

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

November 3, 2021
7:00 P.M.

Call to Order & Roll Call

The regular meeting of the Civil Service Commission was called to order at 7:12 P.M. in Mike Balkman Council Chambers at Culver City Hall via Webex.

Present: Chair John Kuechle
Vice Chair Chi Ming Gong
Commissioner Stewart Bubar

Absent: Commissioner Robert Greenspan

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Pledge of Allegiance

Chair Kuechle led the Pledge of Allegiance.

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Public Comment - Items Not On the Agenda

Chair Kuechle invited public comment.

Amy Webber, Human Resources Analyst, indicated that no public comment had been received.

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Receipt and Filing of Correspondence

Amy Webber, Human Resources Analyst, indicated that no correspondence had been received.

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Presentation

Item P-1

**Commendation and Outstanding Job Performance Recognition:
Nalin Karunaratne**

Amy Webber, Human Resources Analyst, presented the Commendation and Outstanding Job Performance Recognition for Nalin Karunaratne.

Allison Cohan, Fleet Services Manager, thanked Mr. Karunaratne for his service and discussed his many accomplishments as a Fleet Services Technician noting that he would be very missed.

Nalin Karunaratne expressed appreciation for being able to serve and for the recognition.

Commissioners expressed appreciation to Mr. Karunaratne for his service to the City.

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Consent Calendar

MOVED BY COMMISSIONER BUBAR AND SECONDED BY VICE CHAIR GONG THAT THE CIVIL SERVICE COMMISSION APPROVE ITEMS C-1 AND C-2.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BUBAR, GONG, KUECHLE

NOES: NONE

ABSENT: GREENSPAN

Item C-1

Meeting Minutes

THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR CIVIL SERVICE COMMISSION MEETING OF OCTOBER 6, 2021 AS SUBMITTED.

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**Extension of Eligible List: Administrative Clerk,
Administrative Secretary, Secretary, and Senior Civil Engineer**

THAT THE CIVIL SERVICE COMMISSION

1. EXTEND THE ELIGIBLE LIST FOR ADMINISTRATIVE CLERK, AND,
2. EXTEND THE ELIGIBLE LIST FOR ADMINISTRATIVE SECRETARY, AND,
3. EXTEND THE ELIGIBLE LIST FOR SECRETARY, AND,
4. EXTEND THE ELIGIBLE LIST FOR SENIOR CIVIL ENGINEER.

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Order of the Agenda

No changes were made.

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Public Hearing

Item PH-1

**Continuation of August 4, 2021 Public Hearing to November 3,
2021: (1) Consider Amendments to the Civil Service Rules, Rule
3; and (2) Make Recommendations to the City Council for
Approval and Adoption of Amendments**

Discussion ensued between staff and Commissioners regarding clarification on continuing the item vs. tabling the matter; the request from the subcommittee to continue the item; and the intent to share the most recent edits.

Cristina Talley, Talley and Talley Law, clarified that the meeting would need to be re-noticed if the item is tabled.

Additional discussion ensued between Ms. Talley, staff and Commissioners regarding support for tabling the item and re-noticing; concern with continuing the item for six months; fairness to those interested in the item; Robert's Rules of Order; concern that continuing an item month after month implies that the Commission is not on top of things; directing staff to provide appropriate notice; and support for

postponing the item until all the information is available for the Commission to deliberate and re-noticing at that time.

MOVED BY VICE CHAIR GONG AND SECONDED BY COMMISSIONER BUBAR THAT THE CIVIL SERVICE COMMISSION POSTPONE THE PUBLIC HEARING REGARDING THE FOLLOWING MATTER: (1) CONSIDER AMENDMENTS TO THE CIVIL SERVICE RULES, RULE 3; AND (2) MAKE RECOMMENDATIONS TO THE CITY COUNCIL FOR APPROVAL AND ADOPTION OF AMENDMENTS WITH DIRECTION TO RE-NOTICE ONCE STAFF IS PREPARED FOR THE COMMISSION TO HAVE A FULL DISCUSSION AND HOLD THE PUBLIC HEARING ON THE ITEM.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BUBAR, GONG, KUECHLE
NOES: NONE
ABSENT: GREENSPAN

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Action Items

Item A-1

Consideration of Approval of a Revised Classification Specification and Recruitment Bulletin: Fire Captain

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

Discussion ensued between staff and Commissioners regarding clarification that the item applies to new Fire Captains; necessity of the Incident Safety Officer position; the process for current Fire Captains that do not have the certification; attrition; encouraging Captains to get certification; the five year accreditation process; and confidence that the City would meet the five year goal.

MOVED BY COMMISSIONER BUBAR AND SECONDED BY VICE CHAIR GONG THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR FIRE CAPTAIN; AND,
2. APPROVE THE REVISED RECRUITMENT BULLETIN FOR FIRE CAPTAIN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BUBAR, GONG, KUECHLE
NOES: NONE
ABSENT: GREENSPAN

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Item A-2

Consideration of Approval of a Revised Classification Specification and Recruitment Bulletin: Plan Check Engineer

Ofelia Garcia, Human Resources Analyst, provided a summary of the material of record.

Sol Blumenfeld, Community Development Director, noted the purpose of the classification specification to get the position current; he discussed the technical work of a Plan Check Engineer; including license and certification requirements as well as modifying the training and experience requirements; the recent loss of the Building Official; and staff workload.

Discussion ensued between staff and Commissioners regarding the number of licensed plan checkers currently on staff; outsourcing; adding clarification that the licenses are current and clear; and agreement to add the words "current, clear and valid" to the description.

MOVED BY VICE CHAIR GONG AND SECONDED BY COMMISSIONER BUBAR THAT THE CIVIL SERVICE COMMISSION: APPROVE THE NEW CLASSIFICATION SPECIFICATION FOR PLAN CHECK ENGINEER WITH AGREEMENT TO ADD THE WORDS "CURRENT, CLEAR AND VALID" TO THE DESCRIPTION.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BUBAR, GONG, KUECHLE
NOES: NONE
ABSENT: GREENSPAN

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Discussion and Appointment of a New Ad Hoc Subcommittee Member to Review Certain Civil Service Rules

Amy Webber, Human Resources Analyst, provided a brief staff report.

Discussion ensued between staff and Commissioners regarding previous service of Chair Kuechle on the subcommittee; length of the process; meeting frequency; the work of staff with the bargaining units; and staff coordination.

MOVED BY CHAIR KUECHLE AND SECONDED BY VICE CHAIR GONG THAT THE CIVIL SERVICE COMMISSION: APPOINT COMMISSIONER BUBAR TO REPLACE COMMISSIONER GREENSPAN ON THE AD HOC SUBCOMMITTEE TO REVIEW THE CIVIL SERVICE RULES.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BUBAR, GONG, KUECHLE
NOES: NONE
ABSENT: GREENSPAN

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Public Comment - Items NOT on the Agenda (continued)

Chair Kuechle invited public comment.

Amy Webber, Human Resources Analyst, indicated that no public comment had been received for Items NOT on the Agenda.

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Items from Staff

Serena Wright-Black, Assistant City Manager, announced that she would be retiring at the end of the year; noted that Onyx Jones, Chief Financial Officer for the City would replace her as staff contact for the Commission; and she expressed appreciation to the Commission for all the work they have done and the time put in.

Chair Kuechle thanked Ms. Wright-Black for her work.

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Items from Commissioners

Discussion ensued between staff and Commissioners regarding the Acting Pay Log; grandfathering after 6 months; frozen positions; the intent to have permanent employees in every position; retirements; status of the vacant Commission seat; continuing virtual meetings for all Boards, Committees and Commissions except for the Planning Commission; the updated public order in relation to the mandatory vaccination policy; establishing protocol for in-person meetings; providing for a hybrid option; providing alternative ways for individuals to attend meetings; testing alternative models with the City Council before extending to Commissions; noticing issues with placing a discussion of the disciplinary hearing on the agenda; the confidential City email sent to Commissioners; the need for the Commission to decide on procedures; putting the item on the December agenda; the need for the item to be considered in a Closed Meeting; clarification that any discussion of the matter include all affected parties; Closed Meetings vs. Closed Sessions; advice on how to proceed; the need to notice as a Closed Session Item and a Closed Meeting Item; and ensuring that any decisions would be made in a Closed Meeting.

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Adjournment

There being no further business, at 8:07 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, December 1, 2021.

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Walter Castillo
Human Resources & Equity Manager, of Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED _____

John Kuechle
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
CITY CLERK

Date