



# City of Culver City

## Staff Report

**File #:** 18-01194, **Version:** 1

**Item #:** C-2

### Extension of Eligible List: Police Records Technician

**Meeting Date:** May 2, 2018

**Contact Person/Dept:** Ofelia Garcia/Human Resources

**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 (4/26/18); (Email) All City Staff (4/26/18)

**Department Approval:** Serena Wright-Black, Director of Administrative Services (4/26/18)

### RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible List for Police Records Technician.

### BACKGROUND/DISCUSSION

The Human Resources Department in concurrence with the affected department requests that the following eligible lists be extended for up to one additional year from the original expiration date.

Department/Division Name		Date	Date
List Title		Established – Expires	Extended Through
1.	Police/Operating Bureaus <b>POLICE RECORDS TECHNICIAN - 1613</b>	5/1/2017 – 5/1/2018	5/1/2019
	Number of Eligible Candidates:	19	17

### 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 Police Records Technician.