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**Memorandum**

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**Date:** September 1, 2021

**To:** Civil Service Commission

**From:** Jami Kerr-Jenkins

**Subject:** **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION–  
CARPENTER**

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On August 23, 2021, the Civil Service Department received correspondence from Joe Ambrosini, Director of Human Resources, requesting Civil Service Commission approval of the revised classification specification for Carpenter. Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

**Facts for Consideration:**

- The classification of Carpenter is currently found in the Department of Parks, Recreation and Marine and the Harbor Department.
- The Carpenter, under general supervision, performs journey-level carpentry and cabinet work involved in the erection, finishing, and repairing of buildings, structures, fixtures, and hardware.
- There have been no revisions to the classification specification since the last Civil Service Commission approval on October 15, 1986.
- The proposed changes to the Carpenter Classification Specification are as follows:
  - **Example of Duties:** Updated the job duties with more specific, updated language and removed outdated language to include:
    - The deletion of the duty statement “May make minor repairs to a wide variety of mechanical fixtures and devices.” Carpenters no longer perform this duty.
    - The replacement of “glazing” with “caulking” in the following duty statement, “Applies window caulking”.

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- The addition of “Constructs frames and/or partition walls using steel studs”; “Installs and finishes drywall”; and “Installs locksets and other door hardware” were added to reflect the most current duties of the classification.
  - The addition of the word “accessories” was added to the following duty statement, “Recommends and selects lumber and accessories”.
  - The addition of the word “May” was added to the following duty statement, “May supervise the work of helpers”.
- **Minimum Qualifications:**
- The word “paid” was added to the minimum requirement of “Two (2) years or more of paid, full-time experience as a journey-level carpenter or cabinetmaker”.
  - The following additional requirements were added from the most recent job bulletins to update the classification specification with the most recent requirements to file.
    - Valid motor vehicle operator's license
    - Willingness to work nights, weekends, holidays, overtime and standby as required.
    - If appointed, candidates will be required to attend lead and asbestos safety awareness training.

Staff worked with the Department of Parks, Recreation and Marine, Harbor Department and Human Resources Department on the proposed changes to the Carpenter classification. The Association of Long Beach Employees (ALBE) was notified of the proposed changes on July 13, 2021. Email correspondence was received on July 16, 2021, stating no concerns regarding the revisions to the Carpenter classification. Therefore, a meet and confer was not held.

The Department of Parks, Recreation and Marine, Harbor Department, Human Resources Department and the Association of Long Beach Employees (ALBE) have been informed that this request is on today's agenda. Representatives from the departments will be present to respond to any questions from the Civil Service Commission.



Date: August 23, 2021

To: Civil Service Commission

From: Joe Ambrosini, Director of Human Resources 

Subject: **CLASSIFICATION SPECIFICATION UPDATE – CARPENTER**

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Attached for your consideration is an update to the Carpenter classification specification. The classification specification was updated to maintain consistency with recent Civil Service job bulletins and to update language in the example of duties and minimum requirements.

Human Resources staff worked with Civil Service to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Carpenter classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Fred Verdugo, Deputy Director of Human Resources at (562) 570-5045.

Attachments

1. Carpenter Class Specification

JA:FV:TH

cc: Fred Verdugo, Deputy Director of Human Resources

**TITLE: CARPENTER**

**DEFINITION:** Under general supervision, performs journey-level carpentry and cabinet work involved in the erection, finishing, and repairing of buildings, structures, fixtures, and hardware.

**EXAMPLES OF DUTIES:**

- Works from blueprints, drawings, rough sketches, or other instructions to erect, repair and finish various types of buildings, sheds, forms, frames, fences, cabinets;
- Constructs frames and/or partition walls using steel studs;
- Installs and finishes drywall;
- Assists in the preparation of cost estimates;
- Recommends and selects lumber and accessories;
- Installs, repairs, or replaces floor, ceiling and roof coverings, and doors;
- Installs locksets and other door hardware;
- Applies window caulking;
- Observes safety regulations;
- May supervise work of helpers;
- May be required to keep records of lumber stock and make reports on work to be done;
- May construct and repair marine structures and floating docks; and
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

- Two (2) years or more of paid, full-time experience as a journey-level carpenter or cabinetmaker.

Valid motor vehicle operator's license

Willingness to work nights, weekends, holidays, overtime and standby as required.

If appointed, candidates will be required to attend lead and asbestos safety awareness training.

**HISTORY:**

Revision of Classification Specification dated: 11/30/73

Approval/Adoption Dates: 08/01/86 - Human Resources Department

Civil Service Commission Approval: 10/15/86

Revision of Classification Specification-Duty Statements

Civil Service Commission Approval-9/1/2021