

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

August 2, 2017
7:00 P.M.

Call to Order & Roll Call

Chair Kuechle called the meeting of the Civil Service Commission to order at 7:02 P.M.

Present: Chair John Kuechle
Vice Chair Vicki Daly Redholtz
Commissioner Darryl Cherness
Commissioner Vince Motyl
Commissioner Albert Vera

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Pledge of Allegiance

The Pledge of Allegiance was led by Albert Vera.

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Public Comment - Items Not On the Agenda

Chair Kuechle 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 DALY REDHOLTZ, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE ITEMS C-1 AND C-2.

Item C-1

Meeting Minutes

THAT THE CIVIL SERVICE COMMISSION APPROVE THE MINUTES FOR THE REGULAR MEETING OF JULY 5, 2017.

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Item C-2

Extension of Eligible Lists: Senior Civil Engineer, Senior Computer Programmer Analyst, Fire Prevention Specialist, and Fleet Services Supervisor (Promotional)

THAT THE CIVIL SERVICE COMMISSION EXTEND THE ELIGIBLE LISTS FOR SENIOR CIVIL ENGINEER, SENIOR COMPUTER PROGRAMMER ANALYST, FIRE PREVENTION SPECIALIST, AND FLEET SERVICES SUPERVISOR (PROMOTIONAL).

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Action Item

Item A-1

New Classification Specification and Recruitment Bulletin: Environmental Compliance Inspector

Serena Wright-Black, Administrative Services Director, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding adding clarifying language that staff would not be involved in enforcement but rather they would be submitting findings to the proper agency; compliance with regulations vs. applying the law; different aspects to enforcement; different definitions of enforcement; ensuring compliance vs. applying a law; changing language from "ensure compliance" to "investigate"; concern with ambiguous language; ensuring conformity; clarification that the Inspector would not be

ensuring anything but rather would be preparing reports; changing language to indicate that the position would be investigating and reporting to ensure conformity; the function of the position; inspections; education; information provided to Code Enforcement for citations depending on the particular violation; identification of the problem; education; reporting to ensure compliance; and a suggestion to delete the words "ensuring conformity with the" and instead have the lead in sentence read "the positions assigned to the classification are responsible for overseeing..." and keep language "investigating and reporting complaints related to the City's various environmental and sustainability requirements."

Kim Braun, Environmental Programs and Operations Manager, provided clarification regarding monitoring agreements for litter and pressure washing, and outside contractors working on behalf of the City.

MOVED BY COMMISSIONER CHERNESS, SECONDED BY COMMISSIONER VERA AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE NEW CLASSIFICATION SPECIFICATION FOR ENVIRONMENTAL COMPLIANCE INSPECTOR AS AMENDED; AND
2. APPROVE THE NEW RECRUITMENT BULLETIN FOR ENVIRONMENTAL COMPLIANCE INSPECTOR AS AMENDED.

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Item A-2

**Revised Classification Specification and Recruitment Bulletin:
Heavy Equipment Operator**

Vice Chair Daly Redholtz expressed discomfort with receipt of paperwork at the last minute noting that she had not had sufficient time for review.

Discussion ensued between staff and Commissioners regarding the time sensitive nature of the item; staff agreement to walk through the changes with the Commission; last minute issues brought up by the bargaining unit; acknowledgement of time pressures that staff is working under; whether to bring the item back next month; and clarification that the changes relate to the type of equipment being used.

Kashawn Mariner, Human Resources Technician, provided a summary of the material of record and read new revised language.

Discussion ensued between staff and Commissioners regarding clarification on highlighted deletions; concern with additions that were not highlighted; removal of language in the final class specification; clarification that the bulletin is always reflective of the class specification; clarification on equipment that is no longer being used; equipment required for a Class A license; use of an outside agency; and whether the item would return to being a staff responsibility.

Chair Kuechle indicated that he would not be able to vote for the item as he was still confused as to the changes made.

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

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR HEAVY EQUIPMENT OPERATOR; AND
2. APPROVE THE REVISED RECRUITMENT BULLETIN FOR HEAVY EQUIPMENT OPERATOR.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, DALY REDHOLTZ, MOTYL, VERA
NOES: KUECHLE

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Item A-3

**Revised Classification Specification and Recruitment Bulletin:
Subdrain Worker**

Tiffany Johnson, Human Resources Technician, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding the definition of collection and the City waste water system.

MOVED BY COMMISSIONER CHERNESS, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR SUBDRAIN WORKER; AND
2. APPROVE THE REVISED RECRUITMENT BULLETIN FOR SUBDRAIN WORKER.

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Item A-4

**Revised Classification Specification and Recruitment Bulletin:
Planning Technician**

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

MOVED BY COMMISSIONER MOTYL, SECONDED BY COMMISSIONER VERA AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR PLANNING TECHNICIAN; AND
2. APPROVE THE REVISED RECRUITMENT BULLETIN FOR PLANNING TECHNICIAN.

Responding to inquiry, Sol Blumenfeld, Community Development Director, explained the process to implement personnel recommendations from the matrix study on Development Services; discussed consolidation of positions; clarified that the department would be staffed adequately; and noted that additional specifications are being considered.

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Item A-5

**Revised Classification Specification and Recruitment Bulletin:
Deputy Community Development Director/Planning Manager**

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

Discussion ensued between staff and Commissioners regarding the functions of the Current Planning Division and the Advanced Planning Division; the General Plan update; distinguishing between functions; workload of the Current Planning Division;

establishing two separate divisions; and updating the General Plan.

MOVED BY COMMISSIONER CHERNESS, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION: APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR DEPUTY COMMUNITY DEVELOPMENT DIRECTOR/PLANNING MANAGER.

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Item A-6

Consideration of (1) Motion to Suspend the Rules of Parliamentary Procedures; (2) Motion for Reconsideration of April 5, 2017 Agenda Item: Revised Classification Specifications for the Culver City Pre-Supervisor Training Program; and (3) Approval of Revised Classification Specifications for Housing Programs Supervisor, Recreation Supervisor, Senior Accountant, Senior Building Safety Inspector, Senior Civil Engineer, Senior Planner, Senior Solid Waste & Recycling Crew Supervisor, and Technical Services Manager

Lisa Vidra, Senior Deputy City Attorney, provided a summary of the material of record noting that the official rules of the City are Robert's Rules; she discussed Robert's Rules and Rosenberg's Rules; the need for a motion to suspend the rules in order to reconsider at this point as the motion for reconsideration was not made at the same meeting that the item was heard; and the 4/5 vote requirement to pass such a motion.

Vice Chair Daly Redholtz explained her reasoning for bringing the item back for further discussion.

Discussion ensued between staff and Commissioners regarding whether the Commission had sufficient information to make an informed decision; reasons for going over the item again; concern with undermining the pre-supervisor training program; support for the program; concern with going to reconsideration of the program before a motion has been made to discuss the item; and procedures for moving forward.

MOVED BY VICE CHAIR DALY REDHOLTZ AND SECONDED BY COMMISSIONER VERA THAT THE CIVIL SERVICE COMMISSION SUSPEND THE RULES OF PARLIAMENTARY PROCEDURE TO ALLOW THE CONSIDERATION OF A MOTION FOR RECONSIDERATION SUBSEQUENT TO THE MEETING WHERE THE MATTER WAS FIRST HEARD (4/5 VOTE REQUIRED).

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: DALY REDHOLTZ, KUECHLE, MOTYL, VERA

NOES: CHERNESS

Chair Kuechle reported that he had expressed concern with items that he felt should be included in the pre-supervisor program and who should pay for the program; he felt it was not necessary to provide incentives for employees to participate in the program and that they should be committed enough to the program to attend on their own time; he questioned what successful completion of the course means; he expressed concern that employees would be blindly passed through the course; and he asked for concrete understanding of what employees need to learn in order to acquire the experience that the training is substituting for.

Serena Wright-Black, Administrative Services Director, discussed continued work on criteria for the pre-supervisor program; class specification questions from the Commission; clarification that the language and criteria listed in the class specifications are what is under consideration; she noted that employee compensation for training and hard and soft costs of putting on the program are under the purview of the City Council; discussed the City budget; departmental discretion to send their employees to training to improve operations in the City; and she noted that successful completion of training is included in the internal guidelines.

Discussion ensued between staff and Commissioners regarding endorsement of the program by the Culver City Management Group; concern with the Commission second-guessing the program; acknowledgement that it is fair to state that there should be criteria for what is taught and who should be included; management purview; management support of the program; concern with paying the employee to go to school; clarification that many private sector companies offer on the job training; alternatives to completing training on City time; enhancing marketability of the employee; support for the program; purview of the Commission; and a suggestion to approve the item without the language regarding the pre-training program pending staff working out cost issues and clarifying what successful completion means.

Chair Kuechle proposed approval of job specifications with deletion of language "or successful completion of Culver City's

pre-supervisor training program" making it clear the program is a great idea and language can be reinserted as soon as issues are addressed.

MOVED BY COMMISSIONER MOTYL AND SECONDED BY COMMISSIONER DALY REDHOLTZ THAT THE CIVIL SERVICE COMMISSION RECONSIDER THE REVISED CLASSIFICATION SPECIFICATIONS ASSOCIATED WITH THE PRE-SUPERVISOR TRAINING PROGRAM.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: DALY REDHOLTZ, KUECHLE, MOTYL, VERA
NOES: CHERNESS

Chair Kuechle asked that staff return to the Commission with the details of the program as soon as possible.

MOVED BY CHAIR KUECHLE AND SECONDED BY COMMISSIONER VERA THAT THE CIVIL SERVICE COMMISSION AMEND THE REVISED CLASSIFICATION SPECIFICATION FOR HOUSING PROGRAMS SUPERVISOR, RECREATION SUPERVISOR, SENIOR ACCOUNTANT, SENIOR BUILDING SAFETY INSPECTOR, SENIOR CIVIL ENGINEER, SENIOR PLANNER, SENIOR SOLID WASTE & RECYCLING CREW SUPERVISOR, AND TECHNICAL SERVICES MANAGER BY DELETING IN LIEU LANGUAGE FOR THE PRE-SUPERVISOR PROGRAM: "OR SUCCESSFUL COMPLETION OF CULVER CITY'S PRE-SUPERVISOR TRAINING PROGRAM" MAKING IT CLEAR THE PROGRAM IS A GREAT IDEA AND LANGUAGE CAN BE REINSERTED AS SOON AS ISSUES ARE ADDRESSED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: DALY REDHOLTZ, KUECHLE, MOTYL, VERA
NOES: CHERNESS

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Public Comment - Items NOT on the Agenda (continued)

Chair Kuechle invited public comment.

No speakers came forward and no cards were received.

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Items from Commissioners

Vice Chair Daly Redholtz remembered Madeline Ehrlich noting the many things that she had done for the City.

MOVED BY COMMISSIONER VERA, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT WHEN THIS MEETING IS ADJOURNED, THAT IT BE ADJOURNED IN MEMORY OF MADELINE EHRLICH.

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Items from Staff

Serena Wright-Black, Administrative Services Director, indicated that she was available to answer any questions regarding information provided to Commissioners.

Amy Webber, Human Resources Analyst, explained procedures for registering vehicles for parking noting that key cards are tied to registered vehicles.

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Adjournment

There being no further business, at 8:21 P.M., the Civil Service Commission adjourned in memory of Madeline Ehrlich, to a meeting to be held at 7:00 P.M. on Wednesday, September 6, 2017 in the Mike Balkman Council Chambers at City Hall.

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Serena Wright-Black
ADMINISTRATIVE SERVICES DIRECTOR of Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED September 6, 2017

JOHN KUECHLE
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 Green
CITY CLERK

Date