

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

October 3, 2018
7:00 P.M.

Call to Order & Roll Call

Chair Daly Redholtz called the regular meeting of the Civil Service Commission to order at 7:00 P.M. in Mike Balkman Council Chambers at Culver City Hall.

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

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Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner John Kuechle.

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Public Comment - Items Not On the Agenda

Chair Daly Redholtz 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

Item C-1

Meeting Minutes

MOVED BY COMMISSIONER KUECHLE AND SECONDED BY VICE CHAIR VERA THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE SPECIAL MEETING OF AUGUST 27, 2018.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, DALY REDHOLTZ, KUECHLE, VERA
NOES: NONE
ABSTAIN: FORD

MOVED BY COMMISSIONER KUECHLE, SECONDED BY COMMISSIONER FORD AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 5, 2018.

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Item C-2

Extension of Eligible List: Associate Analyst (Promotional) and Heavy Equipment Operator

MOVED BY COMMISSIONER KUECHLE, SECONDED BY COMMISSIONER FORD AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION EXTEND THE ELIGIBLE LIST FOR ASSOCIATE ANALYST (PROMOTIONAL) AND HEAVY EQUIPMENT OPERATOR.

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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

Consideration and Approval of Revised Classification Specification and New Recruitment Bulletin for Fleet Services Manager

Chair Daly Redholtz congratulated Serena Wright-Black on her promotion to Assistant City Manager.

Serena Wright-Black, Assistant City Manager, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding oversight of fueling and underground storage tanks; changes since the position was last filled; changing skill levels for mechanics; changes to the way departments are managed; the need for someone with analytical skills rather than mechanical skills; reliance on technology to troubleshoot issues; clarification that a degree and managerial experience is required; matching the skill level to the market and what is available; the difficulty of filling similar industry positions; clarification regarding the requirement for a bachelor's degree plus four years of fleet service vehicle maintenance experience; the number of people that the position oversees; responsibility for determination of the annual budget; accountability for data entry and oversight; report writing; a suggestion to adjust language to indicate: "A bachelor's degree and four years' experience managing the operation of a comprehensive fleet services program or a vehicle maintenance program"; a suggestion to add the words: "including in either case" to refer to fleet services history and vehicle maintenance program history; and appreciation for the look of the item and for the pertinent questions asked.

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

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR FLEET SERVICES MANAGER.
2. APPROVE THE NEW RECRUITMENT BULLETIN FOR FLEET SERVICES MANAGER.

Item A-2

(1) Discussion Regarding Specific College/University Degrees Included on Classification Specifications; and (2) Direction to Assistant City Manager as Deemed Appropriate

Commissioner Kuechle observed that there are three different requirements seen on most job specifications including job experience, degree required, and specification of major studied in college; he expressed concern that requiring a specific major would dissuade qualified candidates from applying for a job; and he asked about statistics regarding current employees and whether they have the required degrees.

Discussion ensued between staff and Commissioners regarding data on current employees; gathering information; time required to complete the project; retaining the data gathered; concern that sometimes it seems arbitrary as to whether a degree is required or not; relevancy of a degree toward a specific job; inclusion of combination language; entry level management positions; opposition to use of combination language by the Culver City Management Group; the meet and confer process; and staff agreement to provide the full Commission with the historical memo and to bring the item back for future consideration.

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Public Comment - Items NOT on the Agenda (continued)

Chair Daly Redholtz invited public comment.

No speakers came forward and no cards were received.

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Items from Staff

Amy Webber, Human Resources Analyst, reminded Commissioners that Commission training would be part of the agenda for the November meeting.

Discussion ensued between staff and Commissioners regarding including training on Memorandum of Understanding (MOU) information so that Commissioners have a clearer understanding of Human Resource (HR) duties to inform future deliberations, and staff agreed to provide an overview of different HR functions.

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Items from Commissioners

Vice Chair Vera asked that when the meeting is adjourned that it be adjourned in memory of Fire Chief Michael Nagy.

Responding to inquiry, Serena Wright-Black, Assistant City Manager, provided an update on hearings and indicated that she would confer with the City Attorney regarding the reporting of final results of the hearings.


MOVED BY VICE CHAIR VERA, SECONDED BY COMMISSIONER KUECHLE AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION ADJOURN IN MEMORY OF FIRE CHIEF MICHAEL NAGY.

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Adjournment

There being no further business, at 7:38 P.M., the Civil Service Commission adjourned in memory of Fire Chief Michael Nagy to a regular meeting to be held at 7:00 P.M. on Wednesday, November 7, 2018 in the Mike Balkman Council Chambers at City Hall.

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Serena Wright-Black
ASSISTANT CITY MANAGER of Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED December 5, 2018



VICKI DALY REDHOLTZ
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

6 DEC 2018
Date