



City of Culver City

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Staff Report

File #: 23-580, **Version:** 1

Item #: C-2

Extension of Eligible List: Recreation & Community Services Coordinator (Promotional).

Meeting Date: February 1, 2023

Contact Person/Dept: Amy Webber / Human Resources

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 (01/26/2023); (Email) All City Staff (01/26/2023)

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

RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible List for Recreation & Community Services Coordinator (Promotional).

BACKGROUND/DISCUSSION

The Human Resources Department, in concurrence with the affected departments, requests that the following eligible list is extended for up to one additional year from the original expiration date.

Department/Division Name		Date	Date
List Title		Established – Expires	Extended Through
1.	Parks, Recreation & Community Services/ Recreation RECREATION & COMMUNITY SERVICES COORDINATOR (PROMOTIONAL)- #00354	02/04/2022 – 02/04/2023	02/04/2024
	Number of Eligible Candidates:	7	3

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 Recreation & Community Services Coordinator (Promotional).