



# City of Culver City

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## Staff Report

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**File #:** 18-0520, **Version:** 1

**Item #:** C-2

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**Extension of Eligible Lists: Associate Planner (Advanced Planning); Associate Planner (Current Planning); Fleet Services Assistant; Fleet Services Technician; Recreation Coordinator (Aquatics); and Senior Fleet Services Technician**

**Meeting Date:** January 3, 2018

**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 (12/21/17); (Email) All City Staff (12/21/17)

**Department Approval:** Serena Wright-Black, Director of Administrative Services, (12/18/17)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission extend the Eligible Lists for Associate Planner (Advanced Planning), Associate Planner (Current Planning), Fleet Services Assistant, Fleet Services Technician, Recreation Coordinator (Aquatics), and Senior Fleet Services Technician.

### **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.

Department/Division Name List Title		Date Established – Expires	Date Extended Through
1.	Community Development/Current Planning <b>ASSOCIATE PLANNER (Current Planning) – 1602</b>  Number of Eligible Candidates:	01/17/2017 – 01/17/2018  4	01/17/2019  3
2.	Community Development/Advanced Planning <b>ASSOCIATE PLANNER (Advanced Planning) - 1603</b>  Number of Eligible Candidates:	01/17/2017 – 01/17/2018  3	01/17/2019  2
3	Transportation/Fleet Services <b>FLEET SERVICES ASSISTANT - 1587</b>  Number of Eligible Candidates:	01/27/2017 – 01/27/2018  9	01/27/2019  4
4.	Transportation/Fleet Services <b>FLEET SERVICES TECHNICIAN - 1600</b>  Number of Eligible Candidates:	01/27/2017 – 01/27/2018  10	01/27/2019  6
5.	Parks, Recreation and Community Services/Aquatics <b>RECREATION COORDINATOR (Aquatics) – 1593</b>  Number of Eligible Candidates:	12/19/2016 – 12/19/2017  4	12/19/2018  3
6.	Transportation/Fleet Services <b>SENIOR FLEET SERVICES TECHNICIAN - 1601</b>  Number of Eligible Candidates:	01/30/2017 – 01/30/2018  5	01/27/2019  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 Lists for Associate Planner (Advanced Planning), Associate Planner (Current Planning), Fleet Services Assistant, Fleet Services Technician, Recreation Coordinator (Aquatics), and Senior Fleet Services Technician.