



# City of Culver City

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## Staff Report

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**File #:** 21-1084, **Version:** 1

**Item #:** C-2

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### Extension of Eligible Lists: City Clerk Specialist and Sanitation Driver

**Meeting Date:** July 7, 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 (07/01/21); (Email) All City Staff (07/01/21)

**Department Approval:** Serena Wright-Black, Assistant City Manager (06/20/21)

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### RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible Lists for City Clerk Specialist and Sanitation Driver.

### 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 |  | Date                              | Date                 |
|--------------------------|--|-----------------------------------|----------------------|
| List Title               |  | Established – Expires             | Extended Through     |
| 1.                       | Administrative Services/City Clerk<br><b>CITY CLERK SPECIALIST - #00163</b><br><br>Number of Eligible Candidates:                | 07/15/2020 – 07/15/2021<br><br>8  | 07/15/2022<br><br>7  |
| 2.                       | Public Works/Environmental<br>Programs and Operations<br><b>SANITATION DRIVER - #00123</b><br><br>Number of Eligible Candidates: | 07/22/2020 – 07/22/2021<br><br>25 | 07/22/2022<br><br>21 |

## 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 City Clerk Specialist, and
2. Extend the Eligible List for Sanitation Driver.