

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

June 3, 2015
7:00 P.M.

Call to Order & Roll Call

Chair Gallagher called the meeting of the Civil Service Commission to order at 7:00 P.M.

Present: Chair Dan Gallagher
Commissioner Darryl Cherness
Commissioner Vicki Daly Redholtz
Commissioner John Kuechle

Absent: Vice Chair Richard Ochoa

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Public Comment - Items Not On the Agenda

Chair Gallagher invited public comment.

The following member of the audience addressed the Commission:

Vince Motyl thanked Chair Gallagher for his service on the Commission.

Commissioner Daly Redholtz congratulated Mr. Motyl on his appointment to the Commission.

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Receipt and Filing of Correspondence

None.

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Consent Calendar

MOVED BY COMMISSIONER DALY REDHOLTZ AND SECONDED BY COMMISSIONER CHERNESS THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1, C-2 AND C-3. THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

Item C-1

Meeting Minutes

THAT THE CIVIL SERVICE COMMISSION APPROVE THE MINUTES FOR THE REGULAR MEETING OF APRIL 1, 2015.

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Item C-2

Extension of Eligible List: Electrical Maintenance Crew Leader, Warehouse Worker/Delivery Driver and Enforcement Services Manager

THAT THE CIVIL SERVICE COMMISSION APPROVE THE EXTENSION OF ELIGIBLE LIST - ELECTRICAL MAINTENANCE CREW LEADER, WAREHOUSE WORKER/DELIVERY DRIVER AND ENFORCEMENT SERVICES MANAGER.

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Item C-3

Destruction of Expired Examination Materials: None

THAT THE CIVIL SERVICE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT THE HUMAN RESOURCES DEPARTMENT BE AUTHORIZED TO DESTROY ALL MATERIALS FROM EXPIRED EXAMS AS LISTED IN THE STAFF REPORT, PROVIDED THAT ALL ELIGIBLE LISTS ARE MAINTAINED.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

Consideration of Comments from the Culver City Employees Association (CCEA) to the Proposed Amendments to Civil Service Rules 6, 7, 8, 11 and 14

Serena Wright, Human Resources Director, provided a summary of the material of record and she read the written comments from the Culver City Employees Association (CCEA) that were distributed to Commissioners and made part of the record.

Discussion ensued between staff and Commissioners regarding concern with the number of representatives for hearings; the intent of the change; moral support; equal representation; clarifying the language; a suggestion to change the language to indicate that the employee may select up to two persons to attend the hearings in addition to legal counsel representing the employee; clarifying that the additional people have the option to sit in; the intent of CCEA; the origin of the changes; leaving the language more general; bringing in a fellow employee, family member or friend for moral support; whether the additional attendees have to be from the bargaining unit; employee discretion; comments from Vice Chair Ochoa; concern that inserting the word informal regarding the hearing would create an impression that there would be a formal hearing at a later date; language in 11.14.ac; language for 11.10; changing "legal counsel" to "representative"; the number of people allowed to be present vs. the number of people allowed to represent at the hearing; the fact that the instances of excessive attendees are rare; sticking with the existing language if the Chair has discretion over the conduct of the hearing; ensuring maximum flexibility; employee suspension; mitigation of damages; City requirements; interpretation of language; past practices; the pre-hearing conference; consistency of language; minor language changes discussed and agreed upon; clarification and changing the word "serve" to "provide"; and appellant information.

MOVED BY COMMISSIONER KUECHLE AND SECONDED BY COMMISSIONER DALY REDHOLTZ THAT THE CIVIL SERVICE COMMISSION: INCORPORATE COMMENTS AND MINOR CLARIFYING EDITS TO THE PROPOSED AMENDMENTS TO CIVIL SERVICE RULES 6, 7, 8, 11. THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-2

**Revised Classification Specification and Promotional
Recruitment Bulletin: Fire Engineer**

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

MOVED BY COMMISSIONER DALY REDHOLTZ AND SECONDED BY COMMISSIONER KUECHLE THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR FIRE ENGINEER.

2. APPROVE THE REVISED PROMOTIONAL ONLY RECRUITMENT BULLETIN FOR FIRE ENGINEER. THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Items From Staff

Serena Wright, Human Resources Director, indicated that she would make corrections to the staff report requested by Commissioner Daly Redholtz; she thanked Chair Gallagher for his service to the Commission; and she congratulated Commissioner Daly Redholz on her reappointment to the Commission and Vince Motyl on his appointment to the Commission.

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Public Comment - Items NOT on the Agenda (continued)

Chair Gallagher invited public comment.

No speakers came forward and no cards were received.

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Items From Commissioners

Commissioners thanked Chair Gallagher for his service.

Chair Gallagher thanked the staff, the City Council and his fellow Commissioners for their support and confidence in him.

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Adjournment

There being no further business, at 7:38 P.M., the Civil Service Commission adjourned to a meeting to be held at 7:00 P.M. on Wednesday, July 1, 2015 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 7/1/2015

DAN GALLAGHER
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