



# City of Culver City

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## Staff Report

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**File #:** 23-577, **Version:** 1

**Item #:** A-2

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**(1) Discussion of the Draft Written Report to City Council Regarding Accomplishments by the Civil Service Commission; and (2) Authorize Transmittal of the Report to City Council**

**Meeting Date:** February 1, 2023

**Contact Person/Dept:** Dana Anderson / Human Resources

**Phone Number:** (310) 253-5640

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☐

**Public Hearing:** ☐ **Action Item:** ☒ **Attachments:** ☐

**Public Notification:** (E-mail) Meetings and Agendas - Civil Service Commission (01/26/23); (E-mail) All City Staff (01/26/23)

**Department Approval:** Dana Anderson, Director of Human Resources, (01/24/2023)

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### **RECOMMENDATION**

Staff recommends the Civil Service Commission (Commission) (1) discuss and approve the contents of its written report to City Council regarding the accomplishments of the Commission; and (2) authorize staff to finalize and transmit the report to City Council.

### **BACKGROUND/DISCUSSION**

The City's Commissions, Board, and Committee's (CBC's) must provide City Council a report that includes a list of accomplishments for approval. At the February 1, 2023, regular meeting, the Commission will discuss and approve the contents of its written report and authorize the staff to finalize the report for transmittal to City Council for approval.

#### **Civil Service Commission (CSC) 2022 Accomplishments**

- Recognized 13 employees for their outstanding job performance and retirements in accordance with Civil Service Rule 15: Employee Recognition.
- Approved 19 eligible lists for extension in accordance with Civil Service Rule 7: Eligible Lists
- Reviewed and approved one new and five revised classification specifications in accordance with Civil Service Rule 3: Classifications
- Reviewed Civil Service Rules, Rule 3 Classification (Rule 3) and proposed amendments to Rule 3. At the Commission's regular meeting of April 6, 2022, the Commission approved Rule 3 proposed amendments for adoption by City Council.

- Completed a remand from the Los Angeles County Superior Court for one disciplinary appeal at the Commission's regular meeting of April 6, 2022, after completing an administrative review of the record.
- Referred one (1) Disciplinary Appeal hearing to a Hearing Officer pursuant to Civil Service Rule 11.13.

### **Civil Service Commission (CSC) 2023 Goals/Plans**

The Civil Service Commission is working on the following items during fiscal year 2022-2023:

- Continue the review of Civil Service Rules (Rules), specifically reviewing Rule 1: Definition of Terms, Rule 5: Applications and Applicants, Rule 6: Recruitment and Examinations, Rule 7: Eligible Lists along with other Rules identified as needing review. The review of the Rules will result in proposed amendments to be considered for adoption by City Council in accordance with Rule 17.
- Consider disciplinary appeal hearing requests, when such requests are submitted, and determine whether the Commission or a Hearing Officer will hear the matter. If heard by the Commission, the Commission will render a decision in accordance with Civil Service Rule 11.
- Continue to review and approve new or revised recruitment bulletins, and extend eligible lists for hiring departments use in filling vacancies.
- Continue to recognize employees for outstanding job performance and retirements.
- Review the city-wide salary studies for classified positions and make recommendations to City Council for adoption.
- Receive training pertaining to the Commission's role in the Administrative Appeal Hearing process pursuant to Civil Service Rule 11: Disciplinary Actions.

### **FISCAL ANALYSIS**

There is no fiscal impact with this agenda item.

### **ATTACHMENTS**

None

### **MOTION**

That the Civil Service Commission:

1. Discuss and approve the contents of the written report to City Council regarding accomplishments; and
2. Authorize staff to finalize the report and transmit it to City Council.