

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CULVER CITY, CALIFORNIA

March 2, 2016
7:00 P.M.

Call to Order & Roll Call

Chair Ochoa called the meeting of the Civil Service Commission to order at 7:01 P.M.

Present: Chair Richard Ochoa
Vice Chair Darryl Cherness
Commissioner John Kuechle
Commissioner Vince Motyl
Commissioner Vicki Daly Redholtz

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Public Comment - Items Not On the Agenda

Chair Ochoa invited public comment.

No speakers came forward and no cards were received.

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Receipt and Filing of Correspondence

None.

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Consent Calendar

Item C-1

Meeting Minutes

Commissioner Cherness commented on an action item at the previous meeting and noted that the minutes were an accurate reflection of what took place.

MOVED BY COMMISSIONER MOTYL AND SECONDED BY COMMISSIONER KUECHLE THAT THE CIVIL SERVICE COMMISSION APPROVE THE MINUTES FOR THE REGULAR MEETING OF FEBRUARY 3, 2016. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, KUECHLE, MOTYL
NOES: NONE
ABSTAIN: DALY REDHOLTZ, OCHOA

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Item C-2

Extension of Eligible Lists: Senior Fleet Services Technician (Promotional) and Senior Fleet Services Technician

MOVED BY COMMISSIONER DALY REDHOLTZ, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE EXTENSION OF ELIGIBLE LISTS: SENIOR FLEET SERVICES TECHNICIAN (PROMOTIONAL) AND SENIOR FLEET SERVICES TECHNICIAN.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

Revised Classification Specification and Open and Competitive Recruitment Bulletin: Warehouse Worker/Delivery Driver

Amy Webber, Human Resources Analyst, provided a summary of the material of record.

Vice Chair Cherness received clarification regarding removal of the word "storing"; reordering of information in the description; and deletion of the word "stocking."

Commissioner Kuechle suggested that wording be clarified to indicate "contacts in state and out of state vendors."

Chair Ochoa invited public participation.

No card were received and no speakers came forward.

MOVED BY COMMISSIONER KUECHLE, SECONDED BY COMMISSIONER DALY REDHOLTZ AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION: APPROVE THE RECRUITMENT BULLETIN AND REVISIONS TO THE CLASSIFICATION SPECIFICATION FOR WAREHOUSE WORKER/DELIVERY DRIVER SUBJECT TO THE EDIT TO ITEM 9 UNDER THE ESSENTIAL JOB DUTIES ATTACHMENT A.

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Public Comment - Items NOT on the Agenda (continued)

Chair Ochoa invited public comment.

No speakers came forward and no cards were received.

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Items From Staff

Amy Webber, Human Resources Analyst, reported distributing the new Human Resources Department brochure to Commissioners.

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Items From Commissioners

Chair Ochoa extended best wishes for a Happy St. Patrick's Day to everyone.

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Adjournment

There being no further business, at 7:16 P.M., the Civil Service Commission adjourned to a meeting to be held at 7:00 P.M. on Wednesday, April 6, 2016 in the Mike Balkman Council Chambers at City Hall.

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Serena Wright
HUMAN RESOURCES DIRECTOR of Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED April 6, 2016

RICHARD OCHOA
CHAIR of the Civil Service Commission
Culver City, California

I declare under penalty of perjury under the laws of the State of California that, on the date below written, these minutes were filed in the Office of the City Clerk, Culver City, California and constitute the Official Minutes of said meeting.

Martin R. Cole
CITY CLERK

Date