

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

March 1, 2017
7:00 P.M.

Call to Order & Roll Call

Chair Cherness called the meeting of the Civil Service Commission to order at 6:56 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

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

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Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Motyl.

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Presentations

Item P-1

**Outstanding Job Performance Recognition: Luis Herrera,
Electronic Fleet Services Technician, Transportation
Equipment Maintenance and Fleet Services Division**

Items P-1 and P-2 were presented concurrently.

Amy Webber, Human Resources Analyst, introduced the item and provided a summary of the recognition.

Paul Condran, Fleet Services Manager, detailed performance highlights for Luis Herrera, Electronic Fleet Services Technician and for Jason Olivera, Fleet Services Technician.

Luis Herrera thanked Paul Condran and the Commission for the honor and he introduced family and friends present to honor him.

Jason Olivera, Fleet Services Technician, thanked the City and the Commission for the honor, and he introduced his family.

Commissioners gave thanks and congratulations to Mr. Herrera and to Mr. Olivera.

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Item P-2

**Outstanding Job Performance Recognition: Jason Olivera, Fleet
Services Technician, Transportation Equipment Maintenance and
Fleet Services Division**

This presentation was done as part of Item P-1.

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Consent Calendar

MOVED BY COMMISSIONER VERA, SECONDED BY COMMISSIONER DALY REDHOLTZ AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE ITEMS C-1 THROUGH C-4.

Item C-1

Meeting Minutes

THAT THE CIVIL SERVICE COMMISSION APPROVE THE MINUTES FOR THE REGULAR MEETING OF FEBRUARY 1, 2017.

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Item C-2

**Extension of Eligible Lists: Firefighter (Promotional),
Firefighter (Open and Competitive), and Police Sergeant
(Promotional)**

THAT THE CIVIL SERVICE COMMISSION: APPROVE THE EXTENSION OF
ELIGIBLE LISTS: FIREFIGHTER (PROMOTIONAL), FIREFIGHTER (OPEN
AND COMPETITIVE), AND POLICE SERGEANT (PROMOTIONAL).

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Item C-3

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

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-4

Meeting Minutes

THAT THE CIVIL SERVICE COMMISSION APPROVE THE MINUTES FOR THE
SPECIAL MEETING OF FEBRUARY 1, 2017.

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Action Item

Item A-1

**Revised Classification Specification: Technical Services
Manager**

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

Discussion ensued between staff and Commissioners regarding
adding clarification to paragraph 12: ensuring that plans and
policies related to disaster recovery are in place and executed

appropriately, and staff agreed to provide a new version of the document without the changes and cross-outs.

MOVED BY VICE CHAIR KUECHLE, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE THE REVISED CLASSIFICATION SPECIFICATION: TECHNICAL SERVICES MANAGER, AS AMENDED.

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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 spoke on the progress made on the vacancy list and received clarification regarding recruitment efforts.

Commissioner Vera asked that the meeting be adjourned in memory of Katie Shery, wife of Disability Advisory Committee Chair, Dr. Jay Shery.

MOVED BY COMMISSIONER VERA, SECONDED BY COMMISSIONER DALY REDHOLTZ AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION ADJOURN IN MEMORY OF KATIE SHERY.

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Items from Staff

Serena Wright-Black, Administrative Services Director, announced receipt of a request for the Commission to hear an appeal of a termination; she indicated that consideration of scheduling the hearing would be on the April 5th agenda; and she announced the annual Employee Recognition Luncheon on May 18, 2017.

Discussion ensued between staff and Council Members regarding Commission discretion and the pre-hearing conference, and scheduling.

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Adjournment

There being no further business, at 7:25 P.M., the Civil Service Commission adjourned in memory of Katie Shery to a meeting to be held at 7:00 P.M. on Wednesday, April 5, 2017 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 April 5, 2017

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.

Jeremy Green
CITY CLERK

Date