

REGULAR MEETING OF THE  
CIVIL SERVICE COMMISSION  
CULVER CITY, CALIFORNIA

December 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 7:02 P.M. in Mike Balkman Council Chambers at Culver City Hall via WebEx.

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

Absent: Commissioner Julie Zatz

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**Pledge of Allegiance**

Commissioner Danielle Sheppard 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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**Presentations**

Item P-1

**Outstanding Job Performance Recognition: Shamar Webley, Bus Operator, Transportation Department, Transit Operations Division**

Amy Webber, Human Resources Analyst, introduced the item.

Samantha Blackshire, Transit Operations Manager, discussed the outstanding service of Shamar Webley; the challenging and specialized nature of the job; and she asked the Commission to honor Shamar Webley as the recipient of the 2020 Earl Barr Operator of the Year Award.

Rolando Cruz, Chief Transportation Officer, indicated that the recognition of Shamar Webley made the City proud.

Shamar Webley thanked the City for the recognition; noted good work done by other operators; and he thanked the Transit Department for their support and for the training he received.

Commissioners thanked Shamar Webley for excellent work done, especially during the COVID era; discussed the stringent requirements to receive the award; and the people who are dependent on Culver City Bus.

Chair Ford presented the Commendation to Shamar Webley for Operator of the Year and recipient of the Earl Barr Award.

Shamar Webley thanked the Commission for the Commendation.

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**Consent Calendar**

Item C-1

**Meeting Minutes**

MOVED BY COMMISSIONER VERA AND SECONDED BY VICE CHAIR KUECHLE THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE SPECIAL MEETING OF JULY 29, 2020; SPECIAL MEETING OF AUGUST

13, 2020; AND THE REGULAR MEETING OF SEPTEMBER 2, 2020 AS SUBMITTED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item C-2

**Extension of Eligible Lists: Deputy Transportation Director, Facilities Maintenance Worker, Firefighter (Promotional), Parking Enforcement Officer, Senior Account Clerk, Street Maintenance Crew Leader, and Traffic Signal Technician**

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

1. EXTEND THE ELIGIBLE LIST FOR DEPUTY TRANSPORTATION DIRECTOR, AND,
2. EXTEND THE ELIGIBLE LIST FOR FACILITIES MAINTENANCE WORKER, AND,
3. EXTEND THE ELIGIBLE LIST FOR FIREFIGHTER (PROMOTIONAL), AND,
4. EXTEND THE ELIGIBLE LIST FOR PARKING ENFORCEMENT OFFICER, AND,
5. EXTEND THE ELIGIBLE LIST FOR SENIOR ACCOUNT CLERK, AND,
6. EXTEND THE ELIGIBLE LIST FOR STREET MAINTENANCE CREW LEADER, AND,
7. EXTEND THE ELIGIBLE LIST FOR TRAFFIC SIGNAL TECHNICIAN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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### **Order of the Agenda**

Item A-3 was removed from the agenda.

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### **Action Items**

#### Item A-1

### **Revised Classification Specifications and Recruitment Bulletins: Maintenance Worker I**

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

Discussion ensued between staff and Commissioners regarding the difference in duties between Maintenance Worker I and Facilities Maintenance Worker; skill level; assistance in work and activities; similarities in duties; level of responsibility; equipment repair; clarification that the Maintenance Worker I does not repair items on their own; work on high voltage circuits; necessary licenses and certifications; and testing.

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

1. APPROVE THE CLASSIFICATION SPECIFICATION FOR MAINTENANCE WORKER I, AND,

2. APPROVE THE RECRUITMENT BULLETIN FOR MAINTENANCE WORKER I.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: FORD, KUECHLE, SHEPPARD, VERA

NOES: NONE

ABSENT: ZATZ

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#### Item A-2

### **Revised Classification Specification and Recruitment Bulletin: Facilities Maintenance Worker**

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

Discussion ensued between staff and Commissioners regarding maintenance of bus stops; acknowledgement that maintenance and minor repairs of the Transportation Department building had been inadvertently left out of the specification; duties listed under the Public Works section that need to be included in the Transportation Department as well; use of plaster cement or wood, minor electrical repairs, and repairs of plumbing including faucets and valves included in the Transit Department section; general requirements for all employees; tasks required in the Transportation Department in addition to Essential Job Duties; duties that apply to Public Works vs. those that apply to the Transportation Department; the understanding between the parties that the four essential duties under Transportation were in addition to the original six items listed; agreement to make changes to repeat the duties so that the process is not held up; concern with making changes on the spot; concern with consistency; Essential Job Duties; the union request; language added for clarity; length of the process; the recommendation to include verbiage to indicate that in addition to the 6 duties, those Facility Maintenance Workers assigned to the Transportation Department can perform the additional four duties; preventative maintenance of bus stop equipment; the need for flexibility to have an individual who can take care of all the property as required by the Federal Transit Administration; clarification that the proposed changes include: removing the header that reads "Positions Assigned to the Public Works Department" that is causing confusion and add language to indicate: "Additional essential duties for positions assigned to the Transportation Department"; procedural concerns; the review process for Classification Specifications; unions involved in the process; notification; the ability of the unions to attend the meeting; the proposed change that could result in Transportation Department employees responsible for making repairs to fences and playground equipment; the aging facility; neglected bus stops facing challenges; the review by the Federal Transit Administration; the goal to bring about appropriate staff to bring the facilities up to expected quality; the Condition Assessment; lack of personnel to do the work necessary; communication with the union regarding hiring Facility Maintenance workers; the need for skilled workers to perform repairs; transparency; efforts to resolve the issue; ensuring flexibility; and support for moving forward with the item.

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

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR FACILITIES MAINTENANCE WORKER AS AMENDED, AND,
2. APPROVE THE REVISED RECRUITMENT BULLETIN FOR FACILITIES MAINTENANCE WORKER AS AMENDED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

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

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Item A-3

**Revised Classification Specification and Recruitment Bulletin:  
Subdrain Crewleader**

Chair Ford indicated that Item A-3 had been removed from the agenda.

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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**

Amy Webber, Human Resources Analyst, congratulated Council Member Elect Vera on his new position with the City.

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**Items from Commissioners**

Commissioner Vera thanked staff for their guidance and support; expressed appreciation to his fellow Commissioners for their efforts; he noted that he was looking forward to his new role as a Council Member; and he indicated that this would be his last meeting serving as Commissioner.

Chair Ford congratulated Commissioner Vera on his election to the City Council and thanked him for his service on the Commission and for his leadership.

Vice Chair Kuechle congratulated Commissioner Vera on his election to the City Council.

Commissioner Sheppard congratulated Commissioner Vera on his election to the City Council.

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**Adjournment**

There being no further business, at 8:07 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, January 6, 2021.

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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.

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Jeremy Green  
CITY CLERK

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Date