



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 24-553      **Version:** 1      **Name:** Extension of Eligible List(s): Deputy City Clerk, and Animal Services Officer

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

**File created:** 12/11/2023      **In control:** CIVIL SERVICE COMMISSION

**On agenda:** 1/3/2024      **Final action:**

**Title:** Extension of Eligible List(s): Animal Services Officer and Deputy City Clerk

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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### Extension of Eligible List(s): Animal Services Officer and Deputy City Clerk

**Meeting Date:** January 3, 2024

**Contact Person/Dept:** Amy Webber / Human Resources Department

**Phone Number:** 310-253-5652

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

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

**Public Notification:** (Email) Meeting Agenda (12/26/2023) ;(Email) All City Staff (12/26/2023)

**Department Approval:** Dana Anderson, Director of Human Resources (12/14/2023)

### RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible List(s) for Deputy City Clerk and Animal Services Officer.

Department/Division Name List Title		Date Established – Expires	Date Extended Through
1.	Police <b>ANIMAL SERVICES OFFICER - #00494</b>  Number of Eligible Candidates: 4	01/20/2023 – 01/20/2024	01/20/2025
2.	City Clerk <b>DEPUTY CITY CLERK - #00452</b>  Number of Eligible Candidates: 4	12/23/2022 – 12/23/2023	12/23/2024

**BACKGROUND/DISCUSSION**

The Human Resources Department requests that the specified eligible list(s) be extended for up to one additional year from the original expiration date.

**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 with the Commission’s 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 Animal Services Officer
2. Extend the Eligible List for Deputy City Clerk