



# City of Culver City

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

## Staff Report

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**File #:** 16-927, **Version:** 1

**Item #:** C-2

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**Extension of Eligible Lists: Administrative Secretary, Secretary, Administrative Clerk, Facilities Maintenance Worker, and Police Lieutenant (Promotional)**

**Meeting Date:** May 3, 2017

**Contact Person/Dept:** Ofelia Garcia/Human Resources

**Phone Number:** (310)253-5649

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☒

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

**Public Notification:** (Email) Meetings and Agendas - Civil Service Commission (4/27/17); (Email) All City Staff (4/27/17)

**Department Approval:** Serena Wright-Black, Administrative Services Director, (4/20/17)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission extend the Eligible Lists for Administrative Secretary, Secretary, Administrative Clerk, Facilities Maintenance Worker, and Police Lieutenant (Promotional).

### **BACKGROUND/DISCUSSION**

The Human Resources Department in concurrence with the affected department's request 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.	ADMINISTRATIVE SECRETARY - 1560  Number of Eligible Candidates:	5/4/2016 – 5/4/2017  9	5/4/2018  8
2.	SECRETARY- 1561  Number of Eligible Candidates:	5/9/2016 – 5/9/2017  35	5/9/2018  34
3.	ADMINISTRATIVE CLERK - 1562  Number of Eligible Candidates:	5/9/2016 – 5/9/2017  58	5/9/2018  57
4.	Public Works/Building Maintenance FACILITIES MAINTENANCE WORKER - 1565  Number of Eligible Candidates:	5/20/2016 – 5/20/2017  22	5/20/2018  19
5.	Police/Operations Division POLICE LIEUTENANT (PROMOTIONAL) - 1567  Number of Eligible Candidates:	5/24/2016 – 5/24/2017  8	5/24/2018  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 Lists for Administrative Secretary, Secretary, Administrative Clerk, Facilities Maintenance Worker, and Police Lieutenant (Promotional).