



# City of Culver City

## Staff Report Details (With Text)

**File #:** 21-183      **Version:** 1      **Name:** Extension of Eligible Lists for Fleet Services Assistant & Recreation/Community Services Manager

**Type:** Minute Order      **Status:** Consent Agenda

**File created:** 8/13/2020      **In control:** CIVIL SERVICE COMMISSION

**On agenda:** 9/2/2020      **Final action:**

**Title:** Extension of Eligible Lists: Fleet Services Assistant and Recreation & Community Services Manager

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

### Extension of Eligible Lists: Fleet Services Assistant and Recreation & Community Services Manager

**Meeting Date:** September 2, 2020

**Contact Person/Dept:** Ofelia Garcia / Administrative Services

**Phone Number:** (310)253-5640

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Public Hearing:**       **Action Item:**       **Attachments:**

**Public Notification:** (Email) Meetings and Agendas - Civil Service Commission (8/26/20); (Email) All City Staff (8/26/20)

**Department Approval:** Serena Wright-Black, Assistant City Manager (8/18/20)

### RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible Lists for Fleet Services Assistant and Recreation & Community Services Manager.

### BACKGROUND/DISCUSSION

The Human Resources Division of the Administrative Services Department, in concurrence with the affected departments, requests that the following eligible lists be extended for up to one additional year from the original expiration date.

Department/Division Name List Title	Date Established – Expires	Date Extended Through
1. Transportation/Fleet Services <b>FLEET SERVICES ASSISTANT - #00086</b>  Number of Eligible Candidates:	09/25/2019 – 09/25/2020  9	09/25/2021  6
2. Parks, Recreation & Community Services <b>RECREATION &amp; COMMUNITY SERVICES MANAGER - #00098</b>  Number of Eligible Candidates:	09/20/2019 – 09/20/2020  7	09/20/2021  6

**AUTHORITY**

The Civil Service Commission has the authority to extend an eligible list in accordance with Civil Service Rule 7.5, as set forth below:

**7.5 Duration of Eligible Lists:** Each certified eligible list shall be valid for use for a period of one (1) year, unless exhausted sooner. The eligible list may be extended for up to one (1) additional year by Commission approval. The extended eligible list shall be valid until a new list is established for the same classification or the current Certification of Eligible List is exhausted, whichever occurs first, except as set forth below.

**MOTION**

That the Civil Service Commission:

1. Extend the Eligible List for Fleet Services Assistant, and
2. Extend the Eligible List for Recreation & Community Services Manager.