



City of Culver City

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

Staff Report

File #: 22-399, **Version:** 1

Item #: C-2

Extension of Eligible Lists: Administrative Clerk, Administrative Secretary, Secretary, and Senior Civil Engineer

Meeting Date: November 3, 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 (10/29/21); (Email) All City Staff (10/29/21)

Department Approval: Serena Wright-Black, Assistant City Manager (10/21/21)

RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible Lists for Administrative Clerk, Administrative Secretary, Secretary, and Senior Civil Engineer.

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.	All Departments & Divisions ADMINISTRATIVE CLERK - #00140 Number of Eligible Candidates:	11/12/2020 – 11/12/2021 35	11/12/2022 27
2.	All Departments & Divisions ADMINISTRATIVE SECRETARY - #00157 Number of Eligible Candidates:	11/12/2020 – 11/12/2021 9	11/12/2022 5
3	All Departments & Divisions SECRETARY - #00183 Number of Eligible Candidates:	11/12/2020 – 11/12/2021 20	11/12/2022 16
4.	Public Works / Engineering Services SENIOR CIVIL ENGINEER - #00190 Number of Eligible Candidates:	11/12/2020 – 11/12/2021 5	11/12/2022 4

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 Administrative Clerk, and
2. Extend the Eligible List for Administrative Secretary, and
3. Extend the Eligible List for Secretary, and
4. Extend the Eligible List for Senior Civil Engineer.