



City of Culver City

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Staff Report

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

Item #: C-2

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)

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