



City of Culver City

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Council Chambers
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Staff Report Details (With Text)

File #: 21-277 **Version:** 1 **Name:** Extension of Eligible Lists for October, November, and December 2020
Type: Minute Order **Status:** Consent Agenda
File created: 9/8/2020 **In control:** CIVIL SERVICE COMMISSION
On agenda: 12/2/2020 **Final action:**
Title: Extension of Eligible Lists: Deputy Transportation Director, Facilities Maintenance Worker, Firefighter (Promotional), Parking Enforcement Officer, Senior Account Clerk, Street Maintenance Crew Leader, and Traffic Signal Technician
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Extension of Eligible Lists: Deputy Transportation Director, Facilities Maintenance Worker, Firefighter (Promotional), Parking Enforcement Officer, Senior Account Clerk, Street Maintenance Crew Leader, and Traffic Signal Technician

Meeting Date: December 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 (11/24/20); (Email) All City Staff (11/24/20)

Department Approval: Serena Wright-Black, Assistant City Manager (11/19/20)

RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible Lists for Deputy Transportation Director, Facilities Maintenance Worker, Firefighter (Promotional), Parking Enforcement Officer, Senior Account Clerk, Street Maintenance Crew Leader, and Traffic Signal Technician.

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/Administration DEPUTY TRANSPORTATION DIRECTOR - #00130 Number of Eligible Candidates:	11/25/2019 – 11/25/2020 5	11/25/2021 4
2.	Public Works/Maintenance Operations FACILITIES MAINTENANCE WORKER - #00114 Number of Eligible Candidates:	11/06/2019 – 11/06/2020 5	11/06/2021 4
3	Fire FIREFIGHTER (PROMOTIONAL) - #00072 Number of Eligible Candidates:	11/20/2019 – 11/20/2020 7	11/20/2021 4
4.	Police PARKING ENFORCEMENT OFFICER - #00091 Number of Eligible Candidates:	12/18/2019 – 11/20/2020 13	12/18/2021 9
5.	Finance SENIOR ACCOUNT CLERK - #00093 Number of Eligible Candidates:	10/15/2019 – 10/15/2020 22	10/15/2021 20
6.	Public Works/Maintenance Operations STREET MAINTENANCE CREW LEADER - #00089 Number of Eligible Candidates:	10/09/2019 – 10/09/2020 5	10/09/2021 4
7	Public Works/Maintenance Operations TRAFFIC SIGNAL TECHNICIAN - #00092 Number of Eligible Candidates:	11/15/2019 – 11/15/2020 2	11/15/2021 1

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 Deputy Transportation Director,
2. Extend the Eligible List for Facilities Maintenance Worker,
3. Extend the Eligible List for Firefighter (Promotional),
4. Extend the Eligible List for Parking Enforcement Officer,
5. Extend the Eligible List for Senior Account Clerk,
6. Extend the Eligible List for Street Maintenance Crew Leader, and
7. Extend the Eligible List for Traffic Signal Technician.