



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 24-775      **Version:** 1      **Name:** Extension of Eligible Lists: Automated Enforcement Technician and Environmental Coordinator  
**Type:** Minutes      **Status:** Passed  
**File created:** 2/19/2024      **In control:** CIVIL SERVICE COMMISSION  
**On agenda:** 3/6/2024      **Final action:** 3/6/2024  
**Title:** Extension of Eligible Lists: Automated Enforcement Technician and Environmental Coordinator  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
3/6/2024	1	CIVIL SERVICE COMMISSION	approved	Pass

### Extension of Eligible Lists: Automated Enforcement Technician and Environmental Coordinator

**Meeting Date:** March 6, 2024

**Contact Person/Dept:** Amy Webber / Human Resources

**Phone Number:** 310-253-5640

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

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

**Public Notification:** (Email) Meetings and Agendas (02/29/24); (Email) All City Staff (02/29/24).

**Department Approval:** Dana Anderson, Director of Human Resources (02/28/24)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission extend the Eligible Lists for Automated Enforcement Technician and Environmental Coordinator.

Department/Division Name List Title		Date Established – Expires	Date Extended Through
1.	Police <b>Automated Enforcement Technician #00526</b>  <b>Number of Eligible Candidates:</b>	03/22/2023 – 03/22/2024  6	03/22/2025  5
2.	Public Works <b>Environmental Coordinator #00492</b>	02/13/2023 – 02/13/2024  6	02/13/2025  5

## **BACKGROUND/DISCUSSION**

The Human Resources Department requests that the specified eligible list(s) be extended for up to one additional year from the original expiration date.

## **AUTHORITY**

The Civil Service Commission has the authority to extend an eligible list in accordance with Civil Service Rule 7.5, as set forth below:

**7.5 Duration of Eligible Lists:** Each certified eligible list shall be valid for use for a period of one (1) year, unless exhausted sooner. The eligible list may be extended for up to one (1) additional year with the Commission's approval. The extended eligible list shall be valid until a new list is established for the same classification or the current Certification of Eligible List is exhausted, whichever occurs first, except as set forth below.

## **MOTION**

That the Civil Service Commission:

1. Extend the Eligible List for Automated Enforcement Technician
2. Extend the Eligible List for Environmental Coordinator