

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

July 1, 2020
7:00 P.M.

Call to Order & Roll Call

Chair Vera called the regular meeting of the Civil Service Commission to order at 7:07 P.M. in Mike Balkman Council Chambers at Culver City Hall via teleconference.

Present: Chair Albert Vera
Commissioner Michelle Ford
Commissioner Danielle Sheppard
Commissioner John Kuechle

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Pledge of Allegiance

Chair Vera led the Pledge of Allegiance.

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Public Comment - Items Not On the Agenda

Chair Vera invited public comment.

Amy Webber, Human Resources Analyst, explained meeting procedures and indicated that no public comment had been received for Items Not On the Agenda.

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Receipt and Filing of Correspondence

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

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Presentations

Item P-1

Commendation for Former Commission Member Darryl Cherness

Amy Webber, Human Resources Analyst, presented the Commendation to former Commission Member Darryl Cherness.

Commissioners expressed appreciation to Darryl Cherness for his service on the Commission.

Darryl Cherness expressed pride at being able to serve on the Commission; wished everyone future success; was looking forward to serving on the Committee on Homelessness; and he was eager to join everyone in serving the interests of Culver City residents.

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Consent Calendar

MOVED BY COMMISSIONER KUECHLE, SECONDED BY COMMISSIONER FORD AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE ITEMS C-1 AND C-2.

Item C-1

Meeting Minutes

THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF JUNE 3, 2020 AS SUBMITTED.

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Item C-2

Extension of Eligible Lists: Automated Enforcement Technician and Police Records Technician

THAT THE CIVIL SERVICE COMMISSION: EXTEND THE ELIGIBLE LISTS FOR AUTOMATED ENFORCEMENT TECHNICIAN AND POLICE RECORDS TECHNICIAN.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

Administration of the Oath of Office to Appointed and Reappointed Commission Members; and (2) Selection of the Chair and Vice Chair

Amy Webber, Human Resources Analyst, clarified that the Oath of Office had already been administered to reappointed Commissioner Vera and to newly appointed Commissioner Julie Zatz.

Chair Vera nominated Commissioner Ford to serve as Chair and Commissioner Sheppard to serve as Vice Chair of the Civil Service Commission for Fiscal Year 2020-2021.

Discussion ensued between staff and Commissioners regarding rules of rotation; Commissioners who have not yet had a chance to serve as Chair and Vice Chair; and Commissioner discretion.

Chair Vera withdrew his original nomination and instead nominated Commissioner Ford to serve as Chair and Commissioner Kuechle to serve as Vice Chair.

MOVED BY CHAIR VERA, SECONDED BY COMMISSIONER KUECHLE AND UNANIMOUSLY CARRIED THAT THE CIVIL SERVICE COMMISSION APPOINT COMMISSIONER FORD TO SERVE AS CHAIR AND TO COMMISSIONER KUECHLE SERVE AS VICE CHAIR FOR FISCAL YEAR 2020-2021.

Commissioner Zatz received clarification regarding length of term and rotation procedures.

Serena Wright-Black, Assistant City Manager, indicated that Civil Service Rule 2.3 outlines organization of the Commission Chair and Vice Chair.

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**Approval of Three (3) Revised Classification Specifications:
Recreation Leader I, Recreation Leader II and Senior Recreation
Leader**

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

Discussion ensued between staff and Commissioners regarding ensuring that essential job duties were correct; identified areas where supervision would be provided; enforcement of park rules; language regarding maintenance of equipment and facilities; ensuring that equipment is clean and functional and that the need for repair is reported; minimum age requirements; liability issues; parental consent; measures in place to ensure that minors are supervised; fingerprinting and Live Scans; and coverage under the City's insurance program.

MOVED BY COMMISSIONER VERA, SECONDED BY COMMISSIONER SHEPPARD AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE CLASSIFICATION SPECIFICATION FOR RECREATION LEADER I; AND,
2. APPROVE THE CLASSIFICATION SPECIFICATION FOR RECREATION LEADER II; AND
3. APPROVE THE CLASSIFICATION SPECIFICATION FOR SENIOR RECREATION LEADER.

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Item A-3

**New Classification Specification: Human Resources and Equity
Manager**

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

Vice Chair Kuechle noted a correction made regarding a reference to the Affirmative Action Commission.

MOVED BY VICE CHAIR KUECHLE, SECONDED BY COMMISSIONER VERA AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE THE NEW CLASSIFICATION SPECIFICATION FOR HUMAN RESOURCES AND EQUITY MANAGER.

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Public Comment - Items NOT on the Agenda (continued)

Chair Ford invited public comment.

Amy Webber, Human Resources Analyst, indicated that no public comment had been received.

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Items from Staff

Serena Wright-Black, Assistant City Manager, expressed appreciation to Commissioner Vera for his service as Chair of the Commission over the past year.

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Items from Commissioners

Commissioner Vera proposed that training be offered for the upcoming hearing to better provide new Commissioners with tools to handle the disciplinary hearing.

Discussion ensued between staff and Commissioners regarding availability of a trainer; potential dates; Commissioner support for training; and scheduling.

Vice Chair Kuechle discussed subcommittee consideration of the item before the hearing and the need to replace Commissioner Cherness on the subcommittee.

Commissioner Vera indicated that he had previously participated in a meeting regarding the hearing with Chair Ford.

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Adjournment

There being no further business, at 7:45 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, August 5, 2020.

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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 _____

Michelle Ford
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