



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report Details (With Text)

**File #:** 20-597      **Version:** 1      **Name:** Extension of Eligible Lists: Assistant Environmental Programs & Operations Manager and Fleet Services Manager

**Type:** Minute Order      **Status:** Consent Agenda

**File created:** 12/13/2019      **In control:** CIVIL SERVICE COMMISSION

**On agenda:** 2/5/2020      **Final action:**

**Title:** Extension of Eligible Lists: Assistant Environmental Programs & Operations Manager and Fleet Services Manager

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

### Extension of Eligible Lists: Assistant Environmental Programs & Operations Manager and Fleet Services Manager

**Meeting Date:** February 5, 2020

**Contact Person/Dept:** Ofelia Garcia/Administrative Services Department

**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 (1/30/20); (Email) All City Staff (1/30/20)

**Department Approval:** Serena Wright-Black, Assistant City Manager (1/30/20)

### RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible Lists for Assistant Environmental Programs & Operations Manager and Fleet 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.	Public Works/Environment Programs & Operations <b>ASSISTANT ENVIRONMENTAL PROGRAMS &amp; OPERATIONS MANAGER - #00014</b>  Number of Eligible Candidates:	01/30/2019 – 01/30/2020  2	01/30/2021  1
2.	Transportation/Equipment Maintenance & Fleet Services <b>FLEET SERVICES MANAGER - #00016</b>  Number of Eligible Candidates:	01/16/2019 – 01/16/2020  5	01/16/2021  4

## **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 Assistant Environmental Programs & Operations Manager;  
and
2. Extend the Eligible List for Fleet Services Manager.