



City of Culver City

Staff Report

File #: 19-357, **Version:** 1

Item #: C-2

Extension of Eligible List: Associate Analyst (Promotional) and Heavy Equipment Operator

Meeting Date: October 3, 2018

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 (9/27/18); (Email) All City Staff (9/27/18)

Department Approval: Serena Wright-Black, Assistant City Manager (9/25/18)

RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible Lists for Associate Analyst (Promotional) and Heavy Equipment Operator.

BACKGROUND/DISCUSSION

The Administrative Services Department's Human Resources Division, 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. Various Departments ASSOCIATE ANALYST (Promotional) – 1637 Number of Eligible Candidates:	10/17/2017 – 10/17/2018 6	10/17/2019 5
2. Public Works HEAVY EQUIPMENT OPERATOR – 1642 Number of Eligible Candidates:	10/31/2017 – 10/31/2018 4	10/31/2019 2

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 Associate Analyst (Promotional) and Heavy Equipment Operator.