

REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION  
CULVER CITY, CALIFORNIA

September 2, 2020  
7:00 P.M.

**Call to Order & Roll Call**

Chair Ford called the regular meeting of the Civil Service Commission to order at 7:09 P.M. in Mike Balkman Council Chambers at Culver City Hall via Webex.

Present: Chair Michelle Ford  
Vice Chair John Kuechle  
Commissioner Albert Vera  
Commissioner Julie Zatz\*

\*Commissioner Zatz joined the meeting at 7:30 P.M.

Absent: Commissioner Danielle Sheppard

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**Pledge of Allegiance**

Albert Vera led the Pledge of Allegiance.

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**Public Comment - Items Not On the Agenda**

Chair Ford invited public comment.

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

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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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**Consent Calendar**

Item C-1

**Meeting Minutes**

Amy Webber, Human Resources Analyst, clarified that Commissioners not present at a meeting are able to approve meeting minutes if they believe the representation to be accurate.

MOVED BY VICE CHAIR KUECHLE AND SECONDED BY COMMISSIONER VERA THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF AUGUST 5, 2020 AS SUBMITTED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item C-2

**Extension of Eligible Lists: Fleet Services Assistant and Recreation & Community Services Manager**

MOVED BY VICE CHAIR KUECHLE AND SECONDED BY COMMISSIONER VERA THAT THE CIVIL SERVICE COMMISSION:

1. EXTEND THE ELIGIBLE LIST FOR FLEET SERVICES ASSISTANT, AND
2. EXTEND THE ELIGIBLE LIST FOR RECREATION & COMMUNITY SERVICES MANAGER.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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**Order of the Agenda**

Chair Ford indicated that Item A-1 had been removed from the agenda.

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**Action Items**

Item A-1

**Approval of Revised Classification Specifications and Recruitment Bulletins: Facilities Management Supervisor**

This item was removed from the agenda for consideration at a future meeting.

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Item A-2

**Approval of Three (3) Revised Classification Specifications and Recruitment Bulletins: Administrative Clerk, Secretary and Administrative Secretary**

Chair Ford reported a small revision that the only item to be considered would be the Administrative Clerk as the others had been removed from the agenda.

Kashawn Mariner, Administrative Services, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding testing; exam components; examination categories; assessment of written abilities; the need for more information regarding the name of the test; approval of the type of tests; elimination of typing tests; assessment of typing ability in the written test and the ability to use a computer; the feeling that basic computer skills do not mean one can type at an efficient speed; addressing concerns by removing the word "basic" from the requirement of "basic computer skills"; timed tests; the task of the Commission to approve testing components, not the actual tests or how they are administered; adding language to the description to indicate that "a timed test is required to assess administrative skills" to meet concerns regarding proficiency levels; ensuring that the person with the most advanced skill level is hired; adding the item to the list when amending the Civil Service Rules; the job of looking at how tests are described; and staff agreed to add the specific language under Rule 6.

MOVED BY VICE CHAIR KUECHLE AND SECONDED BY COMMISSIONER VERA  
THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR  
ADMINISTRATIVE CLERK AS AMENDED; AND

2. APPROVE THE REVISED RECRUITMENT BULLETIN FOR CLERICAL  
SERIES: ADMINISTRATIVE CLERK.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: FORD, KUECHLE, VERA

NOES: NONE

ABSENT: SHEPPERD, ZATZ

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**Items from Staff**

None.

Commissioner Zatz joined the meeting.

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**Items from Commissioners**

Vice Chair Kuechle asked that staff work with Cristina Talley  
to address technical issues.

Cristina Talley, Talley and Talley Law, indicated that she had  
been present for the entire meeting and that technical issues  
had been resolved.

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**Adjournment**

There being no further business, at 7:43 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, October 7, 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 \_\_\_\_\_

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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

\_\_\_\_\_  
Date

CITY CLERK