

Culver CITY

MEMORANDUM

DATE: September 6, 2023

TO: HONORABLE MAYOR VERA AND MEMBERS OF THE CITY COUNCIL OF THE CITY OF CULVER CITY

FROM: Civil Service Commission, Chair Chi Ming Gong, Vice Chair Michele Van Gelderen, Commissioner Rachelle Jackson, Commissioner Sal LaPardo, and Commissioner Peter Stern

SUBJECT: **2023 ACCOMPLISHMENTS AND 2023/2024 PROPOSED ACTIVITY/UPCOMING AGENDA ITEMS FOR THE NEXT 6 MONTHS**

CC: John Nachbar, City Manager

At the September 6, 2023, regular meeting of the Civil Service Commission (Commission), the Commission discussed and approved the written report and authorized staff to transmit the final report to City Council for approval.

Civil Service Commission (CSC) 2023 Accomplishments

- Recognized 38 employees for their outstanding job performance and retirements in accordance with Civil Service Rule 15: Employee Recognition. Including an Employee Recognition ceremony for 11 Departments and 31 employees at the June 7, 2023 regular Commission meeting.
- Approved 7 eligible lists for extension in accordance with Civil Service Rule 7: Eligible Lists.
- Approved two (2) job bulletins in accordance with Civil Service Rule 6: Recruitment and Examinations.
- Referred one (1) Disciplinary Appeal hearing to a Hearing Officer pursuant to Civil Service Rule 11.13: Disciplinary Actions, Use of Hearing Officer or Board.
- Received training pertaining to the Commission's role in the Administrative Appeal Hearing process pursuant to Civil Service Rule 11: Disciplinary Actions.

Civil Service Commission (CSC) 2023 Goals/Plans

The Civil Service Commission is working on the following items during fiscal year 2023-2024:

- Continue the review of Civil Service Rules (Rules), specifically reviewing Rule 1: Definition of Terms, Rule 5: Applications and Applicants, Rule 6: Recruitment and Examinations, Rule 7: Eligible Lists, Rule 8: Appointments along with other Rules identified as needing review. The review of the Rules will result in proposed amendments to be considered for adoption by City Council in accordance with Rule 17: General Provisions. The Civil Service Commission is striving to bring additional Civil Service Rule revisions to City Council for approval by the end of the fiscal year contingent upon the completion of the meet and confer process.
- Consider disciplinary appeal hearing requests, when such requests are submitted, and determine whether the Commission or a Hearing Officer will hear the matter. If heard by the Commission, the Commission will render a decision in accordance with Civil Service Rule 11: Disciplinary Actions.
- Continue to review and approve new or revised recruitment bulletins, and extend eligible lists for hiring departments use in filling vacancies in accordance with Civil Service Rules, Rule 6: Recruitment and Examinations and Rule 7: Eligible Lists.
- Continue to recognize employees for outstanding job performance and retirements in accordance with Civil Service Rule 15: Employee Recognition, including annual recognition ceremony planned the June 5, 2024 regular Commission meeting.
- Receive training pertaining to the Commission's role in the Administrative Appeal Hearing process pursuant to Civil Service Rule 11: Disciplinary Actions.