



Memorandum

Date: November 17, 2021

To: Civil Service Commission

From: Elsa Ramos, Personnel Analyst

Subject: Request to Approve Revised Classification Specification: Gardener I-II

Correspondence has been received from Joe Ambrosini, Human Resources director, requesting Civil Service Commission approval and adoption of the revised classification specification of Gardener I-II. Staff has received this request and recommends approval from the Civil Service Commission in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration:

- Article XI, Section 1101(d) of the City Charter grants the Civil Service Commission the powers and duties to create classifications of employees in the classified service, subject to the power of the City Council to establish positions of employment.
- The Gardener I-II performs skilled gardening work and supervises helpers in gardening and grounds maintenance work for the Departments of Harbor and Parks, Recreation and Marine.
- The classification specification of Gardner I-II was adopted on December 14, 1973, by the Civil Service Commission and has not been updated since.
- The proposed changes to the Gardener I-II classification specification are as follows:
 - **Distinguishing Characteristics:** Updated lead title and removed language pertaining to City Rancho.
 - **Example of Duties:** Updated to include duties that were noted in prior job opportunity bulletins, and which are critical to the classification functions.
 - **Minimum Qualifications:** Updated language to reflect the minimum requirements utilized in prior job opportunity bulletins; specifically, the inclusion of educational equivalencies and the combination of education and experience.
 - **Knowledge, Skills and Abilities:** Added knowledge, skills and ability statements included in prior job opportunity bulletins.
- The meet and confer obligation was completed on November 5, 2021, with the Association of Long Beach Employees (ALBE). ALBE is in support of the proposed changes.

The Human Resources Department has been advised that this item is on today's agenda. Representatives from the Department will be present to respond to any questions posed by the Civil Service Commission.

Date: November 11, 2021

To: Civil Service Commission

From: Joe Ambrosini, Director of Human Resources 

Subject: **CLASSIFICATION SPECIFICATION REVISION – GARDENER I-II**

Attached please find a draft revised classification specification and job bulletin for Gardener I-II. The Port of Long Beach and Parks, Recreation, & Marine departments requested to revise the classification specification and job bulletin in conjunction with the preparation of the upcoming recruitment. Revisions were made to the Distinguishing Characteristics, Example of Duties, Minimum Requirements, and Knowledge, Skills, and Abilities sections to reflect the current requirements and job duties of each grade level.

The Civil Service Department notified the labor association that represents the classification and there were no concerns with the revisions. The Department of Human Resources is requesting the Civil Service Commission adopt the revised classification specification for Gardener I-II.

Should you have any questions regarding this item, please contact Russ Ficker, Human Resources Officer, at (562) 570-7147.

Attachments:

Gardener I-II Classification Specification
Gardener I-II Job Bulletin

cc:

Fred Verdugo, Deputy Human Resources Director
Russ Ficker, Human Resources Officer

TITLE: GARDENER I - II

DEFINITION: Under general supervision, independently or as a member or a travel crew, performs skilled gardening work and supervises helpers in gardening and grounds maintenance work.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - A Gardener I is expected to have a good knowledge of a variety of plants and shrub material commonly found in City parks. A Gardener I is normally assigned primary gardening maintenance responsibility for outlying park or plant material areas which account for no less than fifty percent (50%) of his regularly scheduled work week or is assigned responsible gardening duties on a full-time permanent basis in a major City Park or plant material area. A Gardener I may be assigned, in limited cases, to specialized gardening duties such as fertilization, and/or weed and insect control spraying, and/or shrubbery pruning that account for not less than 75% of the employee's regularly scheduled work week where the skill and knowledge required for the operation is at a level commensurate with the skill and knowledge a Gardener I should be expected to possess. Gardener I's are not normally assigned to travel crews or travel sub -crews where a Park Crew Foreman is normally working with or in the immediate vicinity of the crew or sub-crew.

Grade Level II - A Gardener II is normally expected to have a more complete knowledge than a Gardener I of the various plant and shrub materials found at selected locations in the City park system. A Gardener II may be used to act as a leadman over a small group of grounds maintenance personnel including at least one Gardener I and contractors. Gardener II's are not used as leadmen in an area where a Park Maintenance Supervisor is available for supervisory responsibility. A Gardener II may also be assigned responsibility for unusual functional areas or activities such as cemetery worker and sprinkler repairman.

EXAMPLES OF DUTIES:

- Prepares soil and performs cultivation work;
- Grades, plants and reseeds lawns;
- Mows, edges and waters lawns and adjusts and makes minor repairs to sprinkler systems;
- Programs irrigation system using central software;
- Prunes shrubs and trees;

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GARDENER I-II (continued)

- Transplants flowers and shrubs;
- Leads the work of helpers performing lower level grounds maintenance work;
- Operates trucks and light power equipment;
- Services and makes minor repairs to tools and equipment;
- Observes and enforces safety regulations;
- Orders materials and supplies;
- Keeps time and other records;
- May be required to apply chemicals for weed and pest control;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Two years full-time paid experience in gardening and grounds maintenance work requiring a good knowledge of the care and maintenance of flowers, shrubs, plants, trees and lawns.

-OR-

Education equivalent to two years of training at an accredited college or university with major course work in Horticulture or related fields.

-OR-

Any combination of paid full-time equivalent experience and education totaling two years.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of pesticide use and safety, irrigation systems, and drought-tolerant plant materials.
- Ability to:
 - Assess, document and troubleshoot issues within the complete irrigation system;
 - Communicate effectively verbally and in writing;
 - Work independently;
 - Drive City vehicles;
 - Utilize electronic work order system;
 - Utilize standard horticultural equipment;
 - Lift and carry up to 50 pounds; and
 - Work in or near streets with heavy traffic.

Willingness to work overtime, weekend and/or holiday hours.

A valid motor vehicle operator's license or permit.

HISTORY:

Approval/Adoption Dates: 12/14/73

Revisions adopted by Civil Service Commission: 11/17/2021