

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

December 1, 2021
7:00 P.M.

Call to Order & Roll Call

The regular meeting of the Civil Service Commission was called to order at 7:00 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
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.

The following member of the public addressed the Commission:

Anissa Di Vincente, Equity and Human Relations Advisory Committee Member, invited everyone to a virtual Civil Discourse Workshop on December 4 and she provided an overview of the event noting that additional information was available on the Committee webpage at culvercity.org.

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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:
Adrian Roberts**

Amy Webber, Human Resources Analyst, presented the Commendation and Outstanding Job Performance Recognition for Adrian Roberts and congratulated her on her retirement.

Samantha Blackshire, Transit Operations Manager, introduced Adrian Roberts; thanked her for her service; discussed her many accomplishments; and congratulated her on her retirement.

Adrian Roberts expressed appreciation for being able to serve; indicated that she was always ready to help; and expressed appreciation for the recognition.

Commissioners expressed appreciation to Ms. Roberts for her service to the City acknowledging the difficulties faced during the pandemic.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY VICE CHAIR GONG, SECONDED BY COMMISSIONER BUBAR AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR CIVIL SERVICE COMMISSION MEETING OF NOVEMBER 3, 2021 AS SUBMITTED.

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Order of the Agenda

No changes were made.

Amy Webber, Human Resources Analyst, introduced Assistant City Manager, Onyx Jones who is replacing retiring department head Serena Wright-Black.

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Public Hearing

Item PH-1

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

MOVED BY COMMISSIONER BUBAR, SECONDED BY COMMISSIONER GREENSPAN AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION ACCEPT THE AFFIDAVITS OF POSTING OF PUBLIC NOTICE AND CORRESPONDENCE RECEIVED IN RESPONSE TO THE PUBLIC HEARING NOTICE.

Amy Webber, Human Resources Analyst, provided a summary of the material of record; discussed changes to Attachment 1; redlined changes; revisions to the proposed Rule 3 reflecting different dates that revisions were made; and she summarized specific edits to capitalization per the request of the Commission.

Discussion ensued between staff and Commissioners regarding clarification on the previous postponement to allow time to meet with the bargaining units; ensuring that all labor unions who are entitled to have input are contacted; outreach; the cut off time to receive objections; the process; the end date; and clarification regarding legal obligations.

MOVED BY VICE CHAIR GONG, SECONDED BY COMMISSIONER BUBAR AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION OPEN THE PUBLIC HEARING.

Chair Kuechle invited public comment.

Amy Webber, Human Resources Analyst, indicated that no requests to speak had been received.

Discussion ensued between staff and Commissioners regarding next steps in the process; approval of the item subject to changes previously discussed by staff; corrections; technical and substantive changes; outstanding issues to be fixed before approval; the future role of the Civil Service Commission; Classification Specifications; administrative processes; issues with consistency between Sections 3.1 and 3.3; allowing others involved with the classification to have the ability to request an amendment or a new classification; the intent of the language; the appointing authority; making a request

for a position vs. establishing a position; grammatical corrections while retaining the intended meaning; Section 3.1; the appointing authority; language adjustments to eliminate ambiguity; Recognized Employee Organizations; clarification regarding who is being referred to in language regarding disagreement in parties involved in the reclassification discussion; providing a list of recognized labor groups; providing clear definitions; the Definition Section of the Rules; ensuring the right to protest to employees and unions; amendments to Municipal Code Section 3.05.020a4 regarding Classification Plans; the process; and next steps.

MOVED BY COMMISSIONER BUBAR, SECONDED BY COMMISSIONER GREENSPAN AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION CONTINUE THE PUBLIC HEARING TO THE NEXT MEETING.

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Action Items

Item A-1

Consideration of Approval of the Revised Purchasing Officer Classification Specification and Recruitment Bulletin Including a Title Change to Purchasing Supervisor

Amy Webber, Human Resources Analyst, provided a summary of the material of record and discussed corrections to typographical errors in the documents.

Discussion ensued between staff and Commissioners regarding clarification on changes made; consistency with other management positions; linguistics; the vacant position; the elimination of one position and replacing it with the higher functioning Purchasing Supervisor position; and incorporation of the duties of the eliminated position into the new position.

MOVED BY COMMISSIONER BUBAR, SECONDED BY COMMISSIONER GREENSPAN AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR PURCHASING OFFICER, INCLUDING TITLE CHANGE TO PURCHASING SUPERVISOR; AND,
2. APPROVE THE REVISED RECRUITMENT BULLETIN FOR PURCHASING OFFICER, INCLUDING THE TITLE CHANGE TO PURCHASING SUPERVISOR.

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Item A-2

CLOSED HEARING: (1) Discussion of Establishing Procedure to Review the Administrative Records Pertaining to the Remand from the Los Angeles County Superior Court Regarding Personnel Matter, and (2) Scheduling of Date(s) for Deliberations of the Remand from the Los Angeles County Superior Court Regarding Personnel Matter

Amy Weber, Human Resources Analyst, discussed procedures for the Closed Session hearing and requested a five minute recess to make preparations.

Discussion ensued between staff and Commissioners regarding having a Closed Session before the Closed Hearing.

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Recess/Reconvene

The Civil Service Commission recessed from 8:42 p.m. to 10:15 p.m.

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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

None.

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Items from Commissioners

Chair Kuechle welcomed Onyx Jones.

Vice Chair Gong received an update on the status of appointing a new Commissioner.

Commissioner Greenspan received clarification regarding the process to acknowledge retiring employees.

Responding to staff, Chair Kuechle indicated for the record that there was nothing to report out of Closed Session.

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Adjournment

There being no further business, at 10:23 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, January 5, 2022.

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Onyx Jones
Assistant City 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