

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

December 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 7:01 P.M. in Mike Balkman Council Chambers at Culver City Hall.

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

Commissioner Kuechle left the meeting at 8:02 P.M.

Absent: Commissioner Darryl Cherness

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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

MOVED BY COMMISSIONER FORD AND SECONDED BY VICE CHAIR VERA THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE SPECIAL MEETING OF OCTOBER 3, 2018.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Order of the Agenda

Chair Daly Redholtz indicated that Item A-2 would be held until the end of the agenda, after a brief recess, and would take place in the Patacchia Conference Room, noting that the public was invited and welcome to attend.

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Action Items

Item A-1

Revised Classification Specification: Systems Support Manager

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

Discussion ensued between staff and Commissioners regarding education and experience qualifications; punctuation and grammar suggestions to enhance clarity; concern with scaring off qualified candidates; a suggestion to change language to indicate that a degree would be ideal but is not required; the discussion on classification specifications to be held at the January Commission meeting; the feeling from staff that, in

this instance, the specific degree and experience is indicative of the individual's success in the position and validates the technical knowledge necessary/required to perform successfully; typical training and experience necessary to qualify; the typical way vs. the requirement; typographical errors; staff agreement to change language to indicate: "a degree in... would be ideal"; the global discussion around the training and experience section of the classification specification; concern that positions are not re-evaluated until people leave; and encouragement for staff to look at the classification specifications while people are still in the position to see if things can be made more efficient.

MOVED BY COMMISSIONER KUECHLE AND SECONDED BY COMMISSIONER FORD THAT THE CIVIL SERVICE COMMISSION: APPROVE THE CLASSIFICATION SPECIFICATION FOR SYSTEMS SUPPORT MANAGER AS MODIFIED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: DALY REDHOLTZ, FORD, KUECHLE, VERA

NOES: NONE

ABSTAIN: CHERNESS

Item A-2 was deferred until later in the agenda.

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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

Amy Webber, Human Resources Analyst, received clarification that Commissioners would be available for the January 2, 2019 Commission meeting.

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Items from Commissioners

Chair Daly Redholtz noted that Serena Wright-Black had agreed to inform the Commission regarding the status of the Transportation Department hearing and staff agreed to investigate and disseminate information to the entire Commission.

Commissioner Kuechle wished everyone Happy Holidays.

Vice Chair Vera thanked staff for everything that they do and wished everyone Happy Holidays.

Chair Daly Redholtz wished everyone Happy Holidays and a healthy, safe New Year.

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Recess

At 7:19 p.m. Chair Daly called a brief recess to move the meeting to the Patacchia room for consideration of Item A-2, Training: Conducting Administrative Hearings and the Role of the Civil Service Commission, led by Christina Talley noting that the meeting would be then adjourned from the Patacchia Room.

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Reconvene

Chair Daly reconvened the meeting at 7:25 P.M. in the Patacchia Room.

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Item A-2

Training: Conducting Administrative Hearings and the Role of the Civil Service Commission (Location: Patacchia Conference Room)

Amy Webber, Human Resources Analyst, provided a brief summary and background for the material of record.

Cristina Talley, Talley and Talley Law, led training regarding conducting administrative hearings and the role of the Civil Service Commission. Discussion ensued between the presenter, Commissioners and staff regarding civil service or personnel rules as models from other jurisdictions; appeal items on Commission agenda; purpose of pre-hearing conference; hearing process and order of parties being heard; definition of terms; court interpretation of "substantial evidence"; objectivity; when questions from the Commissions occur in a hearing; deliberations and the Commission's findings and decision; Commission and Chair's authority during hearing; time limits for opening, closing, witness testimony; extension of time limits within Rule 11.17; witness lists; bias - perceived and known; disclosure of personal knowledge of witness or appellant; fact finder duty; review of evidence; commission's authority to modify or reject disciplinary actions; and how bias can impact decision of full board or commission.

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Adjournment

There being no further business, at 8:46 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, January 2, 2019 in the Mike Balkman Council Chambers at City Hall.

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Serena Wright-Black
ASSISTANT CITY MANAGER of Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED _____

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.

Jeremy Green
CITY CLERK

Date