

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

August 3, 2022
7:00 P.M.

Call to Order & Roll Call

The regular meeting of the Civil Service Commission was called to order at 7:01 P.M. in Mike Balkman Council Chambers at Culver City Hall.

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

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Pledge of Allegiance

Vice Chair Gong led the Pledge of Allegiance.

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The following Item was considered out of sequence.

Action Items

Item A-1

Selection of the Chair and Vice Chair

Amy Webber, Human Resources Analyst, introduced the Item and welcomed new Commissioners Jackson and LaPardo.

MOVED BY COMMISSIONER BUBAR, SECONDED BY COMMISSIONER VAN GELDERN AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPOINT CHI MING GONG TO SERVE AS CHAIR AND STEWART BUBAR TO SERVE AS VICE CHAIR OF THE CIVIL SERVICE COMMISSION FOR FISCAL YEAR 2022-2023.

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Public Comment - Items Not On the Agenda

Chair Gong invited public comment.

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

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Receipt of Correspondence

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

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Consent Calendar

MOVED BY VICE CHAIR BUBAR, SECONDED BY COMMISSIONER JACKSON AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1 AND C-2.

Item C-1

Approval of Minutes for the Regular Meeting of June 1, 2022

THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF JUNE 1, 2022.

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Item C-2

Extension of Eligible List: Parking Enforcement Supervisor, Maintenance Operations Manager, and Property Technician (Promotional)

THAT THE CIVIL SERVICE COMMISSION:

1. EXTEND THE ELIGIBLE LIST FOR PARKING ENFORCEMENT SUPERVISOR, AND,
2. EXTEND THE ELIGIBLE LIST FOR MAINTENANCE OPERATIONS MANAGER, AND,

3. EXTEND THE ELIGIBLE LIST FOR PROPERTY TECHNICIAN
(PROMOTIONAL).

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Order of the Agenda

Item A-1 was heard after the Pledge of Allegiance.

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Item A-2

Approval of Recruitment Bulletin: Deputy Building Official

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

Discussion ensued between staff and Commissioners regarding clarification on which item was being considered.

MOVED BY VICE CHAIR BUBAR, SECONDED BY COMMISSIONER LAPARDO AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION: APPROVE RECRUITMENT BULLETIN: DEPUTY BUILDING OFFICIAL.

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Item A-3

Approval of the Revised Classification Specification and Recruitment Bulletin: Deputy City Clerk

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

Discussion ensued between staff and Commissioners regarding deeds vs. titles; agreement to change the language in number 2 to read: "...including vehicles, deeds..."; alignment of elections; and staff agreement to obtain additional information from the City Clerk.

MOVED BY VICE CHAIR BUBAR, SECONDED BY CHAIR GONG AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR DEPUTY CITY CLERK, AND,

2. APPROVE THE REVISED RECRUITMENT BULLETIN FOR DEPUTY CITY CLERK AS AMENDED.

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Public Comment - Items NOT on the Agenda (Continued)

Chair Gong 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

Vice Chair Bubar asked that the meeting be adjourned in memory of Vin Scully.

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Adjournment

There being no further business, at 7:24 P.M., the Civil Service Commission adjourned in honor of Vin Scully to a regular meeting to be held at 7:00 P.M. on Wednesday, September 7, 2022.

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Dana Anderson

Director of Human Resources, of Culver City, California

SECRETARY TO THE CIVIL SERVICE COMMISSION

Culver City, California

APPROVED _____

Chi Ming Gong

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 Bocchino

CITY CLERK

Date