



City of Culver City

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Staff Report

File #: 24-775, **Version:** 1

Item #: C - 2

Extension of Eligible Lists: Automated Enforcement Technician and Environmental Coordinator

Meeting Date: March 6, 2024

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 (02/29/24); (Email) All City Staff (02/29/24).

Department Approval: Dana Anderson, Director of Human Resources (02/28/24)

RECOMMENDATION

Staff recommends that the Civil Service Commission extend the Eligible Lists for Automated Enforcement Technician and Environmental Coordinator.

	Department/Division Name List Title	Date Established – Expires	Date Extended Through
1.	Police Automated Enforcement Technician #00526	03/22/2023 – 03/22/2024	03/22/2025
	Number of Eligible Candidates:	6	5
2.	Public Works Environmental Coordinator #00492	02/13/2023 – 02/13/2024	02/13/2025
		6	5

BACKGROUND/DISCUSSION

The Human Resources Department requests that the specified eligible list(s) be extended for up to

one additional year from the original expiration date.

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 with the Commission's 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 Automated Enforcement Technician
2. Extend the Eligible List for Environmental Coordinator