



City of Culver City

Staff Report

File #: 21-183, **Version:** 1

Item #: C-2

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 FLEET SERVICES ASSISTANT - #00086 Number of Eligible Candidates:	09/25/2019 – 09/25/2020 9	09/25/2021 6
2.	Parks, Recreation & Community Services RECREATION & COMMUNITY SERVICES MANAGER - #00098 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.