

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

November 6, 2024
7:00 P.M.

Call to Order & Roll Call

The regular meeting of the Civil Service Commission was called to order at 7:00 P.M. in Mike Balkman Council Chambers at Culver City Hall and on Webex.

Present: Chair Chi Ming Gong
Vice Chair Michele Van Gelderen
Commissioner Rachelle Jackson
Commissioner Sal LaPardo
Commissioner Peter Stern

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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

MOVED BY CHAIR GONG AND SECONDED BY COMMISSIONER LAPARDO THAT THE CIVIL SERVICE COMMISSION APPROVE ITEMS C-1 AND C-2.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: GONG, JACKSON, LAPARDO, VAN GELDEREN

NOES: NONE

ABSTAIN: STERN

Item C-1

Approval of Minutes for the Regular Civil Service Commission Meeting of October 2, 2024

THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR CIVIL SERVICE COMMISSION MEETING OF OCTOBER 2, 2024 AS WRITTEN.

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Item C-2

Extension of Eligible List(s): Police Captain (Promotional)

THAT THE CIVIL SERVICE COMMISSION APPROVE THE EXTENSION OF ELIGIBLE LIST(S): POLICE CAPTAIN (PROMOTIONAL).

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Action Items

Item A-1

Approval of New Recruitment Bulletin for Landscape Architect Project Coordinator

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

Discussion ensued between staff and Commissioners regarding examination procedures; the higher level position requiring oversight; the examination based upon the components of the job; job duties and skill sets required; the subject matter expert who assisted in the development of the requirements; a suggestion to revisit and require some type of component to

illustrate that the person can communicate via proper English; relevance; the fact that a Project Coordinator would need to direct people through writing and provide reports to their superior about projects as they move forward; value in seeing how the person communicates through writing to others; other writing required in the hiring process that could address concerns; the requirement for a Bachelor's Degree in Landscape Architecture or a related field; specific experience and certification required; the feeling that the written examination was not deemed necessary; people that get help in writing from outside sources; the impact of AI (Artificial Intelligence); the heavily weighted written requirement for the position in Item A-2; creating inefficiency in the examination process by requiring a test that is not necessary for the role of the position; the application assessment; and a reminder that the item being considered is Item A-1.

MOVED BY VICE CHAIR VAN GELDEREN AND SECONDED BY CHAIR GONG THAT THE CIVIL SERVICE COMMISSION APPROVE THE NEW RECRUITMENT BULLETIN FOR LANDSCAPE ARCHITECT PROJECT COORDINATOR.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: GONG, JACKSON, LAPARDO, VAN GELDEREN

NOES: STERN

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Item A-2

Approval of New Promotional Recruitment Bulletin for Assistant Planner

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

Discussion ensued between staff and Commissioners regarding required training and experience as similar to what is required for the Landscape Project Coordinator; differences in the writing requirement; differences between the positions; the Landscape Architect as a management position; the Assistant Planner as a technical position; the evaluation required based on the level of work performed; and the more technical level position being considered in Item A-2.

MOVED BY COMMISSIONER LAPARDO, SECONDED BY COMMISSIONER JACKSON AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE THE PROMOTIONAL RECRUITMENT BULLETIN FOR ASSISTANT PLANNER.

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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 for Items NOT on the Agenda had been received.

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Items from Staff

Amy Webber, Human Resources Analyst, reviewed previously scheduled hearing, and she reported that the item was settled and off of the Commission's calendar and future items list.

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Items from Civil Service Commissioners

Discussion ensued between staff and Commissioners regarding the Acting Pay Log; the Probationary Log; diligent efforts of staff to recruit and fill vacancies; minimal turnover; natural attrition; the goal to maintain a 5% vacancy rate; anticipated retirements at the end of the year; Bus Operator vacancies; appreciation for the work of staff; and agreement to skip the January 2025 meeting as it falls upon January 1, 2025.

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Adjournment

There being no further business, at 7:28 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, December 4, 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