

REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION  
CULVER CITY, CALIFORNIA

September 5, 2018  
7:00 P.M.

**Call to Order & Roll Call**

Chair Daly Redholtz called the regular meeting of the Civil Service Commission to order at 7:00 P.M. in Mike Balkman Council Chambers at Culver City Hall.

Present: Chair Vicki Daly Redholtz  
Vice Chair Albert Vera  
Commissioner Darryl Cherness  
Commissioner Michelle Ford  
Commissioner John Kuechle

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**Pledge of Allegiance**

The Pledge of Allegiance was led by Michelle Ford.

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

Chair Daly Redholtz invited public comment.

No cards were received and no speakers came forward.

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**Receipt and Filing of Correspondence**

None.

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## **Consent Calendar**

Item C-1

### **Meeting Minutes**

Discussion ensued between staff and Commissioners regarding voting on minutes if one is not present at the meeting and bifurcation of the motion.

MOVED BY VICE CHAIR VERA, SECONDED BY COMMISSIONER FORD AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF AUGUST 1, 2018.

MOVED BY COMMISSIONER CHERNESS AND SECONDED BY VICE CHAIR VERA THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE SPECIAL MEETINGS OF JULY 23, 2018, JULY 25, 2018, AUGUST 6, 2018, AUGUST 13, 2018, AUGUST 14, 2018 AND AUGUST 20, 2018.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item C-2

### **Extension of Eligible List: Property Technician**

MOVED BY VICE CHAIR VERA, SECONDED BY COMMISSIONER FORD AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION EXTEND THE ELIGIBLE LIST FOR PROPERTY TECHNICIAN.

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### **Order of the Agenda**

No changes were made to the order of the agenda.

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**Action Items**

Item A-1

**Revised Classification Specification: Recreation Specialist**

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

Discussion ensued between staff and Commissioners regarding grammatical and typographical concerns; revised wording for bullet point 12 to indicate: "...supervisors, elected, appointed officials and/or organizations..."; a correction to page 1 under Supervision Received and Exercised to indicate: "...the Director or his designee..."; concern with consistency between pages 2 and 3 regarding Minimum Skill Requirements; CPR training; general knowledge and understanding vs. the certification component; making it clear that it is desirable but not an absolute requirement going in to the job; removal of references to required degrees; clarification regarding degrees in Recreation; the intent to have a global discussion on degree requirements at the October Commission meeting; certifications; and certain situations where a specific degree is required.

Corey Lakin, Parks, Recreation and Community Services Director, provided background on himself; discussed degrees and requirements; valuable experience; responsibilities of the position; tiers of part-time staff; and the importance of college experience.

Additional discussion ensued between staff and Commissioners regarding previous consideration of the requirement; concern that requiring a degree could rule out quality candidates with valuable experience; and a suggestion to indicate that a degree is desirable but not required.

MOVED BY COMMISSIONER KUECHLE, SECONDED BY COMMISSIONER FORD AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION: APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR RECREATION SPECIALIST WITH AGREED UPON CHANGES AS DISCUSSED.

Item A-2

**Revised Classification Specification and Recruitment Bulletin:  
Training and Safety Instructor**

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

Discussion ensued between staff and Commissioners regarding a grammatical correction to the Training and Experience section; the requirement for a good driving record; the requirement that the applicant have no accidents; relying on references to recklessness and negligence; clarification that the requirement is that the applicant have no at-fault accidents; typical requirements in the Transportation Department; clarification as to whether a good driving record is required or desirable; consistency; concern with disqualifying someone for a minor fender bender that is their fault but not disqualifying someone with a DUI; commercial license requirements; concern with ruling a person out for an at-fault accident over a three-year time span; adding clarifying language; clarification that a conviction for a DUI comes up as a misdemeanor and is not on their driving record; conditional job offers; agreement that the reference is not necessary on the job bulletin or on the class specification; a suggestion to add a qualifier such as the applicant must meet the definition of a California Good Driver; and staff discretion to formulate logically consistent language and consider including the suggestion to include the California Good Driver designation.

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

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR TRAINING AND SAFETY INSTRUCTOR; AND
2. APPROVE THE REVISED RECRUITMENT BULLETIN FOR TRAINING AND SAFETY INSTRUCTOR SUBJECT TO STAFF REVIEW OF THE LAST TWO SENTENCES OF THE TRAINING AND EXPERIENCE SECTION, WITH CONCERNS VOICED BY THE COMMISSION TAKEN INTO ACCOUNT.

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Item A-3

**Revised Classification Specification and Recruitment Bulletin:  
Senior Building and Safety Inspector**

Serena Wright-Black, Assistant City Manager, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding whether the position engages in actual enforcement; the position formerly held by Mr. Lugo; and the correction from the Community Development Director under License and Certifications to indicate that possession of a building inspection certificate issued by the International Code Council is required rather than desirable.

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

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR SENIOR BUILDING AND SAFETY INSPECTOR; AND
2. APPROVE THE REVISED RECRUITMENT BULLETIN FOR TRAINING AND SAFETY INSTRUCTOR WITH THE PROPOSED AMENDMENT.

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Item A-4

**Revised Classification Specification and Recruitment Bulletin:  
Traffic Engineer**

Serena Wright-Black, Assistant City Manager, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding the salary and benefits package; future pension liabilities; purview of the Commission; City Council authority; and competitiveness in the marketplace.

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

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR MOBILITY AND TRAFFIC ENGINEERING MANAGER; AND

2. APPROVE THE NEW RECRUITMENT BULLETIN FOR MOBILITY AND TRAFFIC ENGINEERING MANAGER.

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

Chair Daly Redholtz invited public comment.

No speakers came forward and no cards were received.

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**Items from Staff**

Serena Wright-Black, Assistant City Manager, indicated that staff would return at the October Commission meeting with a tentative list of pending items and she discussed Commissioner training.

Discussion ensued between staff and Commissioners regarding Commissioner training; required Brown Act training; training specific to the Civil Service Commission; combining the training with a regular meeting; estimated length of the training; clarification that while the training is not mandatory, it would be beneficial for the entire body; scope; concern with the time spent; costs; length of the October 3 agenda; and availability of Ms. Vidra for consultation.

Amy Webber, Human Resources Analyst, reported that, as a courtesy, staff would send notices to personal email accounts to alert Commissioners to check their City email accounts when City email has been sent.

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**Items from Commissioners**

Chair Daly Redholtz expressed best wishes to Commissioner Kuechle in his competition.

Chair Daly Redholtz called a five minute recess while the room was cleared and the video deactivated for the Closed Session item.

At 7:51 p.m. the Civil Service Commission recessed to Closed Session.

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### **Closed Session**

**CS-1** Pursuant to Government Code 54957(b): Public Employee Dismissal/Release the Civil Service Commission of the City of Culver City will convene to hear the appeal of the Disciplinary Decision Relating to One Police Employee

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### **Reconvene**

Chair Daly Redholtz reconvened the meeting at 8:43 P.M.

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### **Closed Session Report**

Chair Daly Redholtz reported that the Commission had made the decision to refer the matter to a Hearing Officer with direction to the Hearing Officer to make the final decision in the matter pursuant to Civil Service Rule 11.15(b).

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**Adjournment**

There being no further business, at 8:44 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, October 3, 2018 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 \_\_\_\_\_

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VICKI DALY REDHOLTZ  
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  
CITY CLERK

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Date