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CIVIL SERVICE COMMISSION

Vice Chair Chi Ming Gong
Commissioner Stewart Bubar
Commissioner Michele Van
Gelderren
Commissioner Rachelle Jackson
Commissioner Sal LaPardo

Regular Meeting

7:00 PM

Wednesday, August 3, 2022

MEETING INFORMATION

Face masks are required to be worn by everyone present in the meeting, regardless of vaccination status.

In addition to attending meetings in person, meetings of the Civil Service Commission, Cultural Affairs Commission, Parks, Recreation, and Community Services Commission, and Planning Commission may be viewed live online at www.culvercity.org/meetings and by clicking on the "In Progress" meeting or on the Culver City YouTube channel. Planning Commission Meetings may also be attended via Webex, which requires pre-registration. Complete information on how to attend and participate can be found at www.culvercity.org/agendas.

Commission meetings may also be viewed live in Culver City on Channel 35 (Spectrum subscribers), on Channel 37 (Frontier subscribers), and Channel 99 (AT&T U-Verse subscribers). Please check channel guide listings for your provider.

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 via email at city.clerk@culvercity.org.

PUBLIC COMMENT

The meeting body will receive comments from the public on any item of interest to the public (not listed on the agenda) that is within the subject matter jurisdiction of the specific meeting body. The Body 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.

Go to www.culvercity.org/agendas for complete information on how to provide written and oral comments.

WRITTEN COMMENTS: Please provide comments via eComment at www.culvercity.org/meetings. Locate the appropriate meeting and click on the highlighted eComment link. You may need to register once. Written comments may also be sent via public.comment@culvercity.org, or mail. Should you not wish to have your personal contact information placed into the record of the meeting, please submit comments via the eComment portal. Those received 4 hours in advance of the start time will be provided to Members and become part of the official record through a motion to receive and file correspondence. Please be advised, written comments WILL NOT be read aloud during the meeting.

ORAL COMMENTS: For commissions, committees and boards other than the Planning Commission, please sign in to speak upon arrival. Speakers will be called in chronological order, whenever possible. Each speaker may address the members of the body for up to three minutes. Public comments on items on the agenda are taken at the time that particular agenda item is considered by the meeting body. At the start of each agenda item, staff will read aloud the names of those who have registered and requested to speak on an agenda item. Requests to speak that are received after the start of the public comment period for that agenda item will not be considered until the end of the meeting.

Planning Commission attendees are strongly encouraged to register to speak in advance of the meeting at www.culvercity.org/agendas.

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 members of the 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 in this Agenda in order to effectively conduct City business. The presiding officer may also, from time to time, re-order the items on the agenda in order to effectively conduct the meeting.

AVAILABILITY OF AGENDA PACKETS AND CONSERVATION OF RESOURCES:

The Agenda, staff reports and attachments are available online at www.culvercity.org/meetings. 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 contacting the City Clerk's Office at City Hall via phone at (310) 253-5851 or email at city.clerk@culvercity.org.

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

Vice Chair Chi Ming Gong
Commissioner Stewart Bubar
Commissioner Michele Van Gelderen
Commissioner Rachelle Jackson
Commissioner Sal LaPardo

REGULAR SESSION

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT - Items NOT On The Agenda

Note: All requests to address the City Council (and all other bodies in session) on items of interest to the public that are within the subject matter jurisdiction of the City Council (and all other bodies in session) and NOT on the agenda must be submitted to the City 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 comment may be up to three minutes in length.

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.

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 [23-64](#) **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JUNE 1, 2022**

Attachments: [ATT - 2022 08 03 Minutes of the Regular Meeting of June 1, 2022](#)

C-2 [23-58](#) **EXTENSION OF ELIGIBLE LIST: PARKING ENFORCEMENT SUPERVISOR, MAINTENANCE OPERATIONS MANAGER, AND PROPERTY TECHNICIAN (PROMOTIONAL).**

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 [23-67](#) **SELECTION OF THE CHAIR AND VICE CHAIR**

A-2 [23-47](#) **APPROVAL OF RECRUITMENT BULLETIN: DEPUTY BUILDING OFFICIAL**

Attachments: [2022-08-03 ATT-1 Proposed Bulletin for Deputy Building Official.pdf](#)

A-3 [23-63](#) **APPROVAL OF THE REVISED CLASSIFICATION SPECIFICATION AND RECRUITMENT BULLETIN: DEPUTY CITY CLERK**

Attachments: [2022-08-03 - ATT 1 Proposed Class Spec - Deputy City Clerk.pdf](#)
[2022-08-03 - ATT 2 Final Proposed Class Spec - Deputy City Clerk.pdf](#)
[2022-08-03 - ATT 3 Proposed Recruitment Bulletin - Deputy City Clerk.pdf](#)
[2022-08-03 - ATT 4 Final Proposed Recruitment Bulletin - Deputy City Clerk.pdf](#)

PUBLIC COMMENT - Items NOT On The Agenda (Continued)

ITEMS FROM STAFF

- a. Vacancy List
- b. Current Active Eligible List
- c. Acting Pay Log
- d. Probationary Report

ITEMS FROM CIVIL SERVICE COMMISSION MEMBERS

Note: At this time, Civil Service Commission Members may: (1) make individual comments on matters not on the agenda, (2) request the Administrative Services 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 Administrative Services Director to place items on a future agenda for consideration by the Civil Service Commission.

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:
September 7, 2022, 7:00PM