

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

April 4, 2018
7:00 P.M.

Call to Order & Roll Call

Chair Kuechle called the meeting of the Civil Service Commission to order at 7:08 P.M. in Mike Balkman Council Chambers at Culver City Hall.

Present: Chair John Kuechle
Vice Chair Vicki Daly Redholtz
Commissioner Michelle Ford
Commissioner Albert Vera

Absent: Commissioner Darryl Cherness

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Pledge of Allegiance

The Pledge of Allegiance was led by Amy Webber, Human Resources Analyst.

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Public Comment - Items Not On the Agenda

Chair Kuechle invited public comment.

No cards were received and no speakers came forward.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY COMMISSIONER FORD AND SECONDED BY COMMISSIONER VERA THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF MARCH 7, 2018.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: FORD, KUECHLE, VERA
NOES: NONE
ABSENT: CHERNESS
ABSTAIN: DALY REDHOLTZ

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Item C-2

**Extension of Eligible Lists: Fire Engineer (Promotional) and
Automated Enforcement Technician**

MOVED BY VICE CHAIR DALY REDHOLTZ AND SECONDED BY COMMISSIONER FORD THAT THE CIVIL SERVICE COMMISSION EXTEND THE ELIGIBLE LISTS FOR FIRE ENGINEER (PROMOTIONAL) AND AUTOMATED ENFORCEMENT TECHNICIAN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: DALY REDHOLTZ, FORD, KUECHLE, VERA
NOES: NONE
ABSENT: CHERNESS

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Order of the Agenda

No further changes were made to the order of the agenda.

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Action Items

Item A-1

**Revised Classification Specification and Recruitment
Bulletin: Communications Supervisor**

Ofelia Garcia, Human Resources Analyst, provided a summary of the material of record noting the addition of a bullet point under Physical Requirements and Working Conditions indicating that based on the duties required of the position, the incumbent may be subjected to being called back to work and/or on call beyond regular work hours.

Discussion ensued between staff and Commissioners regarding clarification that the position has nothing to do with Dispatch and is a hands-on supervisor; the salary range; clarification regarding working in weather without effective protection; clarification that the position is not being paid to be on call but will be paid if called; radio installation; and the work load.

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

1. APPROVE THE CLASSIFICATION SPECIFICATION FOR COMMUNICATIONS SUPERVISOR.
2. APPROVE THE RECRUITMENT BULLETIN FOR COMMUNICATIONS SUPERVISOR

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: DALY REDHOLTZ, FORD, KUECHLE, VERA
NOES: NONE
ABSENT: 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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Receipt and Filing of Correspondence

Amy Webber, Human Resources Analyst, reported that no correspondence had been received.

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Items from Staff

Amy Webber, Human Resources Analyst, reminded everyone to vote in the municipal election on April 10; discussed the impacts of AB 1661 requiring all locally elected and appointed officials to receive Sexual Harassment Training and Education;

and she reported several opportunities for Commissioners to participate in training for the month of April.

Discussion ensued between staff and Commissioners regarding additional opportunities for training; on demand viewing of the webinar; active participation vs. passive viewing; and whether other mandated training would meet the requirement.

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Items from Commissioners

Vice Chair Daly Redholtz welcomed Michelle Ford to the Commission.

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Adjournment

There being no further business, at 7:27 P.M., the Civil Service Commission adjourned to a meeting to be held at 7:00 P.M. on Wednesday, May 2, 2018 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 May 2, 2018

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