

Culver CITY

MEMORANDUM

DATE: December 4, 2024

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
OF THE CITY OF CULVER CITY

FROM: Civil Service Commission, Chair Chi Ming Gong, Vice Chair
Michele Van Gelderen, Commissioner Rachelle Jackson,
Commissioner Sal LaPardo, and Commissioner Peter Stern

SUBJECT: 2024 ACCOMPLISHMENTS AND 2025 PROPOSED
ACTIVITY/UPCOMING AGENDA ITEMS FOR THE NEXT 6
MONTHS

CC: John Nachbar, City Manager

At the December 4, 2024, regular meeting, the Commission discussed and approved the contents of its written report and authorized the staff to finalize the report for transmittal to City Council for approval. The list below summarizes the CBC's accomplishments during the last year and provides a list of anticipated agenda items for the first half of 2025 calendar year. The Civil Service Commission meets on the first Wednesday of each month and met twice from the last report provided to City Council on August 12, 2024.

2024 List of Accomplishments

- Recognition of 54 employees for their outstanding job performance and retirements in accordance with Civil Service Rule 15: Employee Recognition, which included an Employee Recognition ceremony for 12 Departments and 45 employees, and two (2) retired employees at the June 5, 2024, regular Commission meeting.
- Approval of change to the examination criteria of the Fleet Services classification series including the Fleet Services Assistant, Fleet Services Technician and Sr. Fleet Services Technician to enhance Diversity, Equity, and Inclusion through inclusive hiring practices to support fairer candidate outcomes and help attract a greater and more diverse talent pool.
- Approval of fourteen (14) eligible lists for extension in accordance with Civil Service Rule 7: Eligible Lists.

- Approval of eight (8) job bulletins in accordance with Civil Service Rule 6: Recruitment and Examinations.
- Completion of one (1) Disciplinary Appeal hearing pursuant to Civil Service Rules 11.10 through 11.18: Disciplinary Actions, Hearings through Execution of Decision.

2025 Plan

The Civil Service Commission is working on the following items during fiscal year 2024 / 2025:

- Continue the review of the Civil Service Rules (Rules), specifically:
 - Rule 1: Definition of Terms;
 - Rule 5: Applications and Applicants;
 - Rule 6: Recruitment and Examinations;
 - Rule 7: Eligible Lists; and
 - Rule 8: Appointments
 - Rule 15: Employee Outstanding Job Performance Recognition
 - Rule 11: Disciplinary Actions along with other Rules identified as needing review.
 - The review of the Rules will result in proposed amendments to be considered for adoption by City Council in accordance with Rule 17: General Provisions.
 - The Civil Service Commission is striving to bring additional Civil Service Rule revisions to City Council for approval by the end of the fiscal year contingent upon the completion of the meet and confer process.
- Consider disciplinary appeal hearing requests, when such requests are submitted, and determine whether the Commission or a Hearing Officer will hear the matter. If heard by the Commission, the Commission will render a decision in accordance with Civil Service Rule 11: Disciplinary Actions.
- Continue to review and approve new or revised recruitment bulletins, and extend eligible lists for hiring departments use in filling vacancies in accordance with Civil Service Rules, Rule 6: Recruitment and Examinations and Rule 7: Eligible Lists.
- Continue to recognize employees for outstanding job performance and retirements in accordance with Civil Service Rule 15: Employee Recognition, including annual recognition ceremony planned for the June 4, 2025, regular Commission meeting.