

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

April 5, 2017
7:00 P.M.

Call to Order & Roll Call

Chair Cherness called the meeting of the Civil Service Commission to order at 7:01 P.M.

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

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Pledge of Allegiance

The Pledge of Allegiance was led by Vice Chair Kuechle.

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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-1

Meeting Minutes

MOVED BY COMMISSIONER DALY REDHOLTZ, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE THE MINUTES FOR THE REGULAR MEETING OF MARCH 1, 2017.

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Action Item

Item A-1

Request from Culver City Employees' Association (CCEA) To Schedule a Disciplinary Appeal Hearing

Serena Wright-Black, Administrative Services Director, provided a summary of the material of record.

Oshea Orchid, representative for the employee, stated they had three or four witnesses in the case that should be able to be heard in one evening, and she confirmed that they had asked for a hearing but had no preference between being heard by a hearing officer or by the Commission.

Jay Trinnaman, representative for the City, estimated they would have four to seven witnesses, some of whom would be very brief, and that they should be able to present their case in two evenings.

Discussion ensued between staff and Commissioners regarding delegating the case to a hearing officer vs. having a Commission hearing; unanimous support for the Commission hearing the case; unanimous support for scheduling a pre-hearing conference; and a suggestion that the Chair and Vice Chair attend the pre-hearing conference.

MOVED BY COMMISSIONER MOTYL, SECONDED BY COMMISSIONER DALY REDHOLTZ AND UNANIMOUSLY CARRIED, THAT THE CHAIR AND VICE CHAIR ATTEND THE PRE-HEARING CONFERENCE.

Further discussion ensued between the speakers, staff and Commissioners regarding scheduling of the pre-hearing conference; the purpose of the conference; agreement to schedule the pre-conference hearing on April 27, 2017 at 2 P.M.; logistics; timing of the report back to the Commission; the number of dates necessary for the process; scheduling of the hearing dates; protocol; availability of briefs; scheduled hearing dates of May 30, June 1, June 5 and June 15, 2017 all beginning at 7:00 P.M.; and staff agreement to send an email to confirm the dates, times and location of the hearings.

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Item A-2

Revised Classification Specifications for the Culver City Pre-Supervisor Training Program

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

Discussion ensued between staff and Commissioners regarding previous discussion of the program with the City Council; consistency with an aspirational City Council goal; whether the Commission should proceed with consideration of the revised specifications without City Council approval of the program; training as an essential function of Human Resources; clarification that the City Council approves budgets but does not approve work programs or training; clarification on the role of the Commission and the action requested for the item; whether the item is time sensitive; delaying the item to allow time for Vice Chair Kuechle to receive clarification; clarification necessary for administrative matters; concern about costs of the program; appropriate use of City funds; City Manager authority over work programs; City Council authority over policy and budgets; Civil Service Commission authority with respect to promotions; types of mandatory and discretionary training explained; pulling the item for further investigation into the training costs; concern with micro managing; further explanation of the program; and overall support for the program.

MOVED BY CHAIR CHERNESS AND SECONDED BY COMMISSIONER VERA THAT
THE CIVIL SERVICE COMMISSION: APPROVE THE REVISED

CLASSIFICATION SPECIFICATIONS FOR THE PRE-SUPERVISOR TRAINING PROGRAM, INCLUDING:

- A. HOUSING PROGRAMS SUPERVISOR
- B. RECREATION SUPERVISOR
- C. SENIOR ACCOUNTANT
- D. SENIOR BUILDING SAFETY INSPECTOR
- E. SENIOR CIVIL ENGINEER
- F. SENIOR PLANNER
- G. SENIOR SOLID WASTE & RECYCLING CREW SUPERVISOR
- H. TECHNICAL SERVICES MANAGER

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, DALY REDHOLTZ, MOTYL, VERA

NOES: KUECHLE

Serena Wright-Black reported that additional class specifications would be coming forward at a future Commission meeting.

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Item A-3

Revised Classification Specifications and Open and Competitive Recruitment Bulletins and New Promotional Recruitment Bulletins: Welder and Senior Welder

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

Discussion ensued between staff and Commissioners regarding discrepancies in the material of record; the addition of the written test; examination procedures and ratings; testing performance and technical knowledge in specific areas; clarification on attachment four and copies received by Commissioners; changes to testing requirements; and clarification that the drug testing element in attachment 5 is through DOT regulations.

MOVED BY COMMISSIONER VERA, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR WELDER;
2. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR SENIOR WELDER;
3. APPROVE THE REVISED OPEN & COMPETITIVE AND NEW PROMOTIONAL RECRUITMENT BULLETINS FOR WELDER; AND
4. APPROVE THE NEW OPEN & COMPETITIVE AND PROMOTIONAL RECRUITMENT BULLETINS FOR SENIOR WELDER.

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Item A-4

Discussion Regarding the Civil Service Commission's Initial Recommendations to City Council for the Fiscal Year 2017/2018 Administrative Services Department Budget

Discussion ensued between staff and Commissioners regarding a suggestion to have all departments participate in the Employee Recognition program; departments that recognize employees behind the scenes; and funding in each department budget for employee recognition.

Chair Cherness moved that the Civil Service Commission urge the City Council to allocate monies to expand the Outstanding Job Performance Recognition Award Program to include all departments. Commissioner Daly Redholtz seconded the motion.

Further discussion ensued between staff and Commissioners regarding expanding the budget item; Commission input on the budget; clarification that a motion is not necessary; general consensus; clarification on the intent that all departments participate in the program whether that includes an increased budget or not; whether the Commission would like to review Rule 15, providing for the employee recognition and incentive programs; and timing of the budget process.

Chair Cherness withdrew his motion as he felt review of Rule 15 should be done first.

Serena Wright-Black, clarified that a motion was not necessary; she noted that the consensus of the Commission is to take the

suggestion forward to the City Council to expand the amount allocated per department for employee recognition; and she agreed to bring back additional information on Rule 15 for Commission review.

Additional discussion ensued between staff and Commissioners regarding concern with expanding something that the Commission does not have the details on; review of Rule 15; expansion of the reward program; clarification that the City Council is not looking for programs and each department can utilize Rule 15; the ability to change or enhance the program; clarification that the monies can be carried over; the employee recognition line item; different uses; the amount of money allocated for each department; and agreement not to take action until Rule 15 has been reviewed.

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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 asked that the meeting be adjourned in memory of Kathleen Oliver.

Council Member Daly Redholtz asked that the meeting be adjourned in memory of Anthony C. Beilenson.

MOVED BY COMMISSIONER MOTYL, SECONDED BY COMMISSIONER DALY REDHOLTZ AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION ADJOURN IN MEMORY OF KATHLEEN OLIVER AND ANTHONY C. BEILENSON.

Chair Cherness wished everyone a Happy Passover and a Happy Easter.

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Items from Staff

Amy Webber, Human Resources Analyst, reported emailing Commissioners an invitation to the Mayor's Luncheon, as well as Form 700 filing requirements; she reported that the application period for Commission, Committees and Boards is open and applications will be accepted through May 25, 2017; and she noted that Brown Act/AB1234 (Ethics) training is scheduled on June 29, 2017 from 6:00 to 9:00 P.M.

Commissioner Daly Redholtz noted that ethics training is also available online.

Commissioner Motyl received clarification that Commissioners who are due for training will be notified.

Vice Chair Kuechle indicated that he had not received the email regarding Form 700 and staff agreed to re-send the email to him.

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Adjournment

There being no further business, at 8:29 P.M., the Civil Service Commission adjourned in memory of Kathleen Oliver and Anthony C. Beilenson to a meeting to be held at 7:00 P.M. on Wednesday, May 3, 2017 in the Mike Balkman Council Chambers at City Hall.

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

APPROVED May 3, 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