



City of Culver City

Staff Report

File #: 16-927, **Version:** 1

Item #: C-2

Extension of Eligible Lists: Administrative Secretary, Secretary, Administrative Clerk, Facilities Maintenance Worker, and Police Lieutenant (Promotional)

Meeting Date: May 3, 2017

Contact Person/Dept: Ofelia Garcia/Human Resources

Phone Number: (310)253-5649

Fiscal Impact: Yes No

General Fund: Yes No

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

Public Notification: (Email) Meetings and Agendas - Civil Service Commission (4/27/17); (Email) All City Staff (4/27/17)

Department Approval: Serena Wright-Black, Administrative Services Director, (4/20/17)

RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible Lists for Administrative Secretary, Secretary, Administrative Clerk, Facilities Maintenance Worker, and Police Lieutenant (Promotional).

BACKGROUND/DISCUSSION

The Human Resources Department in concurrence with the affected department's request 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	Extended Through
1. ADMINISTRATIVE SECRETARY - 1560 Number of Eligible Candidates:	5/4/2016 – 5/4/2017 9	5/4/2018 8
2. SECRETARY- 1561 Number of Eligible Candidates:	5/9/2016 – 5/9/2017 35	5/9/2018 34
3. ADMINISTRATIVE CLERK - 1562 Number of Eligible Candidates:	5/9/2016 – 5/9/2017 58	5/9/2018 57
4. Public Works/Building Maintenance FACILITIES MAINTENANCE WORKER - 1565 Number of Eligible Candidates:	5/20/2016 – 5/20/2017 22	5/20/2018 19
5. Police/Operations Division POLICE LIEUTENANT (PROMOTIONAL) - 1567 Number of Eligible Candidates:	5/24/2016 – 5/24/2017 8	5/24/2018 4

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 Lists for Administrative Secretary, Secretary, Administrative Clerk, Facilities Maintenance Worker, and Police Lieutenant (Promotional).