

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CULVER CITY, CALIFORNIA

May 3, 2017
7:00 P.M.

Call to Order & Roll Call

Chair Cherness called the meeting of the Civil Service Commission to order at 7:01 P.M.

Present: Chair Darryl Cherness
Vice Chair John Kuechle
Commissioner Vicki Daly Redholtz
Commissioner Vince Motyl
Commissioner Albert Vera

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Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Vicki Daly Redholtz.

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Public Comment - Items Not On the Agenda

Chair Cherness invited public comment.

No speakers came forward and no cards were received.

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Receipt and Filing of Correspondence

None.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY COMMISSIONER DALY REDHOLTZ, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE THE MINUTES FOR THE REGULAR MEETING OF APRIL 5, 2017.

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Item C-2

Extension of Eligible Lists: Administrative Secretary, Secretary, Administrative Clerk, Facilities Maintenance Worker, and Police Lieutenant (Promotional)

MOVED BY COMMISSIONER DALY REDHOLTZ, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE EXTEND THE ELIGIBLE LISTS FOR ADMINISTRATIVE SECRETARY, SECRETARY, ADMINISTRATIVE CLERK, FACILITIES MAINTENANCE WORKER, AND POLICE LIEUTENANT (PROMOTIONAL).

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Action Item

Item A-1

Revised Classification Specification and Open and Competitive Recruitment Bulletin: Business Tax Inspector

Kashawn Mariner, Human Resources Technician, provided a summary of the material of record.

Commissioner Motyl received clarification that the focus would be on active businesses in the City that are not paying their fees.

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

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR BUSINESS TAX INSPECTOR; AND
2. APPROVE THE REVISED OPEN & COMPETITIVE RECRUITMENT BULLETIN FOR BUSINESS TAX INSPECTOR.

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Public Comment - Items NOT on the Agenda (continued)

Chair Cherness invited public comment.

No speakers came forward and no cards were received.

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Items from Commissioners

Vice Chair Kuechle received clarification regarding Brown Act policies and procedures for reporting back to the Commission; shared the efficiency of the pre-hearing process; discussed the pre-hearing conference and scheduling of the hearing.

Chair Cherness noted that there could be as many as four hearing dates and all would be held in the Patacchia Room; he discussed procedures; noted a lack of contention in the pre-hearing conference; and he expressed confidence that the hearings would proceed in a smooth fashion.

Discussion ensued between staff and Commissioners regarding logistics; dinner prior to the hearing; email communication; and scheduling.

Commissioner Daly Redholtz asked for support from the Commission to suspend the vote from the April Commission meeting on Management Training with the item brought back for reconsideration at a future date.

Serena Wright-Black, Administrative Services Director, clarified procedures noting that the class specifications would be reconsidered, not the training program.

Discussion ensued between staff and Commissioners regarding clarification that last month the Commission had voted on changes to the classification specifications for the positions eligible to participate in the program; in lieu of the supervisory experience required to compete for the position, pre-supervisory training could be completed; it was noted that Brown Act issues precluded further discussion; staff clarified the training program will be placed on hold until the classification specifications were brought back to the Commission; and the Commission agreed to bring the item back in June.

Commissioner Daly Redholtz noted that she preferred the order of the agenda to mirror the order of the City Council agenda.

Serena Wright-Black, Administrative Services Director, indicated that she would verify the correct order and she clarified that the Chair always has the ability to change the order of the agenda.

Discussion ensued between staff and Commissioners regarding scheduling and upcoming meetings.

Commissioner Vera thanked staff for the clarity in the class specification and related documents.

Commissioner Motyl reminded everyone that the Car Show would be in Veterans Park on May 13.

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Items from Staff

None.

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Adjournment

There being no further business, at 7:23 P.M., the Civil Service Commission adjourned to a meeting to be held at 7:00 P.M. on Wednesday, July 5, 2017 in the Mike Balkman Council Chambers at City Hall.

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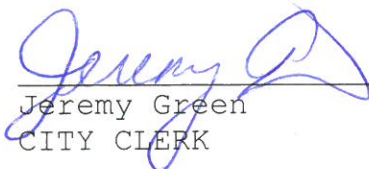
Serena Wright-Black
ADMINISTRATIVE SERVICES DIRECTOR of Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED July 5, 2017



DARRYL CHERNESS
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

8 AUG 2017
Date