



City of Culver City

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Staff Report

File #: 16-575, **Version:** 1

Item #: C-2

Extension of Eligible Lists: Senior Account Clerk and Park Maintenance Supervisor

Meeting Date: February 1, 2017

Contact Person/Dept: Ofelia Garcia/Human Resources 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 (1/27/17); (Email) All City Staff (1/27/17)

Department Approval: Serena Wright-Black, Director of Administrative Services (1/26/17)

RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible Lists for Senior Account Clerk and Park Maintenance Supervisor.

BACKGROUND/DISCUSSION

The Human Resources Department in concurrence with the affected department 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. | Finance/Budget and Financial Operations SENIOR ACCOUNT CLERK - 1556 Number of Eligible Candidates: | 2/22/2016 – 2/22/2017 6 | 2/22/2017 5 |
| 2. | PRCS/Parks Division PARK MAINTENANCE SUPERVISOR - 1557 Number of Eligible Candidates: | 2/29/2016 – 2/29/2017 4 | 2/29/2018 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 Lists for Senior Account Clerk and Park Maintenance Supervisor.