

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

August 5, 2015
7:00 P.M.

Call to Order & Roll Call

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

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Public Comment - Items Not On the Agenda

Chair Ochoa invited public comment.

No speakers came forward and no cards were received.

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Receipt and Filing of Correspondence

None.

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Consent Calendar

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

Meeting Minutes

THAT THE CIVIL SERVICE COMMISSION APPROVE THE MINUTES FOR THE REGULAR MEETING OF JULY 1, 2015.

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Item C-2

Extension of Eligible List: None

THAT THE CIVIL SERVICE COMMISSION APPROVE THE EXTENSION OF ELIGIBLE LIST: NONE.

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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

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

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Item 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

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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.

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Public Comment - Items NOT on the Agenda (continued)

Chair Ochoa invited public comment.

No speakers came forward and no cards were received.

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Items From Commissioners

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.

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Adjournment

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.

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Serena Wright
HUMAN RESOURCES DIRECTOR of Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED 09/02/2015

RICHARD OCHOA
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