimum rating of 70 must be attained in each part of the examination.

Certification by score bands may be considered based on an analysis of test results.

EXAMINATIONS WILL BE SCHEDULED SHORTLY AFTER CLOSE OF FILING. IF YOU HAVE NOT RECEIVED NOTIFICATION BY SEPTEMBER 28, 1989, CONTACT THE CIVIL SERVICE OFFICE AT (213) 590-6202.

Candidates claiming Veterans' Credit must attach a copy of form DD214 to the application.

Candidates who tie in final examination score will be placed on the eligible list with Veterans first and then in the order in which applications were filed.