



City of Culver City

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Staff Report

File #: 22-874, **Version:** 1

Item #: C-2

Extension of Eligible Lists: Building Engineer, Code Enforcement Officer, Facilities Maintenance Supervisor, Fire Prevention Specialist (Promotional), Maintenance Worker I, and Subdrain Worker

Meeting Date: April 6, 2022

Contact Person/Dept: Amy Webber / 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 (04/01/2022); (Email) All City Staff (04/01/2022)

Department Approval: Onyx Jones, Assistant City Manager (04/01/2022)

RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible Lists for Building Engineer, Code Enforcement Officer, Facilities Maintenance Supervisor, Fire Prevention Specialist (Promotional), Maintenance Worker I, and Subdrain Worker.

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.	Public Works/Maintenance Operations BUILDING ENGINEER - #00207 Number of Eligible Candidates:	03/17/2021 – 03/17/2022 5	03/17/2023 4
2.	Community Development/ Enforcement Services CODE ENFORCEMENT OFFICER - #00138 Number of Eligible Candidates:	04/30/2021 – 04/30/2022 7	04/30/2023 6
3.	Public Works and Parks, Recreation & Community Services FACILITIES MAINTENANCE SUPERVISOR - #00183 Number of Eligible Candidates:	03/08/2021 – 03/08/2022 15	03/08/2023 14
4.	Fire/Community Risk Reduction FIRE PREVENTION SPECIALIST (PROMOTIONAL) - #00230 Number of Eligible Candidates:	03/09/2021 – 03/09/2022 2	03/09/2023 1
5.	Public Works and Parks, Recreation & Community Services MAINTENANCE WORKER I - #00215 Number of Eligible Candidates:	03/01/2021 – 03/01/2022 29	03/01/2023 25
6.	Public Works/Maintenance Operations SUBDRAIN WORKER - #00201 Number of Eligible Candidates:	03/31/2021 – 03/31/2022 7	03/31/2023 6

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 Building Engineer, and
2. Extend the Eligible List for Code Enforcement Officer, and
3. Extend the Eligible List for Facilities Maintenance Supervisor, and
4. Extend the Eligible List for Fire Prevention Specialist (Promotional), and
5. Extend the Eligible List for Maintenance Worker I, and
6. Extend the Eligible List for Subdrain Worker.