



# City of Culver City

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## Staff Report

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**File #:** 21-277, **Version:** 1

**Item #:** C-2

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**Extension of Eligible Lists:** Deputy Transportation Director, Facilities Maintenance Worker, Firefighter (Promotional), Parking Enforcement Officer, Senior Account Clerk, Street Maintenance Crew Leader, and Traffic Signal Technician

**Meeting Date:** December 2, 2020

**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 (11/24/20); (Email) All City Staff (11/24/20)

**Department Approval:** Serena Wright-Black, Assistant City Manager (11/19/20)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission extend the Eligible Lists for Deputy Transportation Director, Facilities Maintenance Worker, Firefighter (Promotional), Parking Enforcement Officer, Senior Account Clerk, Street Maintenance Crew Leader, and Traffic Signal Technician.

### **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.	Transportation/Administration <b>DEPUTY TRANSPORTATION DIRECTOR - #00130</b>  Number of Eligible Candidates:	11/25/2019 – 11/25/2020  5	11/25/2021  4
2.	Public Works/Maintenance Operations <b>FACILITIES MAINTENANCE WORKER - #00114</b>  Number of Eligible Candidates:	11/06/2019 – 11/06/2020  5	11/06/2021  4
3	Fire <b>FIREFIGHTER (PROMOTIONAL) - #00072</b>  Number of Eligible Candidates:	11/20/2019 – 11/20/2020  7	11/20/2021  4
4.	Police <b>PARKING ENFORCEMENT OFFICER - #00091</b>  Number of Eligible Candidates:	12/18/2019 – 11/20/2020  13	12/18/2021  9
5.	Finance <b>SENIOR ACCOUNT CLERK - #00093</b>  Number of Eligible Candidates:	10/15/2019 – 10/15/2020  22	10/15/2021  20
6.	Public Works/Maintenance Operations <b>STREET MAINTENANCE CREW LEADER - #00089</b>  Number of Eligible Candidates:	10/09/2019 – 10/09/2020  5	10/09/2021  4
7	Public Works/Maintenance Operations <b>TRAFFIC SIGNAL TECHNICIAN - #00092</b>  Number of Eligible Candidates:	11/15/2019 – 11/15/2020  2	11/15/2021  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 List for Deputy Transportation Director,
2.     Extend the Eligible List for Facilities Maintenance Worker,
3.     Extend the Eligible List for Firefighter (Promotional),
4.     Extend the Eligible List for Parking Enforcement Officer,
5.     Extend the Eligible List for Senior Account Clerk,
6.     Extend the Eligible List for Street Maintenance Crew Leader, and
7.     Extend the Eligible List for Traffic Signal Technician.