

REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION  
CULVER CITY, CALIFORNIA

December 4, 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

Absent: Commissioner Danielle Sheppard

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**Pledge of Allegiance**

Vice Chair Cherness 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 CHERNESS AND SECONDED BY COMMISSIONER FORD THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF NOVEMBER 6, 2019.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, FORD, KUECHLE, VERA  
NOES: NONE  
ABSENT: SHEPPARD

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Item C-2

**Extension of Eligible Lists: Maintenance Plumber and Mobility & Traffic Engineering Manager**

MOVED BY COMMISSIONER CHERNESS AND SECONDED BY COMMISSIONER FORD THAT THE CIVIL SERVICE COMMISSION APPROVE EXTENSION OF ELIGIBLE LISTS: MAINTENANCE PLUMBER AND MOBILITY & TRAFFIC ENGINEERING MANAGER.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, FORD, KUECHLE, VERA  
NOES: NONE  
ABSENT: SHEPPARD

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**Order of the Agenda**

No changes were made.

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**Action Items**

Item A-1

**Approval of Three (3) Revised Classification Specifications and Recruitment Bulletins: Scout Vehicle Operator, Sanitation Driver and Sanitation Roll-Off Driver**

Tiffany Johnson, Human Resources Analyst, provided a summary of the material of record and noted the following corrections:

- Essential Job Duties, Number 3, the sentence should read, "Maintains and repairs refuse equipment."
- Attachment 11, Sanitation Roll Off Drivers Recruitment, on the first page under the Position Section in the sixth sentence, "Schedules maintenance and repairs of City owned debris boxes." should be removed

Discussion ensued between staff and Commissioners regarding reasoning for deleting the words "understanding English sufficiently to carryout basic job tasks"; consistency with other Class Specifications; intent; the ability to understand written or oral directions regardless of the language; ensuring the ability to communicate effectively; whether English must be specified as the language to communicate in; whether the City would be obligated to communicate in a preferred language; occupational qualifications; justifying limiting the Classification Specification to one specific language; the ability to follow instructions to perform the essential job functions; the ability to communicate with customers and members of the public; objective criteria to evaluate candidates; the written portion and the oral interview; City recognition of other languages besides English; dominant language; justifying that the requirement is based on the ability to perform the essential functions of the job; issues of discrimination when one particular language is specified; potential unintended consequences; clarification that Class Specifications do not usually specify that English must be spoken; the legal authority that supports bona fide occupational qualifications; consistency with other bulletins within the same class; implied vs. stated; language indicating the need to "communicate professionally with the public, fellow employees and supervisors" vs. language indicating the need to

"communicate professionally with customers"; the implication that English is the desired language as the process is conducted in English; varying levels of interaction with the public depending on the position; including additional language in the Sanitation Driver Class Specification to indicate: "communicate professionally with customers, the public, fellow employees and supervisors"; and Commission agreement to defer the matter pending additional research.

MOVED BY COMMISSIONER FORD AND SECONDED BY COMMISSIONER KUECHLE THAT THE CIVIL SERVICE COMMISSION: POSTPONE ITEM A-1 FOR FUTURE CONSISTENCY AND EXPLANATION.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, FORD, KUECHLE, VERA

NOES: NONE

ABSENT: SHEPPARD

Amy Webber, Human Resources Analyst, introduced Josseline Ponce, Administrative Clerk.

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Item A-2

**Discussion of (1) Recommendation from the City Council Ad Hoc Equity Subcommittee to Introduce an Ordinance Amending Culver City Municipal Code Chapter 3.03 Pertaining to City Commissions, to Add Equity Policy Language, and to Allow Appointment of Residents who are Not Registered Voters, and Minors Age 16+, and (2) Proposed Changes to the City Policy Regarding Commissions, Committees and Boards Pertaining to Childcare and Training of Appointed Officials; and Provide any Feedback to City Staff**

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

Discussion ensued between staff and Commissioners regarding the parental consent requirement; length of time for the youth position; appointment of residents who are non-registered voters; the Oath of Office; non-citizens; past practices; decisions made regarding the operation of city government; denigrating the value of citizenship; increased civic engagement among youth; funding for child care; training costs; decision making authority for minors; long-term consequences

of decisions; defining equity; entitlements; the Governmental Alliance on Race and Equity; creation of an Equity Toolkit; the growing homeless population; increased taxes; wasteful spending; transparency; concern with increasing the burden on the City; cities that have allowed 16 year-olds to vote; the ability for a minor to be sued; sparking interest in youth; and making it easier for people to live the American dream.

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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**

Discussion ensued between staff and Commissioners regarding the date of the next regular meeting and agreement to hold a special meeting on January 2, 2020.

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**Items from Commissioners**

None.

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**Adjournment**

There being no further business, at 8:02 P.M., the Civil Service Commission adjourned to a special meeting to be held at 7:00 P.M. on Thursday, January 2, 2020 in the Mike Balkman Council Chambers at City Hall.

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Mily C. Huntley, Esq.  
HUMAN RESOURCES & EQUITY MANAGER of Culver City, California  
SECRETARY TO THE CIVIL SERVICE COMMISSION  
Culver City, California

APPROVED \_\_\_\_\_

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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.

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Jeremy Green  
CITY CLERK

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Date