

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

October 5, 2022
7:00 P.M.

Call to Order & Roll Call

The regular meeting of the Civil Service Commission was called to order at 7:04 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

Absent: 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.

Staff indicated that no requests to speak had been received.

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Receipt of Correspondence

Staff indicated that no correspondence had been received.

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Consent Calendar

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

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BUBAR, GONG, JACKSON, LAPARDO

NOES: NONE

ABSENT: VAN GELDEREN

Item C-1

Approval of Minutes for the Regular Meeting of September 7, 2022

THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 7, 2022.

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Item C-2

Extension of Eligible Lists: Planning Technician II, Police Captain (Promotional), and Recreation & Community Services Manager

THAT THE CIVIL SERVICE COMMISSION:

1. EXTEND THE ELIGIBLE LIST FOR PLANNING TECHNICIAN II, AND,
2. EXTEND THE ELIGIBLE LIST FOR POLICE CAPTAIN (PROMOTIONAL), AND,
3. EXTEND THE ELIGIBLE LIST FOR RECREATION & COMMUNITY SERVICES MANAGER.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

Consideration of a Request for a Closed Hearing to Appeal a Disciplinary Action

Amy Webber, Human Resources Analyst, presented a summary of the material of record noting that the request for a closed hearing necessitated a brief recess to secure the room.

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Recess/Reconvene

Chair Gong called a recess from 7:09 P.M. to 7:22 P.M.

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Item A-1
(Continued)

Consideration of a Request for a Closed Hearing to Appeal a Disciplinary Action

MOVED BY VICE CHAIR BUBAR AND SECONDED BY COMMISSIONER LAPARDO THAT THE CIVIL SERVICE COMMISSION CONSIDER A REQUEST FOR A CLOSED HEARING TO APPEAL A DISCIPLINARY ACTION AND EMPLOYING THE SERVICES OF A HEARING OFFICER.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BUBAR, GONG, JACKSON, LAPARDO

NOES: NONE

ABSENT: VAN GELDEREN

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Item A-2

Training: Conducting Administrative Hearings and the Role of the Civil Service Commission

Amy Webber, Human Resources Analyst, presented a summary of the material of record noting the decision made by the Commission in the prior item to send the matter to a Hearing Officer, and she requested the Commission to, if desired, consider holding

the item on the current agenda, or at a future meeting where all Commissioners could be present.

Discussion ensued between staff and Commissioners regarding efficiency; the fact that the matter is less urgent now that a Hearing Officer will handle the matter; scheduling; staff coordination of dates with Commissioners; noticing; continuing or tabling the item; unusual circumstances with the remand; Hearing Officer availability; and items covered in the training.

MOVED BY CHAIR GONG AND SECONDED BY COMMISSIONER JACKSON THAT THE CIVIL SERVICE COMMISSION: CONTINUE THE ITEM TO THE JANUARY 2023 COMMISSION MEETING.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BUBAR, GONG, JACKSON, LAPARDO

NOES: NONE

ABSENT: VAN GELDEREN

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Public Comment - Items NOT on the Agenda (Continued)

Chair Gong invited public comment.

Staff indicated that no public comment had been received.

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Items from Staff

Amy Webber, Human Resources Analyst, reported that the City Council had adopted the proposed amendments to Civil Service Rules, Rule 3.

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Items from Commissioners

Discussion ensued between staff and Commissioners regarding clarification on posting of the Civil Service Rules on the public website; staff agreement to send the link to Commissioners once the updated version has been published; and electronic vs. hard copies.

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Adjournment

There being no further business, at 7:36 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, November 2, 2022.

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Dana Anderson
Director of Human Resources, City 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