

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

May 4, 2016
7:00 P.M.

Call to Order & Roll Call

Chair Ochoa called the meeting of the Civil Service Commission to order at 7:02 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 KUECHLE AND SECONDED BY VICE CHAIR CHERNESS
THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS
C-1 AND C-2.

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 APRIL 6, 2016.

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Item C-2

Destruction of Examination Materials

THAT THE CIVIL SERVICE COMMISSION: APPROVE REQUEST AND REFER TO THE CITY COUNCIL THE COMMISSIONS' RECOMMENDATION TO ADOPT A RESOLUTION AUTHORIZING THE DESTRUCTION OF EXAMINATION MATERIALS IN THE HUMAN RESOURCES DEPARTMENT WHICH ARE MORE THAN TWO (2) YEARS OLD.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

Revised Classification Specification and Open and Competitive Recruitment Bulletin: Fire Prevention Specialist

Amy Webber, Human Resources Analyst, provided a summary of the material of record and introduced Fire Chief Dave White and Fire Marshal Brian Savage who were available to answer questions.

Discussion ensued between staff and Commissioners regarding the Training and Experience section; relevant degrees; Public Education and the Hazardous Materials Program; assignments within the job under the same classification; the applicant pool; discretionary language; screening criteria; and the PC832 certification allowing one to issue administrative citations.

MOVED BY VICE CHAIR CHERNESS AND SECONDED BY COMMISSIONER MOTYL THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR FIRE PREVENTION SPECIALIST; AND

2. APPROVE THE REVISED OPEN & COMPETITIVE RECRUITMENT BULLETIN FOR FIRE PREVENTION SPECIALIST.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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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 Motyl received clarification regarding the vacancy list; pending recruitments; continuous recruitments; he asked that the meeting be adjourned in memory of the mother of Commissioner Daly Redholtz; he extended get well wishes to Planning Commissioner Scott Wyant; and he invited everyone to attend the Car Show on May 7.

MOVED BY VICE CHAIR CHERNESS AND SECONDED BY COMMISSIONER KUECHLE, THAT WHEN THIS MEETING IS ADJOURNED, THAT IT BE ADJOURNED IN MEMORY OF SYLVIA BERNSTEIN, MOTHER OF VICKI DALY REDHOLTZ.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Items From Staff

None.

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Adjournment

There being no further business, at 7:18 P.M., the Civil Service Commission adjourned in memory of Sylvia Bernstein to a meeting to be held at 7:00 P.M. on Wednesday, June 1, 2016 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 June 1, 2016

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