

REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION  
CULVER CITY, CALIFORNIA

September 7, 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: Chair Chi Ming Gong  
Vice Chair Stewart Bubar  
Commissioner Rachelle Jackson  
Commissioner Sal LaPardo  
Commissioner Michele Van Gelderen

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**Pledge of Allegiance**

Chair Gong led the Pledge of Allegiance.

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**Public Comment - Items Not On the Agenda**

Chair Gong invited public comment.

Paola Garcia Vargas, Human Resources Technician, indicated that no requests to speak had been received.

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**Receipt of Correspondence**

Paola Garcia Vargas, Human Resources Technician, indicated that no correspondence had been received.

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**Consent Calendar**

MOVED BY VICE CHAIR BUBAR, SECONDED BY COMMISSIONER VAN GELDERN 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 August 3, 2022**

THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF AUGUST 3, 2022.

Item C-2

**Extension of Eligible List: Firefighter**

THAT THE CIVIL SERVICE COMMISSION: EXTEND THE ELIGIBLE LIST FOR FIREFIGHTER.

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**Order of the Agenda**

No changes were made.

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**Action Items**

Item A-1

**Approval of New Recruitment Bulletin: Finance Manager**

Chair Gong requested a motion.

Commissioner Van Gelderen moved to approve the New Recruitment Bulletin: Finance Manager and Vice Chair Bubar seconded the

motion.

Chair Gong requested a summary of the material of record.

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

Discussion ensued between staff and Commissioners regarding required training and experience; standard language used in Classification Specifications; license requirements; professional certifications desirable for a Financial Manager; and a suggestion to list desired certifications, licenses or certifications noted in the revised bulletin to help applicants understand expectations.

MOVED BY COMMISSIONER VAN GELDERN, SECONDED BY VICE CHAIR BUBAR AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE THE NEW RECRUITMENT BULLETIN FOR FINANCE MANAGER.

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Item A-2

**(1) Discussion of the Draft Written Report to City Council Regarding Accomplishments by the Civil Service Commission; and  
(2) Authorize Transmittal of the Report to City Council**

Discussion ensued between staff and Commissioners regarding the process.

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

Additional discussion ensued between staff and Commissioners regarding adding clarification that the report refers to the 2021-2022 fiscal year, not the calendar year; a suggestion to add the exact number of employees recognized for outstanding performance and retirement as well as the approved Eligible List for Extension, and the number of new or revised Classification Specifications reviewed and approved; inclusion of more detail to reflect the large amount of time spent to complete a remand from the Los Angeles Superior Court for one disciplinary appeal after administrative review of record; confidentiality; a suggestion to add language to include: "Review of the administrative record which consisted of three days of hearings"; Commission review of the City Council report before

submission; the September 1, 2022 due date for the report; preliminary authorization pending receipt of the final copy of the report by the Commission; concern with seeking consensus outside of a meeting; Brown Act issues; support for use of a fuller narrative rather than bullet points; associating goals with a timeframe; the inability to predict how many employees would file an appeal or how long that would take; items within Commission purview; the timeline to review civilian classifications and compensation; salary studies; the intent to make progress within the fiscal year; format; creation of a prioritized list; adding clarity regarding the timeframe covered; and review of the Civil Service Rules.

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### **Recess/Reconvene**

Chair Gong called a brief recess from 7:37 p.m. to 8:00 p.m. to allow staff to work on a revised draft for Commission consideration.

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Item A-2  
(Continued)

### **(1) Discussion of the Draft Written Report to City Council Regarding Accomplishments by the Civil Service Commission; and (2) Authorize Transmittal of the Report to City Council**

Amy Webber, Human Resources Analyst, provided a summary of the changes made in response to Commission comments including the addition of the number of employees recognized during the last fiscal year, the number of extended eligible lists, the number of new and revised specifications approved, and revised language in regards to the work the Commission did in light of the remand from the Los Angeles County Superior Court.

Discussion ensued between staff and Commissioners regarding appreciation for the work done to make the requested revisions.

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

1. DISCUSS AND FINALIZE THE DRAFT WRITTEN REPORT TO CITY COUNCIL REGARDING ACCOMPLISHMENTS AS REVISED BY STAFF; AND,
2. AUTHORIZE TRANSMITTAL TO CITY COUNCIL.

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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.

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**Items from Staff**

Amy Webber, Human Resources Analyst, discussed the need for all Commissioners to be present for a 90-minute training session at the October 5 meeting.

Discussion ensued between staff and Commissioners regarding those who have previous experience with administrative hearings; the annual report on Commissioner attendance; all Commissioners indicated that they would be present for the October 5, 2022 Civil Service Commission meeting; and staff agreement to provide the Commission with information on when attendance information was presented to the City Council.

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**Adjournment**

There being no further business, at 8:09 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, October 5, 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 \_\_\_\_\_

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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.

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Jeremy Bocchino  
CITY CLERK

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Date