

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

November 2, 2016
7:00 P.M.

Call to Order & Roll Call

Chair Cherness called the meeting of the Civil Service Commission to order at 6:58 P.M.

Present: Chair Darryl Cherness
Commissioner Vicki Daly Redholtz
Commissioner Vince Motyl
Commissioner Albert Vera

Absent: Vice Chair John Kuechle

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Public Comment - Items Not On the Agenda

Chair Cherness invited public comment.

No speakers came forward and no cards were received.

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Receipt and Filing of Correspondence

Amy Webber, Human Resources Analyst, indicated that no correspondence had been received.

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Consent Calendar

MOVED BY COMMISSIONER MOTYL AND SECONDED BY COMMISSIONER DALY REDHOLTZ THAT THE CIVIL SERVICE COMMISSION ADOPT ITEMS C-1 AND C-2.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, DALY REDHOLTZ, MOTYL, VERA
NOES: NONE
ABSENT: KUECHLE

Item C-1

Meeting Minutes

THAT THE CIVIL SERVICE COMMISSION APPROVE THE MINUTES FOR THE REGULAR MEETING OF OCTOBER 5, 2016.

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Item C-2

Extension of Eligible Lists: Permit Technician and Senior Jailer

THAT THE CIVIL SERVICE COMMISSION: APPROVE THE EXTENSION OF ELIGIBLE LISTS: PERMIT TECHNICIAN AND SENIOR JAILER.

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Action Items

Item A-1

New Classification Specification and Recruitment Bulletin: Planning Technician II

Kashawn Mariner, Human Resources Department, provided a summary of the material of record.

Chair Cherness received clarification that this item had been pulled from the agenda last month and an explanation of the basis of the monthly salary range.

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

1. APPROVE THE NEW CLASSIFICATION SPECIFICATION FOR PLANNING TECHNICIAN II; AND
2. APPROVE THE NEW RECRUITMENT BULLETIN FOR PLANNING TECHNICIAN II.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, DALY REDHOLTZ, MOTYL, VERA
NOES: NONE
ABSENT: KUECHLE

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Revised Classification Specification: City Clerk

Amy Webber, Human Resources Analyst, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding corrections to minor typographical errors; clarification regarding preparation of the City Council meeting minutes; standard language used regarding working on evenings, weekends and holidays; clarification regarding the Director of Administrative Services title; the role of the City Manager in Administrative Services; the redlined deletion of the word supervising in the definitions on attachment 1; use of the word supervises vs. administers; typical use of the terms; agreement to include both terms; and support for the item.

MOVED BY COMMISSIONER MOTYL AND SECONDED BY COMMISSIONER DALY REDHOLTZ THAT THE CIVIL SERVICE COMMISSION: APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR CITY CLERK, WITH THE RECOMMENDED CHANGES.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, DALY REDHOLTZ, MOTYL, VERA

NOES: NONE

ABSENT: KUECHLE

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Public Comment - Items NOT on the Agenda (continued)

Chair Cherness invited public comment.

No speakers came forward and no cards were received.

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Items from Commissioners

Commissioner Daly Redholtz wished everyone a Happy Thanksgiving.

Commissioner Motyl wished everyone a Happy Veteran's Day and received clarification regarding City Hall key codes and hours for parking access.

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Items from Staff

Serena Wright-Black, Administrative Services Director, announced that the December 7, 2016 Commission meeting would be a joint meeting with the City Council; she asked to be notified if any Commissioner is unable to attend so that she could reschedule; and she asked that Commissioners let her know if there are any items they would like to see discussed at the joint meeting with the City Council.

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Adjournment

There being no further business, at 7:20 P.M., the Civil Service Commission adjourned to a joint meeting with the City Council to be held at 7:00 P.M. on Wednesday, December 7, 2016 in the Mike Balkman Council Chambers at City Hall.

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Serena Wright-Black
ADMINISTRATIVE SERVICES DIRECTOR of Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED _____

DARRYL CHERNESS
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.

Jeremy Green
DEPUTY CITY CLERK

Date