



City of Culver City

Staff Report

File #: 24-627, **Version:** 1

Item #: C - 2

Extension of Eligible List(s): Associate Planner and Planning Technician.

Meeting Date: February 7, 2024

Contact Person/Dept: Amy Webber / Human Resources Department

Phone Number: 310-253-5640

Fiscal Impact: Yes No **General Fund:** Yes No

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

Public Notification: (Email) Meeting Agenda (2/02/2024); (Email) All City Staff (2/02/2024)

Department Approval: Dana Anderson, Director of Human Resources (1/31/2024)

RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible List(s) Associate Planner and Planning Technician.

	Department/Division Name List Title	Date Established – Expires	Date Extended Through
1.	Community Development Associate Planner #00498	02/13/2023 – 02/13/2024	02/13/2025
	Number of Eligible Candidates:	6	5
2.	Community Development Planning Technician #00490	02/13/2023 – 02/13/2024	02/13/2025
	Number of Eligible Candidates:	5	3

BACKGROUND/DISCUSSION

The Human Resources Department requests that the specified eligible list(s) be extended for up to

one additional year from the original expiration date.

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 with the Commission's 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 Associate Planner
2. Extend the Eligible List for Planning Technician