



City of Culver City

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Staff Report

File #: 24-783, **Version:** 1

Item #: C - 2

EXTENSION OF ELIGIBLE LISTS: MAINTENANCE ELECTRICIAN, SEWER LIFT STATION ELECTRO MECHANIC, AND PERMIT TECHNICIAN II

Meeting Date: May 1, 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 (04/26/24); (Email) All City Staff (04/26/24)

Department Approval: Dana Anderson, Director of Human Resources (04/24/24)

RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible Lists for Maintenance Electrician, Sewer Lift Station Electro Mechanic, and Permit Technician II.

BACKGROUND/DISCUSSION

The Human Resources 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 – Exam No.		Eligible List Date Established – Expires	Eligible List Date Extended Through
1.	Public Works MAINTENANCE ELECTRICIAN - #00412	05/10/2023 – 05/10/2024	05/10/2025
	Number of Original Eligible Candidates: 5		
	Number of Remaining Eligible Candidates: 4		
2.	Planning & Development and Public Works PERMIT TECHNICIAN II - #00550	05/08/2023 – 05/08/2024	05/08/2025
	Number of Original Eligible Candidates: 4		
	Number of Remaining Eligible Candidates: 2		
3.	Public Works SEWER LIFT STATION ELECTRO MECHANIC - #00555	05/18/2023 – 05/18/2024	05/18/2025
	Number of Original Eligible Candidates: 4		
	Number of Remaining Eligible Candidates: 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. Approve the Extension of the Eligible List for Maintenance Electrician.
2. Approve the Extension of the Eligible List for Sewer Lift station Electro Mechanic; and
3. Approve the Extension of the Eligible List for Permit Technician II.