

Culver CITY

MEMORANDUM

DATE: September 8, 2022

TO: HONORABLE MAYOR LEE AND MEMBERS OF THE CITY COUNCIL OF THE CITY OF CULVER CITY

FROM: Chair Chi Ming Gong and Members of the Civil Service Commission (CSC)

SUBJECT: 2022 Accomplishments and 2023 Goals and Plans

CC: John Nachbar, City Manager

The Civil Service Commission (CSC) follows the perimeters of its role within the Civil Service Rules and advises City Council of matters related to the Civil Service system. The CSC is currently working on a comprehensive review and proposed amendments to the Civil Service Rules, and as amendments are recommended by CSC they will be forwarded to City Council for adoption.

On September 7, 2022, the CSC approved the transmittal of the following information to City Council.

Civil Service Commission (CSC) Fiscal Year 2021 - 2022 Accomplishments:

- Recognized 13 employees for their outstanding job performance and retirements in accordance with Civil Service Rule 15: Employee Recognition.
- Approved 16 eligible lists for extension in accordance with Civil Service Rule 7: Eligible Lists.
- Reviewed and approved one new and four revised classification specifications in accordance with Civil Service Rule 3: Classifications.
- Reviewed Civil Service Rules, Rule 3 Classification (Rule 3) and proposed amendments to Rule 3. At the Commission's regular meeting of April 6, 2022, the Commission approved Rule 3 proposed amendments for adoption by City Council.
- On remand from the Los Angeles County Superior Court involving a disciplinary appeal, completed review of an extensive administrative record of a multi-day hearing held before a hearing officer and issued findings of fact to support the decision on the appeal.

Civil Service Commission (CSC) Fiscal Year 2022 -2023 Goals and Plans:

The Civil Service Commission is working on the following items during fiscal year 2022-2023:

- Continue the review of Civil Service Rules (Rules), specifically reviewing Rule 1: Definition of Terms, Rule 5: Applications and Applicants, Rule 6: Recruitment and Examinations, Rule 7: Eligible Lists along with other Rules identified as needing review. The review of the Rules will result in proposed amendments to be considered for adoption by City Council in accordance with Rule 17.
- Consider disciplinary appeal hearing requests, when such requests are submitted, and determine whether the Commission or a Hearing Officer will hear the matter. If heard by the Commission, the Commission will render a decision in accordance with Civil Service Rule 11.
- Continue to review and approve new or revised recruitment bulletins, and extend eligible lists for hiring departments use in filling vacancies.
- Continue to recognize employees for outstanding job performance and retirements.
- Review the city-wide salary studies for classified positions and make recommendations to City Council for adoption.