

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

June 1, 2016
7:00 P.M.

Call to Order & Roll Call

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

Present: Chair Richard Ochoa
Vice Chair Darryl Cherness
Commissioner Vicki Daly Redholtz
Commissioner John Kuechle
Commissioner Vince Motyl

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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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Presentation

Item P-1

Outstanding Job Performance Recognition: Mona Kennedy, Housing Specialist, and Teresa Williams, Housing Assistant, Community Development Housing Division

Sol Blumenfeld, Community Development Director, recognized the hard work of Mona Kennedy and Teresa Williams, and provided background on the elimination of Redevelopment and the retention of the Housing Division.

Tevis Barnes, Housing Administrator, discussed the many accomplishments of Mona Kennedy and Teresa Williams.

Teresa Williams, Housing Assistant, thanked the City and the Commission for the recognition noting that she enjoyed her job.

Mona Kennedy, Housing Specialist, appreciated working for the City and thanked Tevis Barnes for her support and for her encouragement.

Chair Ochoa thanked Ms. Kennedy and Ms. Williams for their hard work, acknowledging significant decreases to staffing in their department.

Commissioner Motyl thanked Ms. Kennedy and Ms. Williams for their willingness to do more with less and recognized Tevis Barnes for her guidance.

Commissioner Daly Redholtz noted that it was clear how much Ms. Kennedy and Ms. Williams loved their jobs; she acknowledged how complicated it is to work with the Federal government; and she thanked the recognized employees and Tevis Barnes for everything that they do.

Vice Chair Cherness thanked Ms. Kennedy and Ms. Williams for their hard work and diligence.

Commissioner Kuechle discussed the demise of Redevelopment and thanked Ms. Kennedy and Ms. Williams for picking up the slack.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY COMMISSIONER MOTYL AND SECONDED BY VICE CHAIR CHERNESS THAT THE CIVIL SERVICE COMMISSION APPROVE THE MINUTES FOR THE REGULAR MEETING OF MAY 4, 2016.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item C-2

Extension of Eligible Lists: Maintenance Worker I, Maintenance Operations Manager, and Accounting Technician (Promotional)

MOVED BY COMMISSIONER KUECHLE, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION: APPROVE THE EXTENSION OF ELIGIBLE LISTS: MAINTENANCE WORKER I, MAINTENANCE OPERATIONS MANAGER, AND ACCOUNTING TECHNICIAN (PROMOTIONAL).

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

Revised Classification Specification: Assistant to the City Manager

Amy Webber, Human Resources Analyst, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding clarification that this would allow for a second Assistant to the City Manager; the distinction between Assistant City Manager and Assistant to the City Manager; Training and Experience; candidates from other cities; the required degree in Public or Business Administration; a recent article in the Wall Street Journal regarding degree requirements; and agreement by staff to edit the language to allow for more flexibility.

Chair Ochoa suggested that language be changed to indicate that a Bachelor's Degree from an accredited college or university is required, an emphasis in Business or Public Administration is desirable but not required, and, in addition, four years of responsible management assistance in a Public Sector organization is required.

MOVED BY VICE CHAIR CHERNESS, SECONDED BY COMMISSIONER KUECHLE AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION: APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR ASSISTANT

TO THE CITY MANAGER SUBJECT TO THE CHANGES OUTLINED TO THE
TRAINING AND EXPERIENCE SECTION.

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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 indicated that he appreciated seeing the
number of job openings each month.

Serena Wright-Black, Human Resources Director, discussed the
vacancy report and provided clarification of the figures.

Commissioner Daly Redholtz thanked the Commission for adjourning
in memory of her mother last month noting that it meant a lot
to her family; she observed that this was the last official
meeting for Chair Ochoa; she thanked Chair Ochoa for his
mentorship; and she read a letter thanking him for his service
to the City from former Commissioner Michael Whitaker.

Vice Chair Cherness thanked Chair Ochoa for his work.

Commissioner Motyl thanked Chair Ochoa for his service to the
City.

Commissioner Kuechle indicated that the Commission would miss
Chair Ochoa and that it had been a pleasure to serve with him.

Chair Ochoa acknowledged how much he had learned on the
Commission and he thanked City staff for their guidance.

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Items From Staff

None.

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Adjournment

There being no further business, at 7:34 P.M., the Civil Service Commission adjourned to a meeting to be held at 7:00 P.M. on Wednesday, July 6, 2016 in the Mike Balkman Council Chambers at City Hall.

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

APPROVED July 6, 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.

Jeremy Green
DEPUTY CITY CLERK

Date