City Hall
9770 Culver Blvd.
Culver City, CA 90232
(310) 253-5851

CIVIL SERVICE COMMISSION

Regular Meeting
Mike Balkman Council Chambers
9770 Culver Blvd.
Culver City, CA 90232

7:00 PM **Wednesday, July 5, 2017**

PUBLIC COMMENT

At the times provided on the Agenda, members of the public shall have the opportunity to directly address the City Council, Commission, Committee, and/or Board on any item of interest to the public, before or during the consideration of the item, that is within the subject matter jurisdiction of the City Council, Commission, Committee and/or Board. The Legislative Body in session cannot legally take action on any item not appearing on the agenda. Such items may be referred for administrative action or scheduled on a future agenda. If you wish to address the Legislative Body, the City Clerk/Secretary requests you complete and submit a Request to Speak Card prior to the agenda item being called. You will be called to the podium when it is your turn to address the Legislative Body. Providing your name and other information requested on the Request to Speak Card is voluntary and is requested only to provide a reasonable means to notify persons when their opportunity to address the Legislative Body has arrived. All persons may attend the meeting regardless of whether a person signs, registers, or completes a Request to Speak Card. For specific items listed on the agenda, requests to address the Legislative Body must be made prior to the calling for a vote on that particular item by the presiding officer. Each speaker may address the Legislative Body for up to three minutes (up to four minutes if time is ceded). Persons who are present in the City Council Chambers may cede one minute of time to one other person who is present and wishes to address the Legislative Body by presenting a Request to Speak Card to the City Clerk/Secretary. Public comments on items on the agenda are taken at the time that particular agenda item is considered by the Legislative Body.

AUTHORITY OF PRESIDING OFFICER:

Section 611 of the City Charter provides that during any public meeting, all persons shall have the right to address the City Council, and any City commission, board or committee, subject to reasonable rules of decorum and time limits established by ordinance or the presiding officer. Therefore the presiding officer may, from time to time, establish different time limits than those listed on this Agenda in order to effectively conduct City business

AVAILABILITY OF AGENDA PACKETS AND CONSERVATION OF RESOURCES:

Copies of the Agenda and a binder that includes a copy of all regular session staff reports and attachments are available in the meeting venue. Members of the public may inspect (at no cost) and/or obtain copies (upon payment of the City's current copying fee) of any regular session item by visiting the City Clerk's Office at City Hall. The City also posts this information on its website (www.culvercity.org) as a courtesy. In order to conserve resources at joint meetings, paper copies of joint items (including JOINT CONSENT CALENDAR, JOINT PUBLIC HEARINGS, and JOINT ACTION ITEMS) are provided only with the primary meeting body's agenda packet.

CELL PHONES AND OTHER DISTRACTIONS

Use of cell phones, pagers and other communication devices is prohibited while the meeting is in session. Please turn all devices off or place on silent alert and leave the meeting venue to use. During the meeting, please refrain from applause or other actions that may be disruptive to the speakers or the conduct of City business.

MEETING INFORMATION

Agenda information is available at least 72 hours before each meeting. City Council and Commission meetings can be viewed live in Culver City on Channel 35 by Time Warner subscribers, on Channel 37 by Verizon FIOS subscribers and, for AT&T Uverse subscribers, by going to Channel 99. To view meetings on line please visit http://www.culvercity.org/webcast. Additionally, you may access http://www22.verizon.com/residential/fiostv/channels.htm and enter your zip code to see the channel listing. Any person needing reasonable accommodation related to disabilities, including assisted listening devices, is welcome to contact the City Clerk's Office at 310-253-5851 or see the City Clerk/Secretary at the meeting.

NOTE: AT OR ABOUT 11:00 P.M., MEMBERS MAY DETERMINE WHETHER TO CONTINUE WITH DISCUSSION OF REMAINING ITEMS ON THE AGENDA OR TO CARRY SOME/ALL OF THE ITEMS OVER TO A FUTURE MEETING DATE

CALL TO ORDER AND ROLL CALL

Chair Darryl Cherness
Vice Chair John Kuechle
Commissioner Vicki Daly Redholtz
Commissioner Vincent Motyl
Commissioner Albert Vera

REGULAR SESSION

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT - Items NOT On The Agenda

Note: All requests to address the Civil Service Commission (and all other bodies in session) on items of interest to the public that are within the subject matter jurisdiction of the Civil Service Commission (and all other bodies in session) and NOT on the agenda must file a speaker's card with the Clerk prior to the calling of this item by the presiding officer. This public comment period shall have an aggregate duration of up to 20 minutes for all bodies in session. Each speaker may address the Civil Service Commission (and all other bodies in session) for up to three minutes. Speakers who have filed a speaker's card requesting to speak but are unable to be accommodated at this time may be accommodated at a second public comment period at the end of the meeting as announced by the presiding officer.

RECEIPT OF CORRESPONDENCE

Note: The Civil Service Commission shall consider a motion to receive and file all written correspondence related to agenda items appearing on this evening's agenda and for all other written documents (including e-mails) on subjects not appearing on the agenda that were received by the City Clerk's Office no later than 4:00 PM on the day of the meeting. Comments received in writing will be distributed to the Civil Service Commission Members before consideration of an item on the agenda and become part of the official record of the meeting.

PRESENTATIONS

P-1 18-002 **OUTSTANDING JOB PERFORMANCE RECOGNITION: ENRIQUE "HENRY" BARBA, MAINTENANCE PLUMBER, PUBLIC WORKS MAINTENANCE OPERATIONS DIVISION**

Attachments: 2017-07-05 - ATT Merit Award Enrique "Henry" Barba

CONSENT CALENDAR ITEMS

Note: Consent Calendar items are considered to be routine in nature and may be approved by one motion. Public requests to discuss Consent Calendar items must be filed with the Clerk before the Consent Calendar is called.

C-1 18-003 **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF MAY 3, 2017**

Attachments: 2017-07-05 - ATT CSC Minutes for the Regular Meeting of May 3, 201

C-2 18-010 **EXTENSION OF ELIGIBLE LISTS: SANITATION ROLL OFF DRIVER AND SOLID WASTE AND RECYCLING CREW SUPERVISOR**

C-3 18-001 **DESTRUCTION OF EXAMINATION MATERIALS IN THE ADMINISTRATIVE SERVICES DEPARTMENT WHICH ARE MORE THAN TWO YEARS OLD**

Attachments: 2017-07-05 - ATT 1 - Destruction of Examination Materials List

ORDER OF THE AGENDA

Note: The Civil Service Commission may consider reordering the sequence in which items appearing on this evening's agenda will be considered by the Civil Service Commission.

ACTION ITEMS

A-1 18-004 **(1) ADMINISTRATION OF THE OATH OF OFFICE TO APPOINTED COMMISSION MEMBER; AND (2) SELECTION OF THE CHAIR AND VICE CHAIR**

A-2 18-006 **NEW CLASSIFICATION SPECIFICATION: PAYROLL ANALYST**

Attachments: 2017-07-05 - ATT 1 Proposed_Final Class Spec Payroll Analyst
2017-07-05 - ATT 2 Draft Finance Department Org Chart

A-3 18-005 REVISED CLASSIFICATION SPECIFICATION: PAYROLL TECHNICIAN

Attachments: 2017-07-05 - ATT 1 Proposed Revised Class Spec Payroll Technician
2017-07-05 - ATT 2 Final Revised Class Specification Payroll Technici
2017-07-05 - ATT 3 Draft Finance Department Org Chart

PUBLIC COMMENT - Items NOT On The Agenda (Continued)

Note: All requests to address the Civil Service Commission (and all other bodies in session) on items of interest to the public that are within the subject matter jurisdiction of the Civil Service Commission (and all other bodies in session) and NOT on the agenda must file a speaker's card with the Clerk prior to the calling of this item by the presiding officer. This public comment period shall have an aggregate duration of up to 20 minutes for all bodies in session. Each speaker may address the Civil Service Commission (and all other bodies in session) for up to three minutes. Speakers who have filed a speaker's card requesting to speak but are unable to be accommodated at this time may be accommodated at a second public comment period at the end of the meeting as announced by the presiding officer.

ITEMS FROM COMMISSION MEMBERS

Note: At this time, Civil Service Commission Members may: (1) make individual comments on matters not on the agenda, (2) request the Human Resources Director to report back to the Civil Service Commission concerning a particular matter, (3) provide brief reports on official travel taken since the last Civil Service Commission meeting or other activities, or (4) provide direction to the Human Resources Director to place items on a future agenda for consideration by the Civil Service Commission.

ITEMS FROM STAFF

a. Recruitment/Testing/Tentative
b. Vacancy List
c. Current Active Eligible List
d. Acting Pay Log
e. Probationary Report

ADJOURN

Note: At this time, the Civil Service Commission shall consider adjourning the meeting. In the case a date and time is not included as part of the motion of adjournment, then the next meeting of the Civil Service Commission shall be held at the date and time and in the place specified in the agenda posted for that meeting.

Next Regular Civil Service Commission Meeting:
Wednesday, August 2, 2017, 7:00 PM
Mike Balkman Council Chambers