



City of Culver City

Staff Report

File #: 24-576, **Version:** 1

Item #: A - 2

(1) Discussion of the Draft Written Report to City Council Regarding Accomplishments by the Civil Service Commission; and (2) Authorize Transmittal of the Report to City Council

Meeting Date: January 3, 2024

Contact Person/Dept: Dana Anderson / Human Resources

Phone Number: (310) 253-5640

Fiscal Impact: Yes No

General Fund: Yes No

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

Public Notification: (E-mail) Meetings and Agendas - Civil Service Commission (12/26/23); (E-mail) All City Staff (12/26/23)

Department Approval: Dana Anderson, Director of Human Resources (12/21/2023)

RECOMMENDATION

Staff recommends the Civil Service Commission (Commission) (1) discuss and approve the contents of its written report to City Council regarding the accomplishments of the Commission; and (2) authorize staff to finalize and transmit the report to City Council.

BACKGROUND/DISCUSSION

The City's Commissions, Board, and Committee's (CBC's) must provide City Council a report that includes a list of accomplishments for approval. At the January 3, 2024, regular meeting, the Commission will discuss and approve the contents of its written report and authorize the staff to finalize the report for transmittal to City Council for approval.

Civil Service Commission (CSC) 2023 Accomplishments

- Recognition of 38 employees for their outstanding job performance and retirements in accordance with Civil Service Rule 15: Employee Recognition, which included an Employee Recognition ceremony for 11 Departments and 31 employees at the June 7, 2023, regular Commission meeting.
- Approval of twelve (12) eligible lists for extension in accordance with Civil Service Rule 7: Eligible Lists.

- Approval of five (5) job bulletins in accordance with Civil Service Rule 6: Recruitment and Examinations.
- Referral of one (1) Disciplinary Appeal hearing to a Hearing Officer pursuant to Civil Service Rule 11.13: Disciplinary Actions, Use of Hearing Officer or Board.
- Completion of training pertaining to the Commission's role in the Administrative Appeal Hearing process pursuant to Civil Service Rule 11: Disciplinary Actions.

Civil Service Commission (CSC) 2024 Goals/Plans

The Civil Service Commission is working on the following items during 2024:

- Continue the review of the Civil Service Rules (Rules), specifically:
 - Rule 1: Definition of Terms;
 - Rule 5: Applications and Applicants;
 - Rule 6: Recruitment and Examinations;
 - Rule 7: Eligible Lists; and
 - Rule 8: Appointments along with other Rules identified as needing review.
 - The review of the Rules will result in proposed amendments to be considered for adoption by City Council in accordance with Rule 17: General Provisions.
 - The Civil Service Commission is striving to bring additional Civil Service Rule revisions to City Council for approval by the end of the fiscal year contingent upon the completion of the meet and confer process.
- Consider disciplinary appeal hearing requests, when such requests are submitted, and determine whether the Commission or a Hearing Officer will hear the matter. If heard by the Commission, the Commission will render a decision in accordance with Civil Service Rule 11: Disciplinary Actions.
- Continue to review and approve new or revised recruitment bulletins, and extend eligible lists for hiring departments use in filling vacancies in accordance with Civil Service Rules, Rule 6: Recruitment and Examinations and Rule 7: Eligible Lists.
- Continue to recognize employees for outstanding job performance and retirements in accordance with Civil Service Rule 15: Employee Recognition, including annual recognition ceremony planned for the June 5, 2024, regular Commission meeting.

FISCAL ANALYSIS

There is no fiscal impact with this agenda item.

ATTACHMENTS

None

MOTION

That the Civil Service Commission:

1. Discuss and approve the contents of the written report to City Council regarding accomplishments; and
2. Authorize staff to finalize the report and transmit it to City Council.