



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 23-770      **Version:** 1      **Name:** Approval of the Extension of Eligible Lists: Human Resources Associate and Parking Enforcement Officer  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 3/15/2023      **In control:** CIVIL SERVICE COMMISSION  
**On agenda:** 4/5/2023      **Final action:**  
**Title:** Extension of Eligible Lists: Human Resources Associate and Parking Enforcement Officer  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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### Extension of Eligible Lists: Human Resources Associate and Parking Enforcement Officer

**Meeting Date:** April 5, 2023

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

**Phone Number:**

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

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

**Public Notification:** (Email) Meetings and Agendas - Civil Service Commission (03/30/23); (Email) All City Staff (03/30/23);

**Department Approval:** Dana Anderson, Director of Human Resources (03/30/23)

### RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible Lists for Human Resources Associate and Parking Enforcement Officer.

### 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.

1.	Human Resources Department <b>HUMAN RESOURCES ASSOCIATE (Advanced Planning) - 00380</b>  Number of Eligible Candidates:	04/29/2022 – 04/29/2023  15	04/29/2024  12
2.	Police <b>PARKING ENFORCEMENT OFFICER - 00355</b>  Number of Eligible Candidates:	02/22/2022 – 02/22/2023  48	02/22/2024  42

### **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 Human Resources Associate.
2. Approve the Extension of the Eligible List for Parking Enforcement Officer.