



**CITY OF LOS ANGELES
BOARD OF CIVIL SERVICE COMMISSIONERS**

AGENDA

COMMISSIONERS

JEANNE A. FUGATE
President

RAUL PEREZ
Vice President

ERICA L. JACQUEZ
NANCY P. MCCLELLAND
TODD SARGENT
Commissioners

**REGULAR MEETING
THURSDAY, FEBRUARY 14, 2019
ROOM 350, PERSONNEL BUILDING – 10:00 A.M.
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

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1. **CALL TO ORDER**

2. **APPROVAL OF MINUTES**

Minutes of the regular meeting of Thursday, January 24, 2019, submitted for approval.

3. **PUBLIC COMMENTS ON MATTERS WITHIN BOARD'S JURISDICTION**

A maximum of 10 minutes will be provided for members of the public to address the Board on matters of interest to the public that are within the subject jurisdiction of the Board, but not on the printed Agenda. No single speaker shall exceed 2 minutes.

4. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**

Approve routine and nonappearance matters under Unfinished Business, page two, item 5 & 6 and New Business, pages three through ten, items 7 and 8, subject to any requests for reconsideration by the end of the meeting.

5. UNFINISHED CLASSIFICATION ACTIONS

- a. The General Manager recommends that, after the Board of Civil Service Commissioners gave a 10-day notice of their intention on January 24, 2019, they now:
 - 1. Create the new class of **Delivery Driver Assistant**, Code 1124;
and
 - 2. Adopt the Duties Statement for **Delivery Driver Assistant**, Code 1124
File No. 55241

- b. The General Manager recommends that, after the Board of Civil Service Commissioners gave a 10-day notice of their intention on January 24, 2019, they now:
 - 1. Create the new class of **Street Services Assistant**, Code 4149;
and
 - 2. Adopt the Duties Statement for **Street Services Assistant**, Code 4149
File No. 55242

- c. The General Manager recommends that, after the Board of Civil Service Commissioners gave a 10-day notice of their intention on January 24, 2019, they now:
 - 1. Create the new class of **Warehouse and Toolroom Assistant**, Code 1831;
and
 - 2. Adopt the Duties Statement for **Warehouse and Toolroom Assistant**, Code 1831
File No. 55243

COMMISSION ACTION:

6. RESIGNATIONS, SETTLEMENTS AND WITHDRAWALS UNDER CHARTER SECTION 1016 TO BE MADE A MATTER OF RECORD

Gerald MOULTRIE, Traffic Officer II, Department of Transportation. Discharge effective December 16, 2016. Settlement agreement whereby the Department agreed to rescind the penalty of Discharge and place the employee on “paid with leave” status from December 17, 2016 through June 16, 2017; the Department agreed to process back pay for this period; the Appellant agreed to submit his resignation from City service effective June 16, 2017; the Appellant agreed to withdraw his appeal from Discharge now pending before the Civil Service Commission; the parties agreed to other terms and conditions. The Commission Office received the signed settlement and the Appellant’s withdrawal from Appeal on February 6, 2019.
File No. 54579

COMMISSION ACTION:

7. **ADMINISTRATIVE ACTIONS**

The General Manager recommends that:

- a. Pursuant to Civil Service Rule 4.2, the Board shall make the significant changes in the following bulletins promulgated on the date noted a matter of record:

January 18, 2019

Departmental Promotional

AIRPORT SERGEANT

Interdepartmental Promotional and Open Competitive

UTILITIES SERVICE INVESTIGATOR

Open Competitive

TRAFFIC OFFICER

January 25, 2019

Departmental Promotional

AIRPORT POLICE LIEUTENANT

Interdepartmental Promotional and Open Competitive

HEATING AND REFRIGERATION INSPECTOR

PROTECTIVE COATING WORKER

Interdepartmental Promotional

MACHINIST SUPERVISOR

PRINCIPAL COMMUNICATIONS OPERATOR

SENIOR CHEMIST

SENIOR FIRE STATISTICAL ANALYST

WATERWORKS ENGINEER

February 1, 2019

Departmental Promotional

ENGINEER OF FIRE DEPARTMENT

Interdepartmental Promotional and Open Competitive

AIRPORT LABOR RELATIONS ADVOCATE (NEW)

GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST

Interdepartmental Promotional

CHIEF ELECTRIC PLANT OPERATOR

ELECTRICAL ENGINEER

PRINCIPAL CLERK POLICE

STEAM PLANT OPERATING SUPERVISOR

Open Competitive

ANIMAL CARE ASSISTANT (NEW)

OCCUPATIONAL HEALTH NURSE

7. **ADMINISTRATIVE ACTIONS, (Continued)**

- b. Make a matter of record the General Manager's recommendation to approve the use of the following Special Examining Assistants:
1. **AIRPORT INFORMATION SPECIALIST**
Marc ARAKAKI, Management Analyst and Marie O'KELLY GREEN, Airport Manager II, Department of Airports.
 2. **AIRPORT LABOR RELATIONS ADVOCATE**
Paula ADAMS, Director of Airports Administration and Martin OBREGON, Executive Assistant Airports, Department of Airports.
 3. **AIRPORT POLICE LIEUTENANT**
John WALLACE, Assistant Airport Police Chief and Fernando CASTRO, Airport Police Captain, Department of Airports.
 4. **APPLICATIONS PROGRAMMER**
Tuan NGO, Systems Analyst II, Information Technology Agency and Wei Chen CHOU, Information Systems Manager, Department of Water & Power.
 5. **ASSET MANAGER**
Michelle SCHWARTZ, Deputy General Manager Airports II, Department of Airports.
 6. **ASSISTANT RETIREMENT PLAN MANAGER**
Neil Michael GUGLIELMO, General Manager, Los Angeles City Employees' Retirement System and Joseph SALAZAR, Assistant General Manager, Department of Fire and Police Pensions.
 7. **AUTO BODY REPAIR SUPERVISOR**
Dirk AUBUCHON, Director of Police Transportation, Los Angeles Police Department and Robert NIETO, Equipment Superintendent, Department of General Services.
 8. **BUILDING INSPECTOR**
Terry HERR, Principal Inspector and James GARRISON, Chief Inspector, Department of Building and Safety.
 9. **CHIEF ZONING ADMINISTRATOR**
Kevin KELLER, Deputy Director of Planning, City Planning Department.
 10. **CITY PLANNER**
Haydee URITA-LOPEZ, Senior City Planner, City Planning Department and Leah GROSSI, Chief Airport Planner, Department of Airports.
 11. **DEPARTMENTAL AUDIT MANAGER**
Marla BLEAVINS, First Deputy General Manager, Harbor Department and Neil GUGLIELMO, General Manager, Los Angeles City Employees' Retirement System.
 12. **ENGINEER OF FIRE DEPARTMENT**
Eddie MAREZ, Darius CUNNIGAN and Phillip DOMINGUEZ, Fire Captains II, Los Angeles Fire Department.
 13. **GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST**
Cuong FAN, Geographic Information Systems Supervisor I, City Planning Department.
 14. **HEATING AND REFRIGERATION INSPECTOR**
Denver S. HARGIS and Jack CONGER, Chief Inspectors, Department of Building and Safety.
 15. **MEDICAL ASSISTANT**
Joanne O'BRIEN, Medical Services Administrator, Personnel Department.

Continued...

7. **ADMINISTRATIVE ACTIONS, (Continued):**

b. Make a matter of record the General Manager's recommendation to approve the use of the following Special Examining Assistants, (Continued):

16. **OCCUPATIONAL HEALTH NURSE**

Leslie ISRAEL, Chief Physician, Department of Water & Power and Tiffani WILLIAMS, Risk Manager I, Department of Airports.

17. **PRINCIPAL CLERK UTILITY**

John COX, Water Utility Superintendent, Department of Water & Power.

18. **PROTECTIVE COATING WORKER**

Steven THARP, Protective Coating Supervisor and Joey Arthur CASTRUITA Jr., Water Utility Supervisor, Department of Water & Power.

19. **SAFETY ENGINEER ELEVATORS**

Larry ISIDRO, Principal Inspector and Peter CALLAS, Chief Inspector, Department of Building and Safety.

20. **SENIOR AUDITOR**

Wendy GAMBLE, Police Performance Auditor IV, Los Angeles Police Department and Teresita BAUTISTA, Internal Auditor IV, Housing and Community Investment Department.

21. **SENIOR AUTOMOTIVE SUPERVISOR**

Michael ORTIZ, General Automotive Supervisor, Los Angeles Police Department and Timothy CAPECE, General Automotive Supervisor, Department of General Services.

22. **SENIOR PERSONNEL ANALYST**

Olivia FLORES, Senior Personnel Analyst II, Personnel Department and Phyllis YOGI, Senior Personnel Analyst II, Harbor Department.

23. **STEAM PLANT OPERATING SUPERVISOR**

Ryan GRAY and Bernard ROGERS, Electrical Services Managers, Department of Water & Power.

24. **STREET SERVICES INVESTIGATOR**

Ronnie JACKSON, Senior Street Services Investigator II and David RIVERA, Chief Street Services Investigator I, Department of Public Works, Bureau of Street Services.

25. **TRAFFIC OFFICER**

Barbara HARTSFIELD, Danielle PICKENS, Elizabeth PALLARES and Ron HAYWOOD, Senior Traffic Supervisors I, Department of Transportation.

26. **UTILITY BUYER**

Erin LAWRENCE, Supply Services Manager, Department of Water & Power.

27. **WATERWORKS ENGINEER**

David CHRISTENSEN, Managing Water Utility Engineer, Department of Water & Power.

28. **WELDER**

Donald YEOMANS and Robert DAY, Welder Supervisors, Department of General Services.

File No.

7. **ADMINISTRATIVE ACTIONS, (Continued):**

- c. Make a matter of record the General Manager’s action in approving the use of the following raters for the evaluation of Training and Experience Questionnaires for the following examination:

STREET SERVICES SUPERINTENDENT

Keith MOZEE and Farhad MOUSAVIPOUR, Assistant Directors Bureau of Street Services, Department of Public Works, Bureau of Street Services.

File No.

- d. Approve the change of the test of fitness method in the open competitive and interdepartmental promotional examination for **Financial Development Officer**. The examination will be comprised of a qualifying advisory technical exercise, presentation, and an interview weighted at (100%)

File No.

- e. Approve the use of seniority credit for service as a Security Officer or Security Aide in the examination for **Senior Security Officer**.

File No.

- f. Make the following APPEALS a matter of record:

Discharge

Scott A. LAGER, Airport Maintenance Superintendent, Department of Airports. Discharge effective January 17, 2019. Form 77 filed with Records, January 24, 2019.

Cause of Action: 1) Failure to carry out managerial responsibilities adequately;
 2) Failure to protect City assets when employees under Appellant’s supervision falsified City Records including time reports;
 3) Failure to maintain a harassment and discrimination free workplace for subordinates.

Discipline: Discharge effective January 17, 2019.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on January 17, 2019.

File No.

Brett S. TAYLOR, Administrative Clerk, Housing and Community Investment Department. Discharge effective January 29, 2019. Form 77 filed with Records, February 4, 2019.

Cause of Action: 1) Failure to perform work assignments adequately or promptly;
 2) Requiring excessive supervision or instruction in the performance of duties after completion of training for the position;
 3) Failure to remain alert or responsive while on duty: sleeping on the job;
 4) Frequent or unexcused tardies;
 5) Failure to follow established procedure for notification of inability to report for work.

Discipline: Discharge effective January 29, 2019.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on February 1, 2019.

File No.

7. **ADMINISTRATIVE ACTIONS, (Continued):**

g. Make the following NOTICES a matter of record:

Suspensions**ADMINISTRATIVE CLERK**, Information Technology Agency. Form 77 filed with Records, January 24, 2019.Cause of Action: 1) Use of alcohol or controlled substance – reporting for duty under the influence of alcohol or drugs, which resulted in unfitness to work.
Discipline: Suspension effective January 28, 2019 to February 9, 2019, inclusive (10-working days).**ANIMAL CARE TECHNICIAN**, Department of Animal Services. Form 77 filed with Records, January 25, 2019.Cause of Action: 1) Engaging in a confrontation with public, supervisor or co-worker.
Discipline: Suspension effective February 5, 2019 to February 23, 2019, inclusive (six-working days) to be served as agreed.**HEAVY DUTY EQUIPMENT MECHANIC**, Department of General Services. Form 77 filed with Records, January 18, 2019.Cause of Action: 1) Two (2) positive drug or alcohol test results from a random test and follow-up test administered under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy.
Discipline: Suspension effective February 11, 2019 to March 22, 2019, inclusive (30-working days).**REFUSE COLLECTION TRUCK OPERATOR II**, Department of Public Works, Bureau of Sanitation. Form 77 filed with Records, January 22, 2019.Cause of Action: 1) Second positive drug or alcohol test result from a random test administered under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy on or about August 20, 2018.
Discipline: Suspension effective January 28, 2019 to March 8, 2019, inclusive (20-working days) to be served as agreed.**REFUSE COLLECTION TRUCK OPERATOR II**, Department of Public Works, Bureau of Sanitation. Form 77 filed with Records, January 24, 2019.Cause of Action: 1) Positive drug or alcohol test result from a random test administered under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy on or about July 16, 2018.
Discipline: Suspension effective January 28, 2019 to March 8, 2019, inclusive (20-working days) to be served as agreed.**SENIOR CUSTODIAN**, Department of General Services. Form 77 filed with Records, February 5, 2019.Cause of Action: 1) Failure to perform work assignments adequately or promptly [2nd offense];
2) Failure to remain alert while on duty (sleeping on the job) [2nd offense].
Discipline: Suspension effective February 24, 2019 to March 7, 2019, inclusive (10-working days) to be served as agreed.

7. **ADMINISTRATIVE ACTIONS, (Continued):**

g. Make the following NOTICES a matter of record, (Continued):

Discharge

ADMINISTRATIVE CLERK, Los Angeles Fire Department. Form 77 filed with Records, January 16, 2019.

Cause of Action: 1) Fraud, dishonesty and theft on or about March 2014 to November 2014 took possession of multiple payroll checks belonging to another employee;
2) Fraud, dishonesty and theft on or about March 2014 to November 2014 by forging the signature of another employees on multiple payroll check and depositing them in a personal account.

Discipline: Discharge effective January 15, 2019.

ANIMAL CARE TECHNICIAN, Department of Animal Services. Form 77 filed with Records, January 21, 2019.

Cause of Action: 1) Unexcused, excessive or patterned absenteeism;
2) Failure to follow established procedure for notification of inability to report to work.

Discipline: Discharge effective February 1, 2019.

ANIMAL CARE TECHNICIAN, Department of Animal Services. Form 77 filed with Records, January 22, 2019.

Cause of Action: 1) Soliciting, accepting or offering a bribe;
2) Engaging in any activity, which constitutes a conflict of interest;
3) Violation of Department Rules;
4) Falsifying City records such as time reports;
5) Leaving assigned work location without proper approval or appropriate reason

Discipline: Discharge effective January 25, 2019.

SENIOR ADMINISTRATIVE CLERK, Department of Cannabis Regulation. Form 77 filed with Records, January 28, 2019.

Cause of Action: 1) Unexcused, excessive or patterned absenteeism;
2) Failure to follow established procedure for notification of inability to report for work.

Discipline: Discharge effective January 22, 2019.

COMMISSION ACTION:

8. CLASSIFICATION ACTIONS

a. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions:

1. Allocate the following new positions for the **Department of Airports**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3150	1	Special Events Coordinator, 1790
3151	1	Director of Airport Administration, 9302

2. Allocate the following new positions in the Joint System of the **Department of Water & Power**, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
5447	1	94-11032	Programmer Analyst, 1431
5448	1	91-15024	Senior Systems Analyst, 1597
5449	1	94-11030	Systems Programmer, 1455
5454	1	95-91051	Utility Administrator, 9105
5460	1	95-91066	Utility Services Manager, 9106
5423	2	95-14091	Information Systems Manager, 1409
5427	2	94-11020	Programmer Analyst, 1431

3. Allocate the following new positions in the Power System of the **Department of Water & Power**, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
5446	1	94-38310	Management Analyst, 9184
5450	25	94-38120	Underground Distribution Construction Mechanic, 3812
5451	4	94-38310	Underground Distribution Construction Mechanic, 3812
5452	4	94-31033	Tree Surgeon, 3114
5453	4	94-38313	Underground Distribution Construction Supervisor, 3814

4. Allocate the following new positions in the Water System, of the **Department of Water & Power**, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
5455	1	95-72462	Civil Engineering Associate, 7245
5456	1	94-12114	Principal Clerk Utility, 1202
5457	1	95-75542	Mechanical Engineering Associate, 7554
5458	1	94-72024	Senior Electrical Engineering Drafting Technician, 7554
5459	1	93-13641	Senior Administrative Clerk, 1368

5. Allocate the following new positions in the **Department of General Services**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3144	1	Supply Services Payment Clerk, 1214
3145	1	Senior Real Estate Officer, 1961

6. Allocate the following new positions in the **Harbor Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3147	2	Senior Civil Engineer, 9485

Continued...

8. **CLASSIFICATION ACTIONS, (Continued)**

a. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions, (Continued):

7. Allocate the following new positions in the **Los Angeles City Employees' Retirement System**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3148	1	Investment Officer, 9146
3149	1	Investment Officer, 9146

8. Reallocate the following position in the **Personnel Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>From:</u> <u>Class Title and Code</u>	<u>To:</u> <u>Class Title and Code</u>
3146	1	Administrative Clerk, 1358	Benefits Specialist, 1203

9. Reallocate the following position in the **Personnel Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>From:</u> <u>Class Title and Code</u>	<u>To:</u> <u>Class Title and Code</u>
3153	1	Senior Administrative Clerk, 1368	Benefits Specialist, 1203

10. Reallocate the following position in the **Department of General Services**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>From:</u> <u>Class Title and Code</u>	<u>To:</u> <u>Class Title and Code</u>
3152	1	Carpenter Supervisor, 3346	Building Repairer Supervisor, 3338 File No.

COMMISSION ACTION:

9. **ADJOURNMENT**