

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

November 6, 2019
7:00 P.M.

Call to Order & Roll Call

Chair Vera 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 Albert Vera
Vice Chair Darryl Cherness
Commissioner Michelle Ford
Commissioner John Kuechle
Commissioner Danielle Sheppard

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Pledge of Allegiance

Commissioner Ford led the Pledge of Allegiance.

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Public Comment - Items Not On the Agenda

Chair Vera invited public comment.

No cards were received and no speakers came forward.

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Receipt and Filing of Correspondence

Staff indicated that no correspondence had been received.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY COMMISSIONER KUECHLE, SECONDED BY COMMISSIONER SHEPPARD AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF OCTOBER 2, 2019.

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Item C-2

Extension of Eligible Lists: Code Enforcement Analyst and Sanitation Roll-Off Driver

MOVED BY VICE CHAIR CHERNESS, SECONDED BY COMMISSIONER KUECHLE AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE EXTENSION OF ELIGIBLE LISTS: CODE ENFORCEMENT ANALYST AND SANITATION ROLL-OFF DRIVER.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

New Classification Specification and Recruitment Bulletin: Revenue and Budget Supervisor

Amy Webber, Human Resources Analyst, provided a summary of the material of record and indicated that prior to the meeting, an update was made to the Authorities section to include additional information regarding the authority of the Civil Service Commission to approve class specifications.

Discussion ensued between staff and Commissioners regarding appreciation to staff for clarifying Commission responsibilities; a suggestion to make the text more clear; consistency of specification language; inclusion of title and salary information; and formatting suggestions.

MOVED BY COMMISSIONER FORD, SECONDED BY COMMISSIONER KUECHLE AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE NEW CLASSIFICATION SPECIFICATION FOR BUDGET AND REVENUE SUPERVISOR. AND

2. APPROVE THE NEW RECRUITMENT BULLETIN FOR BUDGET AND REVENUE SUPERVISOR.

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Public Comment - Items NOT on the Agenda (continued)

Chair Vera 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

Commissioner Kuechle noted an item on the agenda for the December meeting regarding elimination of the Civil Service Commission; expressed hope that a City Council Member would be present and that the agenda item would be written in a way that the Commission would be able to engage in a discussion of the issue; and he asked that the meeting be adjourned in memory of Laura Frakes.

Commissioner Ford asked that the meeting be adjourned in honor of the veterans for Veterans Day.

Commissioner Cherness felt that there should be a thorough discussion on the fate of the Civil Service Commission and he wished everyone a Happy Thanksgiving.

Chair Vera felt the way the possible dissolution of the Civil Service Commission had been approached was problematic.

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Adjournment

There being no further business, at 7:20 P.M., the Civil Service Commission adjourned in memory of Laura Frakes and in honor of veterans for Veterans Day to a regular meeting to be held at 7:00 P.M. on Wednesday, December 4, 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 _____

ALBERT VERA
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