

REGULAR MEETING OF OCTOBER 1, 2025
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

7:00 P.M.

Call to Order & Roll Call

The regular meeting of the Civil Service Commission was called to order at 7:01 P.M. in Mike Balkman Council Chambers at Culver City Hall.

Present: Vice Chair Chi Ming Gong
Commissioner Sal LaPardo
Commissioner Peter Stern

Absent: Chair Michele Van Gelderen
Commissioner Rachelle Jackson

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Pledge of Allegiance

Vice Chair Gong led the Pledge of Allegiance.

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Public Comment - Items NOT On the Agenda

Vice Chair Gong invited public comments.

Amy Webber, Human Resources Analyst, indicated that no requests to speak had been received.

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Amy Webber, Human Resources Analyst, reported technical difficulties and sought to resolve them.

Recess/Reconvene

Vice Chair Gong called a recess from 7:04 P.M. to 7:24 P.M. in order to allow staff time to troubleshoot technical difficulties.

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Receipt of Correspondence

Amy Webber, Human Resources Analyst, indicated that no correspondence had been received.

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Consent Calendar

MOVED BY VICE CHAIR GONG AND SECONDED BY COMMISSIONER STERN THAT THE CIVIL SERVICE COMMISSION APPROVE ITEMS C-1 AND C-2.

THE MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: GONG, LAPARDO, STERN
NOES: NONE
ABSENT: JACKSON, VAN GELDEREN

Item C-1

Approval of Minutes for the Regular Meeting of September 3, 2025

THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 3, 2025.

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Item C-2

Extension of Eligible List(s): Administrative Clerk

THAT THE CIVIL SERVICE COMMISSION EXTEND THE ELIGIBLE LIST FOR ADMINISTRATIVE CLERK.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

Consideration of a Request for a Closed Hearing to Appeal a Disciplinary Action

Amy Webber, Human Resources Analyst, introduced the item; noted that the employee had requested a closed hearing; recommended that the Commission take a brief recess to allow for the room and the meeting to be secured for the privacy of the employee involved.

Vice Chair Gong agreed to call a recess.

Amy Webber, Human Resources Analyst, requested that anyone not a party to Action Item A-1 exit Council Chambers noting that they would be notified when the meeting was resumed.

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Recess/Reconvene

Vice Chair Gong called a recess from 7:29 P.M. to 8:06 P.M.

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Item A-1
(Continued)

Consideration of a Request for a Closed Hearing to Appeal a Disciplinary Action

Vice Chair Gong reported that the Commission has voted to hear the appeal directly before the Commission; the hearing was tentatively scheduled to begin on April 7, 2026 with a pre-hearing conference tentatively scheduled for March 19th, 2026.

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Item A-2

Approval of the Revised Recruitment Bulletin: Structural Rehabilitation Specialist

Amy Webber, Human Resources Analyst, provided a summary of the material of record; reported that Housing and Human

Services and Human Resources had reviewed the revisions to ensure alignment with operational needs and regulatory standards; and noted a correction in that the division position should be reflected as being in Housing rather than in Code Enforcement.

MOVED BY VICE CHAIR GONG AND SECONDED BY COMMISSIONER LAPARDO THAT THE CIVIL SERVICE COMMISSION: APPROVE THE REVISED RECRUITMENT BULLETIN FOR STRUCTURAL REHABILITATION SPECIALIST, WITH THE TITLE CHANGE TO HOUSING REHABILITATION INSPECTOR, ONCE REFLECTED ON THE CITY'S REVISED SALARY SCHEDULE.

THE MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: GONG, LAPARDO, STERN
NOES: NONE
ABSENT: JACKSON, VAN GELDEREN

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Item A-3

Approval of the Revised Recruitment Bulletin: Accounting Technician

Josseline Ponce, Human Resources Analyst, provided a summary of the material of record; noted that a revised attachment had been provided to correct an error to salary ranges; and indicated that Finance Manager Michael Towler was available to answer any questions.

Discussion ensued between staff and Commissioners regarding the process to augment and enhance growth by providing opportunities with clear promotional ladders; enhancing transparency; and allowing more marketability for other departments.

MOVED BY COMMISSIONER STERN AND SECONDED BY COMMISSIONER LAPARDO THAT THE CIVIL SERVICE COMMISSION APPROVE THE REVISED RECRUITMENT BULLETIN FOR ACCOUNTING TECHNICIAN WITH TITLE CHANGE TO FINANCE SPECIALIST, ONCE REFLECTED ON THE CITY'S REVISED SALARY SCHEDULE.

THE MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: GONG, LAPARDO, STERN

NOES: NONE

ABSENT: JACKSON, VAN GELDEREN

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Item A-4

Approval of the New Promotional Recruitment Bulletin: Scout Vehicle Operator

Stephanie Condran, Human Resources Analyst, provided a summary of the material of record.

Vice Chair Gong expressed appreciation for the hiring noting that Scout Vehicle Operators provide a valuable service.

MOVED BY VICE CHAIR GONG AND SECONDED BY COMMISSIONER LAPARDO THAT THE CIVIL SERVICE COMMISSION: APPROVE THE NEW PROMOTIONAL RECRUITMENT FOR SCOUT VEHICLE OPERATOR.

THE MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: GONG, LAPARDO, STERN

NOES: NONE

ABSENT: JACKSON, VAN GELDEREN

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Item A-5

Approval of the Revised Recruitment Bulletin: Street Maintenance Supervisor

Stephanie Condran, Human Resources Analyst, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding the effect of adding the requirement of being able to act as Urban Forester; the lengthy process to receive the certification; allowing employees to obtain certification within one year of appointment; acknowledgement of the limiting effect of the necessary requirement for the position; risk assessment included as part of the certification; clarification that an extension would not be granted to the timeframe to receive certification as an arborist; the one year probationary period; departmental allocation of time to support the certification; professional

development and job development courses during working hours; the intent to get the highest qualified person to apply for the position; past practice of having Culver City do their own tree maintenance; clarification that there is no one left who qualifies as an arborist; whether the employee has to obtain the certification on their own time; attracting people who already have the training; providing for additional assets and succession planning; and the ability to revisit and readjust the item as needed.

MOVED BY VICE CHAIR GONG AND SECONDED BY COMMISSIONER STERN THAT THE CIVIL SERVICE COMMISSION: APPROVE THE REVISED RECRUITMENT BULLETIN FOR STREET MAINTENANCE SUPERVISOR.

THE MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: GONG, LAPARDO, STERN
NOES: NONE
ABSENT: JACKSON, VAN GELDEREN

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Public Comment - Items NOT on the Agenda (Continued)

Amy Webber, Human Resources Analyst, indicated that no requests to speak had been received.

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Items from Staff

Amy Webber, Human Resources Analyst, indicated that vacancy lists had been distributed to Commissioners; reminded Commissioners of the grievance hearing beginning on October 20 in the Patacchia Room; and she discussed procedures.

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Items from Civil Service Commissioners

None.

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Adjournment

There being no further business, at 8:31 P.M., the Civil Service Commission adjourned to a meeting to be held at 9:00 A.M. on Monday, October 20, 2025.

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Dana Anderson
Human Resources Director, Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED _____

Michele Van Gelderen
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.

Jeremy Bocchino
CITY CLERK

Date