

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

June 5, 2019
7:00 P.M.

Call to Order & Roll Call

Chair Daly Redholtz called the regular meeting of the Civil Service Commission to order at 7:02 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

*Commissioner Ford arrived at 7:31 P.M.

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Pledge of Allegiance

The Pledge of Allegiance was led by Amy Webber.

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Public Comment - Items Not On the Agenda

Chair Daly Redholtz invited public comment.

The following member of the audience addressed the Commission:

Daniel Behrendt indicated that he had been watching the meetings online; he was looking forward to hearing from the Subcommittee about the Review of the Civil Service Rules; and he expressed appreciation for the opportunity to attend the meeting.

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Receipt and Filing of Correspondence

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

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Presentations

Item P-1

Outstanding Job Performance Recognition: Charles Gutierrez, Maintenance Painter, Public Works Maintenance Operations Division

Amy Webber, Human Resources Analyst, introduced the item noting that Charles Gutierrez had been recognized by Public Works as Outstanding Employee of the Half Year.

Eric Mirzaian, Maintenance Operations Manager, introduced Charles Gutierrez; discussed his work ethic and versatility; and noted his popularity among all departments.

Charles Gutierrez, Maintenance Painter, noted that he had lived in Culver City his entire life, and he thanked his family for coming, and the City for the award and for the recognition.

Commissioners expressed appreciation to Mr. Gutierrez for his hard work and diligence noting that the award was well-deserved.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY VICE CHAIR VERA AND SECONDED BY COMMISSIONER KUECHLE THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF MAY 1, 2019.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, DALY REDHOLTZ, KUECHLE, VERA

NOES: NONE

ABSENT: FORD

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

New Classification Specification: Recreation and Community Services Supervisor

Serena Wright-Black, Assistant City Manager, provided a summary of the material of record and pointed out recommended changes requested by the Culver City Management Group for greater clarity including a revision to Essential Job Duty Number 5 to read: "Research and identify grant opportunities, coordinate and oversee various fundraising and sponsorships..."; a change on page 2 under Skill and Ability to clarify that the position will have the skill and ability to develop, recommend and implement division programs, policies, procedures and regulations; and, under Licenses and Certificates, clarification be added to indicate that CPR, AED and First Aid Certificates are desirable.

Discussion ensued between staff and Commissioners regarding the format for tracked changes; adding wording to clarify oversight of fundraising activities and events; changes to wording in paragraph 6 to indicate: "... perform assigned tasks in a timely and efficient manner..."; staff agreed to fix a typographical error in paragraph 10; agreement to adjust wording regarding requirements on page 3 in the License and Certificates section to capture all potential possibilities so

that candidates will know potential responsibilities and tasks; general hiring vs. hiring for a specific job; the recruitment bulletin; allowing the opportunity to find a generalist; positions assigned within the classification; areas within the department; the combination of tasks within each assigned position; clear supervisory positions; the reason for having one description instead of three; and the need to clarify experience requirements.

MOVED BY COMMISSIONER CHERNESS AND SECONDED BY VICE CHAIR VERA THAT THE CIVIL SERVICE COMMISSION APPROVE THE NEW CLASSIFICATION SPECIFICATION FOR RECREATION AND COMMUNITY SERVICES SUPERVISOR WITH CHANGES AS DISCUSSED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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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

None.

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Items from Commissioners

Chair Daly Redholtz requested a report from the Subcommittee for Review of the Civil Service Rules.

Commissioner Kuechle reported that research is still being done and another meeting is scheduled.

Chair Daly Redholtz asked that the meeting be adjourned in memory of Fire Prevention Specialist Jesse Luna and she read a remembrance written by a fellow employee.

MOVED BY CHAIR DALY REDHOLTZ AND SECONDED BY COMMISSIONER KUECHLE THAT THE CIVIL SERVICE COMMISSION ADJOURN IN MEMORY OF JESSE LUNA.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, DALY REDHOLTZ, KUECHLE, VERA

NOES: NONE

ABSENT: FORD

Vice Chair Vera discussed his experiences with, and the kindness of, Jesse Luna.

Commissioner Ford arrived at 7:31 P.M.

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Adjournment

There being no further business, at 7:32 P.M., the Civil Service Commission adjourned in memory of Jesse Luna to a regular meeting to be held at 7:00 P.M. on Wednesday, July 3, 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