

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CULVER CITY, CALIFORNIA

April 5, 2023
7:00 P.M.

Call to Order & Roll Call

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

Present: Chair Chi Ming Gong
Vice Chair Stewart Bubar
Commissioner Sal LaPardo

Absent: Commissioner Rachelle Jackson
Commissioner Michele Van Gelderen

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Pledge of Allegiance

Chair Gong led the Pledge of Allegiance.

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Public Comment - Items Not On the Agenda

Chair Gong invited public comment.

Stephanie Condran, Human Resources Analyst, indicated that no requests to speak had been received.

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Presentation

Item P-1

Outstanding Job Performance Recognition: John Benjamin, Police Sergeant for Police Department

Stephanie Condran, Human Resources Analyst, introduced the item.

Troy Dunlap, Assistant Police Chief, provided background on Sergeant Benjamin's experience and discussed his diligent efforts, accomplishments, and awards.

John Benjamin, Police Sergeant, thanked the City for the recognition.

Commissioners thanked Mr. Benjamin for his efforts to go above and beyond for the City.

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Receipt of Correspondence

Stephanie Condran, Human Resources Analyst, indicated that no correspondence had been received.

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Consent Calendar

MOVED BY VICE CHAIR BUBAR AND SECONDED BY CHAIR GONG THAT THE CIVIL SERVICE COMMISSION APPROVE CONSENT CALENDAR ITEMS C-1 AND C-2.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BUBAR, GONG, LAPARDO
NOES: NONE
ABSENT: JACKSON, VAN GELDEREN

Item C-1

Approval of Minutes for the Regular Meeting of March 1, 2023

THAT THE CIVIL SERVICE COMMISSION APPROVE MINUTES FOR THE REGULAR MEETING OF MARCH 1, 2023 AS WRITTEN.

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Item C-2

**Extension of Eligible Lists: Human Resources Associate and
Parking Enforcement Officer**

THAT THE CIVIL SERVICE COMMISSION:

1. APPROVE THE EXTENSION OF THE ELIGIBLE LIST FOR HUMAN RESOURCES ASSOCIATE; AND,
2. APPROVE THE EXTENSION OF THE ELIGIBLE LIST FOR PARKING ENFORCEMENT OFFICER.

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Recess/Reconvene

Chair Gong called a brief recess from 7:07 P.M. to 7:08 P.M.

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Order of the Agenda

No changes were made.

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Action Items

Item A-1

**Approval of New Recruitment Bulletin: Forensics Unit
Supervisor**

Paola Garcia, Human Resources Technician, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding clarification that the position is new and a similar position had been phased out in 2007; the supervisory nature of the new position which now includes responsibility for the property room; staff under the supervisor; those currently responsible for the duties; and length of time the department has gone without the position.

MOVED BY VICE CHAIR BUBAR AND SECONDED BY COMMISSIONER LAPARDO THAT THE CIVIL SERVICE COMMISSION: APPROVE THE NEW RECRUITMENT BULLETIN FOR FORENSICS UNIT SUPERVISOR.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BUBAR, GONG, LAPARDO
NOES: NONE
ABSENT: JACKSON, VAN GELDEREN

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Item A-2

Approval of Revised Recruitment Bulletin: Firefighter

Stephanie Condran, Human Resources Analyst, provided a summary of the material of record.

Discussion ensued between staff and Commissioners regarding training costs; the training supplied by the California State Fire Marshal's Office; and acknowledgement of the necessity of the training.

MOVED BY VICE CHAIR BUBAR AND SECONDED BY COMMISSIONER LAPARDO THAT THE CIVIL SERVICE COMMISSION: APPROVE THE REVISED RECRUITMENT BULLETIN FOR FIREFIGHTER.

THE MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: BUBAR, GONG, LAPARDO
NOES: NONE
ABSENT: JACKSON, VAN GELDEREN

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Public Comment - Items NOT on the Agenda (Continued)

Chair Gong invited public comment.

Stephanie Condran, Human Resources Analyst, indicated that no public comment had been received.

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Items from Staff

Stephanie Condran, Human Resources Analyst, indicated that staff had nothing to report.

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Items from Commissioners

Chair Gong commented that the Acting Pay Log was getting shorter.

Discussion ensued between staff and Commissioners regarding active work to fill vacancies.

Vice Chair Bubar proposed that staff take holidays into consideration when making calendars noting that it was the first night of Passover.


Discussion ensued between staff and Commissioners regarding mid-week holidays; City-observed holidays; and potential difficulty achieving quorums.

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Adjournment

There being no further business, at 7:20 P.M., the Civil Service Commission adjourned to a regular meeting to be held at 7:00 P.M. on Wednesday, May 3, 2023.

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Dana Anderson

Human Resources Director, Culver City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION
Culver City, California

APPROVED

June 7, 2023



Chi Ming Gong
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 Bocchino
CITY CLERK

6/22/2023
Date