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Chair Richard Ochoa
Vice Chair Darryl Cherness
Commissioner Vicki Daly Redholtz
Commissioner John Kuechle
Commissioner Vincent Motyl

CIVIL SERVICE COMMISSION

Meeting Minutes

Mike Balkman Council Chambers
9770 Culver Blvd.
Culver City, CA 90232

7:00 PM

Wednesday, August 5, 2015

PUBLIC COMMENT

AUTHORITY OF PRESIDING OFFICER:

AVAILABILITY OF AGENDA PACKETS AND CONSERVATION OF RESOURCES:

CELL PHONES AND OTHER DISTRACTIONS

MEETING INFORMATION

NOTE: AT OR ABOUT 11:00 P.M., MEMBERS MAY DETERMINE WHETHER TO CONTINUE WITH DISCUSSION OF REMAINING ITEMS ON THE AGENDA OR TO CARRY SOME/ALL OF THE ITEMS OVER TO A FUTURE MEETING DATE

CALL TO ORDER

Chair Ochoa called the meeting of the Civil Service Commission to order at 7:00 P.M.

Present:

Chair Richard Ochoa
Vice Chair Darryl Cherness
Commissioner John Kuechle
Commissioner Vince Motyl

Absent: Commissioner Vicki Daly Redholtz

REGULAR SESSION**PUBLIC COMMENT - Items NOT On The Agenda**

Chair Ochoa invited public comment.

No speakers came forward and no cards were received.

RECEIPT OF CORRESPONDENCE

None.

CONSENT CALENDAR ITEMS

MOVED BY COMMISSIONER CHERNESS AND SECONDED BY COMMISSIONER OCHOA THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1, C-2 AND C-3. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, KUECHLE, MOTYL, OCHOA

NOES: NONE

ABSENT: DALY REDHOLTZ

C-1 Approval of Minutes for the Regular Meeting of July 1, 2015

C-2 Approval of Extension of Eligible Lists: None

C-3 Approval of Destruction of Expired Examination Materials: None

ORDER OF THE AGENDA**ACTION ITEMS**

A-1 Revised Classification Specification for Community Services Officer

Tiffany Johnson, Human Resources Secretary, provided a summary of the material of record noting a correction on the third bullet point on page 2 to clarify that graffiti is removed by the Public Works Graffiti Abatement Crew.

Discussion ensued between staff and Commissioners regarding the number of

Community Services Officers; the reserve program; including the word "thorough" in item number 5; minor grammatical corrections; and clarification that the CSO and RBT positions are unclassified positions.

MOVED BY COMMISSIONER KUECHLE AND SECONDED BY COMMISSIONER CHERNESS THAT THE CIVIL SERVICE COMMISSION: APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR COMMUNITY SERVICES OFFICER. THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, KUECHLE, MOTYL, OCHOA

NOES: NONE

ABSENT: DALY REDHOLTZ

A-2

New Classification Specification and Recruitment Bulletin: Senior Forensic Specialist

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

Discussion ensued between staff and Commissioners regarding the number of forensic tech positions; the recruitment process; certifications; staff agreement to investigate the time frame to obtain the certifications and requiring that certificates be obtained within a certain amount of time; inclusion in the class specifications; and timing for opening the recruitment.

MOVED BY COMMISSIONER CHERNESS AND SECONDED BY COMMISSIONER MOTYL THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE NEW CLASSIFICATION SPECIFICATION FOR SENIOR FORENSIC SPECIALIST.
2. APPROVE THE NEW RECRUITMENT BULLETIN FOR SENIOR FORENSIC SPECIALIST SUBJECT TO THE ADDITION OF CERTIFICATION REQUIREMENTS THAT CERTIFICATION FOR LATENT PRINT EXAMINER AND CRIME SCENE ANALYST CERTIFICATIONS BE OBTAINED WITHIN THE PROBATION PERIOD OR A PERIOD RECOMMEND BY STAFF BASED UPON STAFF INVESTIGATION.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, KUECHLE, MOTYL, OCHOA

NOES: NONE

ABSENT: DALY REDHOLTZ

ITEMS FROM STAFF

Serena Wright, Human Resources Director, discussed the new voting system in Council Chambers.

Amy Weber, Human Resources Analyst, requested that Commissioners provide any changes or corrections to the Commission roster as soon as possible.

a. Recruitment/Testing/Tentative

- b. Current Active Eligible Lists
- c. Employees Receiving Acting Pay
- d. Probationary Report

PUBLIC COMMENT - Items NOT On The Agenda (Continued)

Chair Ochoa invited public comment.

No speakers came forward and no cards were received.

ITEMS FROM CIVIL SERVICE COMMISSION MEMBERS

Commissioner Kuechle discussed the lag time with the voting screens.

Discussion ensued between staff and Commissioners regarding allowing time for everyone to get used to the system; the importance of taking electronic votes correctly; and the availability of information on the website.

ADJOURN

There being no further business, at 7:27 P.M., the Civil Service Commission adjourned to a meeting to be held at 7:00 P.M. on Wednesday, September 2, 2015 in the Mike Balkman Council Chambers at City Hall.