

REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION  
CULVER CITY, CALIFORNIA

March 6, 2024  
7:00 P.M.

### **Call to Order & Roll Call**

The regular meeting of the Civil Service Commission was called to order at 7:07 P.M. in Mike Balkman Council Chambers at Culver City Hall and on Webex.

Present: Chair Chi Ming Gong  
Vice Chair Michele Van Gelderen  
Commissioner Rachelle Jackson  
Commissioner Sal LaPardo  
Commissioner Peter Stern

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### **Pledge of Allegiance**

Chair Gong led the Pledge of Allegiance.

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### **Public Comment - Items NOT On the Agenda**

Chair Gong invited public comment.

Selamawit Abrha, Human Resources Technician, indicated that no requests to speak had been received.

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### **Receipt of Correspondence**

Selamawit Abrha, Human Resources Technician, indicated that no correspondence had been received.

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**Consent Calendar**

MOVED BY COMMISSIONER STERN, SECONDED BY COMMISSIONER LAPARDO AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1 AND C-2.

Item C-1

**Approval of Minutes for the Regular Civil Service Commission Meeting of February 7, 2024**

THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR CIVIL SERVICE COMMISSION MEETING OF FEBRUARY 3, 2024 AS WRITTEN.

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Item C-2

**Extension of Eligible List(s): Automated Enforcement Technician and Environmental Coordinator**

THAT THE CIVIL SERVICE COMMISSION:

1. EXTEND THE ELIGIBLE LIST FOR AUTOMATED ENFORCEMENT TECHNICIAN.
2. EXTEND THE ELIGIBLE LIST FOR ENVIRONMENTAL COORDINATOR.

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**Order of the Agenda**

No changes were made.

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**Action Items**

Item A-1

**Approval of Revised Recruitment Bulletins: Fleet Services Assistant, Fleet Services Technician, and Senior Fleet Services Technician**

Amy Webber, Human Resources Analyst, introduced the item.

Commissioner Stern moved to approve Item A-1 and Commissioner LaPardo seconded the motion.

Discussion ensued between staff and Commissioners regarding re-weighting of the exam; elimination of the written portion of the exam; the feeling that the change strengthened the quality of candidates in allowing them to showcase their skills without losing the integrity of the process; and pre-screening questions as part of the job bulletin.

Miguel Jimenez, Human Resources Technician, provided a summary of the material of record.

Additional discussion ensued between staff and Commissioners regarding the effectiveness of determining the ability of the person to do the job using testing vs. on the job observations; performance exams; properly screening applicants; placing quality candidates in the role; collaboration with the department participating in the recruitment process in development of the written tests, the performance exam, and oral interviews; departmental feedback regarding weighting; the focus on safety; ensuring that feasible candidates are successful; employees who already work for the City; research regarding what other cities were doing; alignment with other cities; placing the focus on performance and the oral interview to determine whether the employee can fulfill the role; advantages with equity and inclusion; and clarification that the positions already exist.

MOVED BY COMMISSIONER STERN, SECONDED BY COMMISSIONER LAPARDO AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED RECRUITMENT BULLETIN FOR FLEET SERVICES ASSISTANT.
2. APPROVE THE REVISED RECRUITMENT BULLETIN FOR FLEET SERVICES TECHNICIAN; AND,
3. APPROVE THE REVISED RECRUITMENT BULLETIN FOR SENIOR FLEET SERVICES TECHNICIAN.

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**Public Comment - Items NOT on the Agenda (Continued)**

Chair Gong invited public comment.

Selamawit Abrha, Human Resources Technician, indicated that no additional requests to speak for Items NOT on the Agenda had been received.

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**Items from Staff**

None.

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**Items from Civil Service Commissioners**

None.

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**Adjournment**

There being no further business, at 7:21 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, April 3, 2024.

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

APPROVED \_\_\_\_\_

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Chi Ming Gong  
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.

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Jeremy Bocchino  
CITY CLERK

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Date