

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

December 2, 2015
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 Vicki Daly Redholtz
Commissioner John Kuechle
Commissioner Vince Motyl

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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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Presentations

Item P-1

Presentation by the Police Department in relation to the New Bicycle Patrol Program

Lieutenant Osama "Sam" Agaiby, Police Department, provided a presentation on the Bicycle Patrol program.

Discussion ensued between staff and Commissioners regarding security along the bike path; the number of officers on bikes; collateral duty; graffiti along the Bike path; the ratio of officers and supervisors; training and education; types of

safety training; and clarification that cyclists are subject to the same rules of the road as automobiles are.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY COMMISSIONER DALY REDHOLTZ, SECONDED BY VICE CHAIR CHERNESS AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE THE MINUTES FOR THE REGULAR MEETING OF NOVEMBER 4, 2015.

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Action Items

Item A-1

Revised Classification Specification and Open and Revised Competitive Recruitment Bulletin: Park Maintenance Supervisor

Ofelia Garcia, Human Resources Analyst, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding clarification on terminology used in the bulletin; concern with broad language; clarification of required duties; exterior and interior maintenance; consistency with phraseology; changing "other City facilities" to read "landscape facilities"; consistency; park associated facilities; and a suggestion to clarify wording to read "other City facilities that fall under the auspices of the Parks, Recreation and Community Services department."

MOVED BY COMMISSIONER KUECHLE, SECONDED BY COMMISSIONER DALY REDHOLTZ AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR PARK MAINTENANCE SUPERVISOR WITH CHANGES NOTED ON THE DEFINITION AND FOR ITEMS NO. 1 AND 8 UNDER JOB DUTIES AND THE INTRODUCTORY PARAGRAPH TO ENSURE CONSISTENCY; AND,

2. APPROVE THE REVISED OPEN AND COMPETITIVE RECRUITMENT BULLETIN FOR PARK MAINTENANCE SUPERVISOR WITH CHANGES NOTED ON THE ITEMS NO. 1 AND 8 UNDER THE POSITION TO ENSURE CONSISTENCY.

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Item A-2

New Classification Specification and Open and Competitive and Promotional Recruitment Bulletins: Parking Enforcement Supervisor

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

Discussion ensued between staff and Commissioners regarding oversight of the position; the crossing guard program; school district traffic control; City policy regarding whether adults should be escorted across the street by crossing guards; supervisory position examination procedures weighting equivalents; uniformity; different organizational levels of supervisory classifications; and differences in how various departments are structured.

MOVED BY VICE CHAIR CHERNESS, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE NEW CLASSIFICATION SPECIFICATION FOR PARKING ENFORCEMENT SUPERVISOR; AND

2. APPROVE THE NEW OPEN AND COMPETITIVE AND PROMOTIONAL RECRUITMENT BULLETINS FOR PARKING ENFORCEMENT SUPERVISOR.

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Order of the Agenda

No changes were made.

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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

None.

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Items From Commissioners

Vice Chair Cherness extended holiday wishes to everyone and asked to adjourn the meeting in memory of the victims of the San Bernardino shootings.

Chair Ochoa commented on the proximity of the shootings to his son's school and discussed the ability of everyone to unite and for humanity to shine through.

MOVED BY VICE CHAIR CHERNESS, SECONDED BY CHAIR OCHOA AND UNANIMOUSLY CARRIED, THAT WHEN THIS MEETING IS ADJOURNED, THAT IT BE ADJOURNED IN MEMORY OF THE VICTIMS OF THE SAN BERNARDINO SHOOTINGS.

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Adjournment

There being no further business, at 7:40 P.M., the Civil Service Commission adjourned in memory of the victims of the San Bernardino shootings to a meeting to be held at 7:00 P.M. on Wednesday, January 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 February 3, 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