



City of Culver City

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Staff Report

File #: 19-840, **Version:** 1

Item #: C-2

Extension of Eligible Lists: Accounting Technician, Building Engineer, Housing Specialist, Maintenance Worker I (Parks), Maintenance Worker II (Parks), and Maintenance Worker II (Public Works).

Meeting Date: March 6, 2019

Contact Person/Dept: Ofelia Garcia/Administrative Services

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 (2/28/19); (Email) All City Staff (2/28/19)

Department Approval: Serena Wright-Black, Assistant City Manager (2/28/19)

RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible Lists for Accounting Technician, Building Engineer, Housing Specialist, Maintenance Worker I (Parks), Maintenance Worker II (Parks), and Maintenance Worker II (Public Works).

BACKGROUND/DISCUSSION

The Human Resources Division of the Administrative Services 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. | Finance ACCOUNTING TECHNICIAN - 1661 Number of Eligible Candidates: | 03/13/2018 – 03/13/2019 7 | 03/13/2020 5 |
| 2. | Public Works/Maintenance Operations BUILDING ENGINEER - 1622 Number of Eligible Candidates: | 02/19/2018 – 02/19/2019 4 | 02/19/2020 2 |
| 3. | Community Development/Housing HOUSING SPECIALIST - 1653 Number of Eligible Candidates: | 03/23/2018 – 03/23/2019 8 | 03/23/2020 7 |
| 3. | Parks, Recreation & Community Services/Parks MAINTENANCE WORKER II - 1656 Number of Eligible Candidates: | 02/27/2018 – 02/27/2019 6 | 02/27/2020 5 |
| 4. | Public Works/Maintenance Operations MAINTENANCE WORKER II - 1657 Number of Eligible Candidates: | 02/26/2018 – 02/26/2019 9 | 02/26/2020 8 |

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 Accounting Technician, Building Engineer, Housing Specialist, Maintenance Worker I (Parks), Maintenance Worker II (Parks), and Maintenance Worker II (Public Works).