



# City of Culver City

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

## Staff Report

---

**File #:** 21-643, **Version:** 1

**Item #:** C-2

---

**Extension of Eligible Lists:** Fire Engineer (Promotional), Permit Technician II, and Revenue and Budget Supervisor

**Meeting Date:** March 11, 2021

**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 (03/08/21); (Email) All City Staff (03/08/21)

**Department Approval:** Serena Wright-Black, Assistant City Manager (02/19/21)

---

### **RECOMMENDATION**

Staff recommends that the Civil Service Commission extend the Eligible Lists for Fire Engineer (Promotional), Permit Technician II, and Revenue and Budget Supervisor.

### **BACKGROUND/DISCUSSION**

The Human Resources Division of the Administrative Services Department, in concurrence with the affected departments, requests that the following eligible list 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.	Fire <b>FIRE ENGINEER (PROMOTIONAL) - #00119</b>  Number of Eligible Candidates:	03/20/2020 – 03/20/2021  7	03/20/2022  6
2.	Public Works/Engineering and Community Development/Building Safety <b>PERMIT TECHNICIAN II - #00078</b>  Number of Eligible Candidates:	02/21/2020 – 02/21/2021  5	02/21/2022  5
3.	Finance <b>REVENUE AND BUDGET SUPERVISOR - #00143</b>  Number of Eligible Candidates:	03/06/2020 – 03/06/2021  8	03/06/2022  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 List for Fire Engineer (Promotional), and
2. Extend the Eligible List for Permit Technician II, and
3. Extend the Eligible List for Revenue and Budget Supervisor.