



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 23-580      **Version:** 1      **Name:** Extension of Eligible List: Recreation & Community Services Coordinator  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 1/24/2023      **In control:** CIVIL SERVICE COMMISSION  
**On agenda:** 2/1/2023      **Final action:**  
**Title:** Extension of Eligible List: Recreation & Community Services Coordinator (Promotional).  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

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

### Extension of Eligible List: Recreation & Community Services Coordinator (Promotional).

**Meeting Date:** February 1, 2023

**Contact Person/Dept:** Amy Webber / Human Resources

**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 (01/26/2023); (Email) All City Staff (01/26/2023)

**Department Approval:** Dana Anderson, Director of Human Resources (01/24/2023)

## RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible List for Recreation & Community Services Coordinator (Promotional).

## BACKGROUND/DISCUSSION

The Human Resources Department, in concurrence with the affected departments, requests that the following eligible list is extended for up to one additional year from the original expiration date.

| Department/Division Name<br>List Title |  | Date<br>Established – Expires | Date<br>Extended Through |
|--|--|-------------------------------|--------------------------|
| 1.                                     | Parks, Recreation & Community Services/ Recreation<br><b>RECREATION &amp; COMMUNITY SERVICES COORDINATOR (PROMOTIONAL)- #00354</b> | 02/04/2022 – 02/04/2023       | 02/04/2024               |
|  | Number of Eligible Candidates:   | 7                             | 3                        |

**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 Recreation & Community Services Coordinator (Promotional).