

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

April 1, 2015
7:00 P.M.

Call to Order & Roll Call

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

Present: Chair Dan Gallagher
Vice Chair Richard Ochoa
Commissioner Darryl Cherness
Commissioner Vicki Daly Redholtz
Commissioner John Kuechle

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Public Comment - Items Not On the Agenda

None.

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Receipt and Filing of Correspondence

None.

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Presentation

Item P-1

Outstanding Job Performance Recognition: Amanake Vaea, Street Maintenance Crew Leader, Public Works Department, Maintenance Operations Division

Tiffany Johnson, Human Resources Secretary, provided a summary of the material of record.

Eric Mirzaian, Acting Maintenance Operations Manager, discussed Mr. Vaea's accomplishments.

Amanake Vaea, Street Maintenance Crew Leader, thanked staff and the City for the honor; discussed his work; and he explained that the award was a group effort.

Commissioners thanked Mr. Vaea for his diligence and hard work, and congratulated him on his award.

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Item P-2

**Outstanding Job Performance Recognition: Charles Gutierrez,
Heavy Equipment Operator, Public Works Department,
Environmental Programs and Operations Division**

Charles Herbertson, Public Works Director, discussed the work ethic and accomplishments of Mr. Gutierrez.

Charles Gutierrez thanked the Commission, City and staff for the award and he discussed his work.

Commissioners thanked Mr. Gutierrez for going the extra mile and congratulated him on his award.

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Consent Calendar

MOVED BY COMMISSIONER DALY REDHOLTZ, SECONDED BY VICE CHAIR OCHOA AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1, C-2 AND C-3.

Item C-1

Meeting Minutes

THAT THE CIVIL SERVICE COMMISSION APPROVE THE MINUTES FOR THE REGULAR MEETING OF MARCH 4, 2015.

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Item C-2

Extension of Eligible List: Electrical Maintenance Crew Leader

THAT THE CIVIL SERVICE COMMISSION APPROVE THE EXTENSION OF ELIGIBLE LIST - ELECTRICAL MAINTENANCE CREW LEADER.

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Item C-3

Destruction of Expired Examination Materials: None

THAT THE CIVIL SERVICE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED IN THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

Approve New Classification Specification and Recruitment Job Bulletin: Solid Waste & Recycling Operations Supervisor

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

Vice Chair Ochoa provided minor edits to the document.

Discussion ensued between staff and Commissioners regarding adding clarification on the City website regarding what is appropriate to place in the blue recycling can, and additional edits to the document.

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

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR SOLID WASTE AND RECYCLING OPERATIONS SUPERVISOR WITH MINOR CLARIFYING EDITS AS DISCUSSED; AND
2. APPROVE THE NEW OPEN AND COMPETITIVE RECRUITMENT BULLETIN FOR SOLID WASTE AND RECYCLING OPERATIONS SUPERVISOR WITH MINOR CLARIFYING EDITS AS DISCUSSED.

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Items From Staff

None.

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Public Comment - Items NOT on the Agenda (continued)

Chair Gallagher invited public comment.

No speakers came forward and no cards were received.

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Items From Commissioners

Commissioner Daly Redholtz reported that applications were available from March 30, 2015 to May 7, 2015 for open positions on Commissions, Committees and Boards; she suggested that her fellow Commissioners encourage interested residents to apply; wished everyone a Happy Easter and Passover; and she wished her mother a Happy 97th birthday.

Vice Chair Ochoa indicated that it was also his birthday.

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Adjournment

There being no further business, at 7:29 P.M., the Civil Service Commission adjourned to a meeting to be held at 7:00 P.M. on Wednesday, May 6, 2015 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 6/3/15

DAN GALLAGHER
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