

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

February 3, 2016
7:00 P.M.

Call to Order & Roll Call

Vice Chair Cherness called the meeting of the Civil Service Commission to order at 7:01 P.M.

Present: Vice Chair Darryl Cherness
Commissioner John Kuechle
Commissioner Vince Motyl

Absent: Chair Richard Ochoa
Commissioner Vicki Daly Redholtz

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Public Comment - Items Not On the Agenda

Vice Chair Cherness 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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Presentations

Item P-1

**Outstanding Job Performance Recognition: Thomas Dunham,
Building Engineer, Public Works Department Maintenance
Operations Division**

Amy Webber, Human Resources Analyst, introduced the item.

Charles Herbertson, Public Works Director, presented the Outstanding Job Performance Recognition to Thomas Dunham noting Mr. Dunham's many accomplishments and diligent efforts.

Thomas Dunham thanked the City and the Commission for the recognition.

Commissioners expressed gratitude to Mr. Dunham for his accomplishments and dedication to the City.

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Item P-3
(Out of Sequence)

**Outstanding Job Performance Recognition: Beatriz Silva-Spies,
Permit Technician, Public Works Department Maintenance
Operations Division**

Amy Webber, Human Resources Analyst, introduced the item.

Mate Gaspar, Engineering Services Manager, presented the Outstanding Job Performance Recognition to Beatriz Silva-Spies and discussed her knowledge, accomplishments, work ethic, and previous experience as a Civil Engineer in Brazil.

Beatriz Silva-Spies thanked the City and the Commission for the recognition noting that she enjoyed her job.

Commissioners expressed gratitude to Ms. Silva-Spies for her dedication and willingness to put in extra hours noting that employees that work the public counters are critical to the City.

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Item P-2
(Out of Sequence)

**Outstanding Job Performance Recognition: Christopher Mannings,
Subdrain Worker, Public Works Department Maintenance Operations
Division**

Amy Webber, Human Resources Analyst, introduced the item.

Eric Mirzaian, Maintenance Operations Manager, presented the Outstanding Job Performance Recognition to Christopher Mannings

noting his willingness to take on any job and work on call at all hours.

Christopher Mannings thanked the City and the Commission for the recognition noting that he is part of a team, and each one works hard.

Commissioners expressed gratitude to Mr. Mannings for his pleasant attitude and hard work.

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Consent Calendar

MOVED BY COMMISSIONER KUECHLE AND SECONDED BY COMMISSIONER MOTYL, THAT THE CIVIL SERVICE COMMISSION APPROVE ITEMS C-1, C-2 AND C-3.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

Item C-1

Meeting Minutes

THAT THE CIVIL SERVICE COMMISSION APPROVE THE MINUTES FOR THE REGULAR MEETING OF DECEMBER 2, 2015.

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Item C-2

Extension of Eligible Lists: Sanitation Driver, Scout Vehicle Operator, and Maintenance Electrician

THAT THE CIVIL SERVICE COMMISSION APPROVE EXTENSION OF ELIGIBLE LISTS: SANITATION DRIVER, SCOUT VEHICLE OPERATOR, AND MAINTENANCE ELECTRICIAN.

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Destruction of Examination Materials

THAT THE CIVIL SERVICE COMMISSION APPROVE THE DESTRUCTION OF EXAMINATION MATERIALS.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

Revised Classification Specification: Solid Waste and Recycling Operations Supervisor and Environmental Coordinator

Serena Wright, Human Resources Director, provided a summary of the material of record.

Vice Chair Cherness invited public participation.

The following member of the audience addressed the Commission:

Catherine Vargas, Environmental Coordinator, discussed regulation and compliance issues; oversight of the National Pollution Discharge Elimination System; oversight of sewer crews; proposed changes; the chain of command; budget consideration and work plan development; concern with a conflict of operations; the importance of avoiding any issues for the City in highly regulated areas; keeping the current reporting system in place; and getting the job done properly.

Discussion ensued between staff, Ms. Vargas and Commissioners regarding clarification that Ms. Vargas would like to see the Environmental Coordinator continue to report to the Environmental Programs and Operations Manager and not the Solid Waste and Recycling Crew Supervisor; she opposed the proposed change; she had previously discussed her concerns with Damien Skinner but a proposed follow up discussion did not occur; clarification that the Environmental Coordinator classification is a represented classification and ample opportunity was

provided for the bargaining unit to meet and confer but staff was advised that was not necessary; the reason for the change; continuing reorganization; responsibilities of the Environmental Coordinator; oversight; moving forward in a way that is sustainable for the operation; safety; and notification that the item was moving forward.

Catherine Vargas asked that another layer of bureaucracy not be added; she emphasized the importance of a neutral position for the Environmental Programs and Operations Division Manager when regulatory items are brought forth; she discussed the Operations Manager; the need for neutrality, transparency and accountability; and she expressed concern with someone in between the Manager and Supervisor making decisions about an operation.

Discussion ensued between staff and Commissioners regarding whether to table the item; concern that the union had not contacted Ms. Vargas; what a proposed delay would accomplish; the proposed changes; clarification that the classification does not preclude access to the Manager; seeking to create a more efficient way of doing business; the open door policy of the Public Works Director and Manager; clarification that the Environmental Coordinator is a management employee; the necessity of changes; day-to-day things that affect the crew; responsibility for the mission; facilitation of programs; and access.

Catherine Vargas expressed concern with previous failed efforts to bring things to the attention of Mr. Skinner; she felt that avenues of communication have not been available to her; she indicated that tabling the item would allow her to further clarify to Ms. Wright the importance of keeping the position neutral; she noted that Mr. Skinner would be leaving on February 12th; and she asserted that the current hierarchy should remain in place.

Vice Chair Cherness expressed support for carrying the item over to the March Commission meeting; requested that additional information be provided to the Commission prior to the March meeting; and he expressed concern with making a decision without sufficient time to study the item.

Vice Chair Cherness moved to continue the item to the March Civil Service Commission meeting. The motion died for lack of a second.

MOVED BY COMMISSIONER KUECHLE AND SECONDED BY COMMISSIONER MOTYL THAT THE CIVIL SERVICE COMMISSION: APPROVE THE REVISIONS TO THE CLASSIFICATION SPECIFICATION FOR ENVIRONMENTAL COORDINATOR AND SOLID WASTE AND RECYCLING OPERATIONS SUPERVISOR.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: KUECHLE, MOTYL
NOES: CHERNESS
ABSENT: DALY REDHOLTZ, OCHOA

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Public Comment - Items NOT on the Agenda (continued)

Vice Chair Chernesess invited public comment.

No speakers came forward and no cards were received.

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Items From Staff

None.

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Items From Commissioners

Commissioner Kuechle requested that the meeting be adjourned in memory of former Planning Commissioner Linda Smith Frost and Fleet Services Supervisor Brian Haskins.

MOVED BY COMMISSIONER KUECHLE AND SECONDED BY COMMISSIONER MOTYL THAT WHEN THIS MEETING IS ADJOURNED, THAT IT BE ADJOURNED IN MEMORY OF FORMER PLANNING COMMISSIONER LINDA SMITH FROST AND FLEET SERVICES SUPERVISOR BRIAN HASKINS.

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Adjournment

There being no further business, at 7:51 P.M., the Civil Service Commission adjourned in memory of Linda Smith Frost and Brian Haskins to a meeting to be held at 7:00 P.M. on Wednesday, March 2, 2016 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 March 2, 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.

Martin R. Cole
CITY CLERK

Date