

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

November 1, 2017  
7:00 P.M.

**Call to Order & Roll Call**

Chair Kuechle called the meeting of the Civil Service Commission to order at 7:00 P.M.

Present: Chair John Kuechle  
Commissioner Darryl Cherness  
Commissioner Albert Vera

Absent Vice Chair Vicki Daly Redholtz

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**Pledge of Allegiance**

The Pledge of Allegiance was led by Albert Vera.

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

Chair Kuechle 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 CHERNESS AND SECONDED BY COMMISSIONER VERA THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF OCTOBER 4, 2017.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, KUECHLE, VERA  
NOES: NONE  
ABSENT: DALY REDHOLTZ

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**Action Item**

Item A-1

**New Classification Specification: City Clerk Specialist**

Serena Wright-Black, Administrative Services Director, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding level of responsibility for the position; clarification on the process for determining representation for the position; classification designations for certain bargaining units; and the meet and confer process.

MOVED BY COMMISSIONER CHERNESS AND SECONDED BY COMMISSIONER VERA THAT THE CIVIL SERVICE COMMISSION: APPROVE THE NEW CLASSIFICATION SPECIFICATION FOR CITY CLERK SPECIALIST.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, KUECHLE, VERA  
NOES: NONE  
ABSENT: DALY REDHOLTZ

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Item A-2

**Revised Classification Specification and Recruitment Bulletins:  
Code Enforcement Officer and Code Enforcement Analyst**

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

Discussion ensued between staff and Commissioners regarding corrections to typographical errors in the report; clarification regarding the authority of the position to issue citations; and education and experience requirements.

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

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR CODE ENFORCEMENT OFFICER WITH CORRECTIONS TO TYPOGRAPHICAL ERRORS;
2. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR CODE ENFORCEMENT ANALYST;
3. APPROVE THE REVISED RECRUITMENT BULLETIN FOR CODE ENFORCEMENT OFFICER; AND
4. APPROVE THE REVISED RECRUITMENT BULLETIN FOR CODE ENFORCEMENT ANALYST.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, KUECHLE, VERA  
NOES: NONE  
ABSENT: DALY REDHOLTZ

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**Public Comment - Items NOT on the Agenda (continued)**

Chair Kuechle invited public comment.

No speakers came forward and no cards were received.

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**Items from Commissioners**

None.

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**Items from Staff**

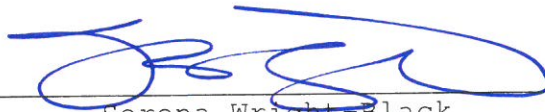
None.

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**Adjournment**

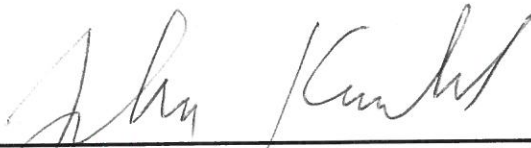
There being no further business, at 7:14 P.M., the Civil Service Commission adjourned to a meeting to be held at 7:00 P.M. on Wednesday, December 6, 2017 in the Mike Balkman Council Chambers at City Hall.

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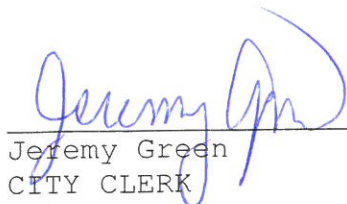
Serena Wright-Black  
ADMINISTRATIVE SERVICES DIRECTOR of Culver City, California  
SECRETARY TO THE CIVIL SERVICE COMMISSION  
Culver City, California

APPROVED January 3, 2018



JOHN KUECHLE  
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

08 JAN 2018  
Date