

REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION,  
CULVER CITY, CALIFORNIA

September 7, 2016  
7:00 P.M.

**Call to Order & Roll Call**

Chair Cherness called the meeting of the Civil Service Commission to order at 7:00 P.M.

Present: Chair Darryl Cherness  
Vice Chair John Kuechle  
Commissioner Vicki Daly Redholtz  
Commissioner Vince Motyl  
Commissioner Albert Vera

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

Chair Cherness invited public comment.

No speakers came forward and no cards were received.

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**Receipt and Filing of Correspondence**

None.

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**Consent Calendar**

Item C-2  
(Out of Sequence)

**Extension of Eligible Lists: Heavy Equipment Operator**

MOVED BY COMMISSIONER DALY REDHOLTZ, SECONDED BY COMMISSIONER KUECHLE AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION: APPROVE THE EXTENSION OF ELIGIBLE LISTS: HEAVY EQUIPMENT OPERATOR.

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Item C-3

**Destruction of Examination Materials in the Human Resources Department Which Are More Than Two Years Old**

MOVED BY COMMISSIONER DALY REDHOLTZ, SECONDED BY COMMISSIONER KUECHLE AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION: APPROVE THE DESTRUCTION OF EXAMINATION MATERIALS IN THE HUMAN RESOURCES DEPARTMENT WHICH ARE MORE THAN TWO YEARS OLD.

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Item C-1  
(Out of Sequence)

**Meeting Minutes**

MOVED BY COMMISSIONER KUECHLE AND SECONDED BY COMMISSIONER MOTYL THAT THE CIVIL SERVICE COMMISSION APPROVE THE MINUTES FOR THE REGULAR MEETING OF AUGUST 3, 2016.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, KUECHLE, MOTYL, VERA  
NOES: NONE  
ABSTAIN: DALY REDHOLTZ

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**Action Items**

Item A-1

**New Classification Specification: Advance Planning Manager**

Ofelia Garcia, Human Resources Analyst, introduced the item and provided a summary of the material of record

Sol Blumenfeld, Community Development Director, discussed the new Advance Planning Division; the intent to improve the development services process; additional transparency; consideration of the Advance Planning positions; the Long Range Planning Document; the General Plan; quantification of land use provisions; the General Plan update; and moving forward with the process.

Discussion ensued between staff and Commissioners regarding expediting the permit process; development of a permit center; the current process; addressing organizational issues; the role of the Commission in the process; merits of the position; processing new or revised classifications; recommendations; the study by the Matrix Group; consideration of the job specification for Advance Planning Manager; the purpose of the Division; City Council approval; the request for comment on the job specification; clarification that the Commission is not being asked to vote on the merits of the position; the degree requirement for the job; possessing a combination of training and experience to provide the required knowledge; minimum educational requirements; appropriate experience; essential duties; clarification that the position works in an office setting; the relationship with Los Angeles; and development in Culver City vs. development in Los Angeles.

Vice Chair Kuechle inquired whether the Commission was being asked to vote upon the merits of creating a new Classification Specification for an Advanced Planning Manager, and then hiring someone to fill that position. He said he did not believe he had enough information to cast a vote on those matters. Staff responded that the City Council had already decided to create the position and that consequently the Commission was only being asked to look at the terms of the Classification Specification, not to vote on the merits of creating the position.

Commissioner Motyl received clarification that comments from Vice Chair Kuechle would be reflected in the minutes with a note to staff to update #8 under Essential Job Duties to make certain that it reflects that the person will be doing that work through the established procedures.

MOVED BY COMMISSIONER VERA, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION: APPROVE THE NEW CLASS SPECIFICATION FOR ADVANCE PLANNING MANAGER.

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Item A-2

**New Classification Specification and Recruitment Bulletin:  
Planning Technician II**

Amy Webber, Human Resources Analyst, indicated that the item had been pulled due to questions from the affected bargaining

unit and is expected to return at the October Commission meeting.

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Item A-3

**New Classification Specification and Recruitment Bulletin:  
Permit Technician II**

Kashawn Mariner, Human Resources Technician, provided a summary of the material of record.

MOVED BY COMMISSIONER DALY REDHOLTZ, SECONDED BY COMMISSIONER VERA AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION: APPROVE THE NEW CLASS SPECIFICATION AND RECRUITMENT BULLETIN FOR PERMIT TECHNICIAN II.

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**Public Comment - Items NOT on the Agenda (continued)**

Chair Cherness invited public comment.

No speakers came forward and no cards were received.

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**Items from Commissioners**

Commissioner Motyl thanked Sol Blumenfeld for being at the meeting and he noted that development was an issue in the City.

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**Items from Staff**

Amy Webber, Human Resources Analyst, discussed email for Civil Service Commissioners; the transition to the culvercity.org email address; she provided forms for Commissioner review with information on email access; reminded Commissioners to return signed forms within the next week; and she encouraged Commissioners to contact staff with any questions or concerns.

Discussion ensued between staff and Commissioners regarding concern with the convoluted nature of the process; the staff contact for Commissioners who have concerns; the transition of

the City Council; the deadline for materials to be returned to staff; staff agreement to contact Commissioners with additional instruction and a new, extended deadline to return signed materials; the new email address assigned to Commissioners; Commissioner access to the email; and routing.

Amy Webber, Human Resources Analyst, announced that a kiosk had been installed at the back of Council Chambers to enable the public to sign up for notifications and also to register to vote.

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**Adjournment**

There being no further business, at 7:47 P.M., the Civil Service Commission adjourned to a meeting to be held at 7:00 P.M. on Wednesday, October 5, 2016 in the Mike Balkman Council Chambers at City Hall.

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Serena Wright-Black  
ADMINISTRATIVE SERVICES DIRECTOR of Culver City, California  
SECRETARY TO THE CIVIL SERVICE COMMISSION  
Culver City, California

APPROVED October 5, 2016

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DARRYL CHERNESS  
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 Green  
DEPUTY CITY CLERK

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Date