

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

July 2, 2025
7:00 P.M.

Call to Order & Roll Call

The regular meeting of the Civil Service Commission was called to order at 7:04 P.M. in Mike Balkman Council Chambers at Culver City Hall and on Zoom for government.

Present: Chair Chi Ming Gong
Commissioner Sal LaPardo
Commissioner Peter Stern

Absent: Vice Chair Michele Van Gelderen
Commissioner Rachelle Jackson

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Pledge of Allegiance

Chair Gong led the Pledge of Allegiance.

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Public Comment - Items NOT On the Agenda

Chair Gong invited public comment.

Amy Webber, Human Resources Analyst, indicated that no requests to speak had been received.

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Receipt of Correspondence

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

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Consent Calendar

Item C-1

Approval of Minutes for the Regular Civil Service Commission Meeting of June 4, 2025

MOVED BY CHAIR GONG, SECONDED BY COMMISSIONER LAPARDO AND UNANIMOUSLY CARRIED (ABSENT VICE CHAIR VAN GELDEREN AND COMMISSIONER JACKSON), THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR CIVIL SERVICE COMMISSION MEETING OF JUNE 4, 2025 AS WRITTEN.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

(1) Administration of the Oath of Office to Reappointed Commission Member; and (2) Adoption of Motion to Select the Chair and Vice Chair for the Civil Service Commission

Amy Webber, Human Resources Analyst, provided a summary of the material of record noting for the record that there was no part one to the item as the Commission had no new or reappointed Members for fiscal year 2025-2026.

Discussion ensued between staff and Commissioners regarding deferring the matter to August since two Commissioners are absent.

MOVED BY CHAIR GONG, SECONDED BY COMMISSIONER LAPARDO AND UNANIMOUSLY CARRIED (ABSENT VICE CHAIR VAN GELDEREN AND COMMISSIONER JACKSON), THAT THE CIVIL SERVICE COMMISSION DEFER SELECTION OF THE CHAIRPERSON AND VICE CHAIRPERSON, TO THE AUGUST CIVIL SERVICE COMMISSION MEETING.

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Item A-2

Approval of the Revised Recruitment Bulletin: Sewer Lift Station Electro Mechanic

Stephanie Condran, Human Resources Analyst, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding clarification that the item is an update to the existing job bulletin.

MOVED BY CHAIR GONG, SECONDED BY COMMISSIONER LAPARDO AND UNANIMOUSLY CARRIED (ABSENT VICE CHAIR VAN GELDEREN AND COMMISSIONER JACKSON), THAT THE CIVIL SERVICE COMMISSION APPROVE THE REVISED RECRUITMENT BULLETIN FOR SEWER LIFT STATION ELECTRO MECHANIC.

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Item A-3

Approval of the New Promotional and Revised Recruitment Bulletin: Traffic Painter

Stephanie Condran, Human Resources Analyst, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding clarification that the item is an update to the existing job bulletin to add the type of semi-skilled work; insertion of the word maintenance; work taking place in the public right of way during live traffic; language indicating the need for familiarity with traffic control regulations; work taking place during business hours; the update to reflect redlined revisions in the job duties; and ensuring that people applying understand that they will be in the public right of way and aware of traffic set ups.

MOVED BY CHAIR GONG, SECONDED BY COMMISSIONER LAPARDO AND UNANIMOUSLY CARRIED (ABSENT VICE CHAIR VAN GELDEREN AND COMMISSIONER JACKSON), THAT THE CIVIL SERVICE COMMISSION APPROVE THE NEW PROMOTIONAL AND REVISED RECRUITMENT BULLETIN FOR TRAFFIC PAINTER.

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Item A-4

(1) Discussion and Approval of the Draft Written Report to City Council Regarding Accomplishments by the Civil Service Commission; and (2) Authorize Transmittal of the Report to City Council

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

Discussion ensued between staff and Commissioners regarding the report provided to the City Council in January 2025, and clarification that the record covered the period from January to June 2025.

MOVED BY CHAIR GONG, SECONDED BY COMMISSIONER LAPARDO AND UNANIMOUSLY CARRIED (ABSENT VICE CHAIR VAN GELDEREN AND COMMISSIONER JACKSON), THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE CONTENTS OF THE WRITTEN REPORT TO CITY COUNCIL REGARDING ACCOMPLISHMENTS; AND,

2. AUTHORIZE STAFF TO FINALIZE THE REPORT AND TRANSMIT IT TO CITY COUNCIL.

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Public Comment - Items NOT on the Agenda (Continued)

Chair Gong invited public comment.

Amy Webber, Human Resources Analyst, indicated that no requests to speak had been received.

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Items from Staff

Dana Anderson, Human Resources Director, indicated nothing to report.

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Items from Civil Service Commissioners

None.

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Adjournment

There being no further business, at 7:26 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, August 6, 2024.

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Dana Anderson
Human Resources Director, Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED _____

Chi Ming Gong
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 Bocchino
CITY CLERK

Date