

Culver CITY

CIVIL SERVICE COMMISSION
STAFF REPORT
AGENDA ITEM NO. C – 2

DATE: 06/03/2015
TO: MEMBERS OF THE CIVIL SERVICE COMMISSION
FROM: Ofelia Garcia, Human Resources Analyst
SUBJECT: Extension of Eligible Lists: Electrical Maintenance Crewleader, Warehouse Worker/Delivery Driver and Enforcement Services Manager

DISCUSSION

The Human Resources Department in concurrence with the affected departments requests that the following eligible lists be extended for up to one additional year from the original expiration date.

Department/Division Name List Title		Date Established – Expires	Date Extended Through
1.	Public Works/Electrical Maintenance ELECTRICAL MAINTENANCE CREWLEADER - 1477 Number of Eligible Candidates:	04/23/2014 – 04/23/2015 5	04/23/2016 4
2.	Finance/Purchasing WAREHOUSE WORKER/DELIVERY DRIVER - 1483 Number of Eligible Candidates:	05/12/2014 – 05/12/2015 20	05/12/2016 19
3.	Community Development/Enforcement Services ENFORCEMENT SERVICES MANAGER – 1487 Number of Eligible Candidates:	05/29/2014 – 05/29/2015 6	05/29/2016 5

AUTHORITY

The Civil Service Commission has the authority to extend eligible lists in accordance with Civil Service Rule 7.5 as set forth below:

7.5 Duration of Eligible Lists: *Each certified eligible list shall be valid for use for a period of one (1) year, unless exhausted sooner. The eligible list may be extended for up to one (1) additional year by Commission approval. The extended eligible list shall be valid until establishment of a new list in the same classification, except as set forth below.*

RECOMMENDATION

That the Civil Service Commission:

Extend the Eligible Lists for Assistant Planner, Equipment Maintenance Supervisor (Promotional), Forensic Specialist & Parking Enforcement Officer.