

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

October 2, 2024
7:00 P.M.

Call to Order & Roll Call

The regular meeting of the Civil Service Commission was called to order at 7:09 P.M. in Mike Balkman Council Chambers at Culver City Hall and on Webex.

Present: Chair Chi Ming Gong
Commissioner Rachelle Jackson
Commissioner Sal LaPardo

Absent: Vice Chair Michele Van Gelderen
Commissioner Peter Stern

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Pledge of Allegiance

Chair Gong led the Pledge of Allegiance.

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Public Comment - Items NOT On the Agenda

Chair Gong invited public comment.

Amy Webber, Human Resources Analyst, indicated that no requests to speak had been received.

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Receipt of Correspondence

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

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Consent Calendar

Item C-1

Approval of Minutes for the Regular Civil Service Commission Meeting of August 7, 2024

MOVED BY CHAIR GONG AND SECONDED BY VICE CHAIR JACKSON THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR CIVIL SERVICE COMMISSION MEETING OF AUGUST 7, 2024 AS WRITTEN.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: GONG, JACKSON, LAPARDO
NOES: NONE
ABSENT: STERN, VAN GELDEREN

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Item C-2

Extension of Eligible Lists: Scout Vehicle Operator, Planning Technician II and Parking Enforcement Officer

MOVED BY COMMISSIONER LAPARDO AND SECONDED BY CHAIR GONG THAT THAT THE CIVIL SERVICE COMMISSION APPROVE THE EXTENSION OF ELIGIBLE LISTS: SCOUT VEHICLE OPERATOR, PLANNING TECHNICIAN II AND PARKING ENFORCEMENT OFFICER.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: GONG, JACKSON, LAPARDO
NOES: NONE
ABSENT: STERN, VAN GELDEREN

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Action Items

Item A-1

Approval of New Recruitment Bulletin for Police Records Manager

Stephanie Condran, Human Resources Analyst, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding the sworn Lieutenant who currently oversees the work; expansion of positions within the records unit; civilianizing the position to a Manager; and the Public Records Act.

MOVED BY CHAIR GONG AND SECONDED BY COMMISSIONER LAPARDO THAT THAT THE CIVIL SERVICE COMMISSION APPROVE THE NEW RECRUITMENT BULLETIN FOR POLICE RECORDS MANAGER.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: GONG, JACKSON, LAPARDO
NOES: NONE
ABSENT: STERN, VAN GELDEREN

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Public Comment - Items NOT on the Agenda (Continued)

Chair Gong invited public comment.

Amy Webber, Human Resources Analyst, indicated that no requests to speak for Items NOT on the Agenda had been received.

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Items from Staff

Amy Webber, Human Resources Analyst, provided an update on the Commission approved request to send a Closed Hearing Disciplinary Action to a Hearing Officer from February 2023; work to secure a Hearing Officer; the hearing scheduled to begin on October 9; conclusion of the hearing; the timeline for submission of written findings and recommendations to the Commission and Commission deliberation; and staff to provide additional information as it becomes available.

Discussion ensued between staff and Commissioners regarding number of hearing days scheduled; length of the process; the amount of time before the Commission is required to convene and consider the report contents once the report is received from the Hearing Officer; the final written findings and decision required within 15 calendar days of scheduling deliberations; additional information that will be coming forward; upcoming holidays; scheduling contingent upon the conclusion of the hearing; and hearing location.

Amy Webber, Human Resources Analyst, discussed the calendar and schedule of important dates distributed to Commissioners.

Discussion ensued between staff and Commissioners regarding the Acting Pay Log; diligent efforts of staff to recruit and fill vacancies; and appreciation for the work of staff.

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Items from Civil Service Commissioners

None.

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Adjournment

There being no further business, at 7:24 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, November 6, 2024.

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Dana Anderson

Human Resources Director, Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED NOVEMBER 6, 2024



Chi Ming Gong
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 Bocchino
CITY CLERK

2024 - 11 - 20

Date