REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

October 2, 2019
7:00 P.M.

Call to Order & Roll Call

Chair Vera 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 Albert Vera
Vice Chair Darryl Cherness
Commissioner Michelle Ford*
Commissioner John Kuechle
Commissioner Danielle Sheppard

*Commissioner Ford arrived at 7:01 P.M.

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Pledge of Allegiance

Chair Vera invited Kim to lead the Civil Service Commission in the Pledge of Allegiance.

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Public Comment - Items Not On the Agenda

Chair Vera invited public comment.

No cards were received and no speakers came forward.

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Receipt and Filing of Correspondence

Staff indicated that no correspondence had been received.

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Consent Calendar

Item C-1

Meeting Minutes

MOVED BY COMMISSIONER FORD, SECONDED BY VICE CHAIR CHERNESS AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 4, 2019.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

Revised Classification Specification: Training and Safety Instructor

Serena Wright-Black, Assistant City Manager, provided a summary of the material of record and she welcomed the new Chief Transportation Officer, Rolando Cruz.

Discussion ensued between staff and Commissioners regarding consistency; agreement to change "and/or" to simply "or" under Essential Job Duties; clarification that classification specifications are not intended to be detailed job descriptions or outline every job duty, task or function; supervisor discretion; clarifying the statement that "…incumbents may not be called upon to provide all the tasks or may be required to perform similar tasks…" to make it clear that the City has the option, not the employee; Commission agreement to incorporate the change; concern with consistency of tense throughout the document; the bargaining unit representation section; reassignment of the classification; concern with additional

liability for the City; clarification regarding the assignment of positions to bargaining groups; level of responsibility; policy development; consistency of benefits; deferred compensation; clarification regarding the impetus for change; factors considered on the EER; Commission purview; Safety Management Standards and requirements; changing technology; salary; and clarification that the position is currently vacant.

MOVED BY VICE CHAIR CHERNESS AND SECONDED BY COMMISSIONER SHEPPARD THAT THE CIVIL SERVICE COMMISSION APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR TRAINING AND SAFETY INSTRUCTOR AS AMENDED.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: CHERNESS, KUECHLE, SHEPPARD, VERA
NOES: NONE
ABSTAIN: FORD

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Item A-2

Revised Classification Specifications: Accounting Operations Manager, Budget and Financial Operations Manager, and Procurement and Financial Services Manager

Serena Wright-Black, Assistant City Manager, provided a summary of the material of record and she introduced the new Chief Financial Officer, Onyx Jones.

Discussion ensued between staff and Commissioners regarding making the same adjustments to wording as recommended in the previous item to clarify that it is the City's option as to what is performed and added; consistency; verb tense; supervision received and exercised; inclusion of the word "may"; discretion of the Chief Financial Officer; the reporting structure of the classification; concern with overspending; reallocation of funds; overall savings; aligning the position with other management positions; and the need to pay competitive salaries to attract qualified people.

MOVED BY COMMISSIONER SHEPPARD, SECONDED BY COMMISSIONER KUECHLE AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR ACCOUNTING OPERATIONS MANAGER.

2. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR BUDGET AND FINANCIAL OPERATIONS MANAGER.

3. APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR PROCUREMENT AND FINANCIAL SERVICES MANAGER.

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Public Comment - Items NOT on the Agenda (continued)

Chair Vera invited public comment.

No speakers came forward and no cards were received.

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Items from Staff

None.

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Items from Commissioners

None.

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Adjournment

There being no further business, at 7:26 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, November 6, 2019 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 November 6, 2019

ALBERT VERA
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

07 NOV 2019
Date