

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

June 6, 2018
7:00 P.M.

Call to Order & Roll Call

Chair Kuechle called the meeting of the Civil Service Commission to order at 7:01 P.M. in Mike Balkman Council Chambers at Culver City Hall.

Present: Chair John Kuechle
Vice Chair Vicki Daly Redholtz
Commissioner Darryl Cherness
Commissioner Michelle Ford
Commissioner Albert Vera

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Pledge of Allegiance

The Pledge of Allegiance was led by Chair Kuechle.

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Public Comment - Items Not On the Agenda

Chair Kuechle invited public comment.

No cards were received and no speakers came forward.

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Receipt and Filing of Correspondence

None.

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Consent Calendar

MOVED BY VICE CHAIR DALY REDHOLTZ, SECONDED BY COMMISSIONER CHERNESS AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1 AND C-2.

Item C-1

Meeting Minutes

THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF MAY 2, 2018.

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Item C-2

Extension of Eligible List: Associate Engineer

THAT THE CIVIL SERVICE COMMISSION EXTEND THE ELIGIBLE LIST FOR ASSOCIATE ENGINEER.

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Order of the Agenda

No changes were made to the order of the agenda.

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Action Items

Item A-1

**Revised Classification Specification and Recruitment Bulletin:
Senior Public Works Inspector**

Kashawn Mariner, Administrative Services Department, provided a summary of the material of record for items A-1 and A-2.

Discussion ensued between staff and Commissioners regarding certification requirements; a suggestion to indicate it is highly desirable that the Senior Public Works Inspector be certified as well as for the entry level position; clarification that the entry level position does not require any supervision; agreement to indicate that having the certification is highly desirable; changes to language indicating that college degrees are no longer required but desirable; the relevance of what was studied in college; college experience vs. work experience; concern that the language could dissuade someone from applying; and distinguishing applicants in the pool of candidates.

MOVED BY COMMISSIONER CHERNESS, SECONDED BY VICE CHAIR DALY REDHOLTZ AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR SENIOR PUBLIC WORKS INSPECTOR WITH LANGUAGE INDICATING THAT PUBLIC WORKS PROFESSIONAL CERTIFICATION IS HIGHLY DESIRABLE; AND

2. APPROVE THE REVISED RECRUITMENT BULLETINS FOR SENIOR PUBLIC WORKS INSPECTOR.

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Item A-2

**Revised Classification Specification and Recruitment Bulletin:
Public Works Inspector**

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

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR PUBLIC WORKS INSPECTOR WITH LANGUAGE INDICATING THAT A CERTIFIED PUBLIC INFRASTRUCTURE CERTIFICATE IS HIGHLY DESIRABLE; AND

2. APPROVE THE REVISED RECRUITMENT BULLETINS FOR PUBLIC WORKS INSPECTOR.

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Item A-3

**Review the Scheduled Dates for a Closed Disciplinary Appeal
Hearing and Direct Staff as Necessary.**

Serena Wright-Black, Administrative Services Director, provided a summary of the material of record noting that direction was needed from the Commission regarding start time.

Discussion ensued between staff and Commissioners regarding length of the hearing; reserving additional dates; availability of the attorney for the City; whether the Brown Act precludes discussing dates; establishing dates through polling methods; concern with any discussion pertaining to a matter over which Commissioners have jurisdiction; concern with the appearance of violating the Brown Act; procedures for Commissioners who cannot be present for two of the meetings; a past experience with an unplanned absence and Commissioner participation allowed after a review of transcripts; due process concerns; live witness testimony similar to a trial; assessing the credibility of the witness; body language; evidence that is not available with a transcript; participation with approval from both parties; waiving due process claims; waiver of challenges based upon the absence of a Commissioner who is reviewing a tape; caution against moving forward with allowing an absent Commissioner to participate; whether to move forward with four Commissioners or look for dates that will work with all five; the need for a quorum; constraints of the schedule of the attorneys; different options; waiting until October; the desire to have all five Commissioners attending; clarification that agreed upon dates include July 23, 25, August 6, 13, 20, 22 and 27; the preference to start the meetings at 6:30 p.m. and continue until sometime between 10 p.m. and 11 p.m.; and meeting location.

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Item A-4

Discussion Regarding Disciplinary Appeal Processes and Provide Direction to Staff as Deemed Appropriate

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

Discussion ensued between staff and Commissioners regarding the staff recommendation to the Commission; making a recommendation to the City Council; support for turning off the cameras and closing Council Chambers to the public during a closed hearing; clarification on what a Skelly Hearing is; including clarification on what a closed hearing is in the rules; witnesses in a closed hearing; the feeling that

specifics should not be included in the letter; ensuring that bias is not formed; putting up signs to keep people from wandering into a closed hearing to get their parking validated; the hearing request; codifying the process; the process for making revisions to the Civil Service Rules; the written statement of issues being appealed; the pre-hearing conference; the need for the appellant to clarify what is being appealed but not the answer to the charges; the typical appeal of all charges; the reference to the Notice of Intent; the evidentiary package; the pre-hearing conference; the joint exhibit list; the joint statement of facts agreed upon by both attorneys; accessibility of information included in the appeal; the request from Chair Kuechle to see information referred to in the letter of appeal; disciplinary documents; open issues; the need for Commissioners to know all of the information to make a decision; agreed upon facts; issues that the two sides disagree on; concerns expressed by previous Commissions; concern with skewed information; summary of charges; the request for changes to be made to the Civil Service Rules to indicate that the meeting will be closed when an employee asks for a closed hearing and the employee does not have to supply a written answer to the charges when an appeal is requested; clarification that the Chair and Vice Chair are required to attend the prehearing conference, but not the full Commission; allowances in the Brown Act for closed hearings; protecting the privacy of the employee; and ensuring that the item is clearly agendized.

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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 Staff

Serena Wright-Black, Administrative Services Director, discussed scheduling the July meeting.

Discussion ensued between staff and Commissioners regarding potential dates for the July Commission meeting with consensus being to hold a special meeting on Monday, July 2, 2018.

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Items from Commissioners

Vice Chair Daly Redholtz asked that the meeting be adjourned in memory of Dr. Agnes Agzarian.

Chair Kuechle asked that the meeting be adjourned in memory of Wayne Pulliam.


MOVED BY CHAIR KUECHLE, SECONDED BY VICE CHAIR DALY REDHOLTZ AND UNANIMOUSLY CARRIED, THAT THE MEETING BE ADJOURNED IN MEMORY OF DR. AGNES AGZARIAN AND WAYNE PULLIAM.

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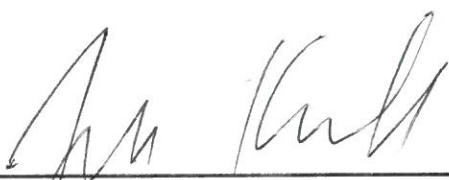
Adjournment

There being no further business, at 8:07 P.M., the Civil Service Commission adjourned in memory of Dr. Agnes Agzarian and Wayne Pulliam to a special meeting to be held at 7:00 P.M. on Monday, July 2, 2018 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 2, 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

9 JUL 2017
Date

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CITY CLERK
CITY OF CHICAGO