



# CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

## AGENDA

COMMISSIONERS

GUY LIPA

President

KARLA M. GOULD

Vice President

JEANNE A. FUGATE

MONIKA KIRENGA

NANCY P. MCCLELLAND

Commissioners

### REGULAR MEETING – 10:00 A.M. THURSDAY, JULY 10, 2025 IN-PERSON MEETING ROOM 350, PERSONNEL BUILDING 700 EAST TEMPLE STREET LOS ANGELES, CALIFORNIA 90012

In conformance with Government Code § 54950 (The Brown Act) this in-person meeting of the Board of Civil Service Commissioners will permit any person wishing to address the Commission in public comment an opportunity by visiting the posted meeting location of the Commission in-person or by dialing (669) 900-6833, to make a public comment virtually. Follow the prompts and enter the Meeting ID code **838 9057 9877** followed by the pound sign (#). When asked, enter the passcode **466357** and the pound sign (#) again to continue. Public Comment should be within the subject jurisdiction of the Board. Please dial \*9 when the Commission reaches “Public Comment,” item three on this Minutes. The caller will be called upon and the phone or device unmuted. Speakers should state and spell their name for the record before beginning their one minute of public comment.

Digital audio recordings of Commission Board meetings are available for download on detachable storage device for 30 days after each meeting. Information on acquiring an audio copy of a meeting may be obtained by contacting the Commission Office at (213) 473-9107. Website: <http://www.lacity.org>

#### 1. **CALL TO ORDER**

#### 2. **PUBLIC COMMENTS ON MATTERS WITHIN BOARD’S JURISDICTION**

Time set aside for the Board to hear comments in person or via Zoom Link on matters of interest to the public that are **within the subject jurisdiction of the Board**. No single speaker shall exceed **one** minute.

Any person who is compensated to monitor, attend or speak at this meeting of the Board of Civil Service Commissioners is required by City law (Los Angeles Municipal Code § 48.01 *et seq.*) to register as a lobbyist and report your activity to the City Ethics Commission.

#### 3. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**

Consideration of routine and non-appearance matters under Unfinished Business page two item 6 and New Business, pages six thru seven, items 9 and 10. Any member may call out an individual item noted within his item for discussion prior to vote.

#### 4. **GENERAL MANAGER’S REPORT**

#### 5. **Presentation of Service Pin**

Recognition of more than 35 years’ of loyal service to the people of Los Angeles by the presentation of a City service pin to Kasandra Evans.

**UNFINISHED CLASSIFICATION ACTIONS**

6. The General Manager recommends that the Board of Civil Service Commissioners, after giving 10-days-notice of its intention on June 26, 2025, now
    1. Create the new classification of **Port Pilot Apprentice**, Class Code 5114;  
and
    2. Adopt the Class Specification for **Port Pilot Apprentice**, Class Code 5114.
- File No. 56119

**COMMISSION ACTION**

**7. CITY LAYOFF PROCESS**

City Personnel Department Management and Staff briefing to the Board into the layoff process anticipated to take effect during the coming fiscal year

**8. APPEAL UNDER CHARTER SECTION 1016 , (Continued)**

**Irsula CASTILLO**, Animal Control Technician, Animal Services Department.

On June 26, 2025, the Board voted to accept the Appellant's reasons for not attending the Meeting on April 24, 2025 when her Appeal from Discharge was first heard. The Board Voted that the Appellant was required to return before the Board on July 10, 2025, at which time her case would again be called. Should the Appellant fail to attend the meeting of July 10, 2025, for any reason, the actions of April 24, 2025 will become final and nothing further shall remain before the Board. The Appellant's right to seek judicial review of the Board's action April 24, 2025 shall not be impacted.

I. Motion shall rescind the following actions from April 24, 2025.

A. FIND that the City's *Skelly* due process provisions were met.

- 1) SUSTAIN the cause of action of theft of, or aiding in the theft of, City property or equipment, as established by proper investigation.
- 2) SUSTAIN the cause of action of falsifying City records, such as time reports, mileage reports or expense accounts or other work-related documents.
- 3) SUSTAIN the cause of action of using City time, property or equipment without authorization.
- 4) SUSTAIN the cause of action of engaging in illegal behavior or conduct in conflict with job duties, on or off the job.

B. FIND that the discharge, effective May 14, 2024, was appropriate and is SUSTAINED.

C. ADOPT the findings and conclusions in the Hearing Examiner's report as the Board's own.

II. Now before the Board:

The REPORT AND RECOMMENDATIONS of the Board's Hearing Examiner Stephen Biersmith, following the holding of a hearing on December 10, 2024, into the appeal of Ms. Castillo.

The Hearing Examiner recommends that the Board:

A. FIND that the City's *Skelly* due process provisions were met.

B. Causes of Action:

1. SUSTAIN the cause of action of theft of, or aiding in the theft of, City property or equipment, as established by proper investigation.
2. SUSTAIN the cause of action of falsifying City records, such as time reports, mileage reports or expense accounts or other work-related documents.
3. SUSTAIN the cause of action of using City time, property or equipment without authorization.
4. SUSTAIN the cause of action of engaging in illegal behavior or conduct in conflict with job duties, on or off the job.

C. FIND that the discharge, effective May 14, 2024, was appropriate and should be SUSTAINED.

D. ADOPT the findings and conclusions in the Hearing Examiner's report as the Board's own.

File No. 55930

COMMISSION ACTION

**9. ADMINISTRATIVE ACTIONS**

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

**June 20, 2025**

**Interdepartmental Promotional**

SENIOR GARDENER

**June 27, 2025**

**Interdepartmental Promotional**

COMMISSION EXECUTIVE ASSISTANT

**Interdepartmental Promotional and Open Competitive**

TITLE EXAMINER

- b. Make a matter of record the General Manager's action in approving the use of the following Special Examining Assistants:

1. **COMMISSION EXECUTIVE ASSISTANT**

Wilson POON, Chief Management Analyst and Myo SASAKI, Assistant General Manager, Department of Fire and Police Pensions, Grace MIGUEL, Commission Executive Assistant II, Department of Airports, Takisha SARDIN, Commission Executive Assistant II, Department of Recreation and Parks, Ariane BRISKI, Senior Management Analyst I, City Planning Department.

**LINE MAINTENANCE ASSISTANT**

Michael McGUIRE, Electric Distribution Mechanic Supervisor and Anthony Joseph MARTINEZ, Electric Distribution Mechanic, Department of Water & Power

File No.

COMMISSION ACTION

**10. 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 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>
7258	1	93-31011	Construction and Maintenance Supervisor, 3127
7259	20	93-58111	Aqueduct and Reservoir Keeper, 5813
7262	3	93-35145	Heavy Duty Truck Operator, 3584
7263	1	93-91251	Management Analyst, 9184
7266	1	95-96026	Water Services Manager, 9602
7267	1	95-96025	Water Services Manager, 9602
7268	1	95-96025	Water Services Manager, 9602

2. 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>
7264	1	95-75252	Electrical Engineering Associate, 7525
7265	1	94-72073	Senior Civil Engineering Drafting Technician, 7207

3. 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>
7271	2	91-17133	Photographer, 1793 File No.

- b. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions in connection with the 2025-2026 Budget, effective July 1, 2025.

1. Allocate the following positions:

**OFFICE OF FINANCE**

25/26-016	2	Senior Management Analyst, 9171
25/26-017	1	Principal Clerk, 1201
25/26-018	1	Tax Compliance Officer, 1179
25/26-019	1	Administrative Clerk, 1358
25/26-020	9	Customer Service Specialist, 1229
25/26-021	13	Tax Compliance Officer, 1179

**CITY PLANNING**

25/26-022	3	City Planner, 7944
25/26-023	2	City Planning Associate, 7941
25/26-024	1	Systems Analyst, 1596
25/26-025	1	Administrative Clerk, 1358

10 CLASSIFICATION ACTIONS, (Continued)

- b. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions in connection with the 2025-2026 Budget, effective July 1, 2025, (Continued).

PERSONNEL

25/26-026            1                            Senior Benefits Analyst, 9109

ANIMAL SERVICES

25/26-027            1                            District Supervisor Animal Services, 4320

25/26-028            1                            Administrative Clerk, 1358

BUILDING AND SAFETY

25/26-029            3                            Senior Building Inspector, 4213

25/26-030            5                            Building Inspector, 4211

25/26-031            1                            Administrative Clerk, 1358

25/26-032            1                            Assistant Deputy Superintendent of Building, 4219

25/26-033            1                            Safety Engineering Associate, 1726

25/26-034            1                            Payroll Supervisor, 1170

25/26-035            1                            Management Assistant, 1539

25/26-036            1                            Chief Financial Officer, 9230

CITY ADMINISTRATIVE OFFICER

25/26-048            1                            Finance Specialist, 1552

25/26-049            1                            Senior Administrative Analyst, 1541

25/26-050            1                            Senior Administrative Analyst, 1541

File No.

- d. The General Manager recommends that the Board of Civil Service Commissioners make the following a Matter of Record:

1. As part of the 2025/2026 budget, the Los Angeles City Council approved the following transfer of functions, with the associated positions and employees:
  - a. One position of **Chief Forest Officer**, class code 3136, and the incumbent **Rachel Malarich** ID #407640, from the **Department of Public Works, Board of Public Works to the Department of City Planning Department**;
  - b. One position of **Environmental Specialist**, class code 7310, and the incumbent **Clarissa Boyajian** ID #508159, from the **Department of Public Works, Board of Public Works to the City Planning Department**;
  - c. One position of **Principal Architect**, class code 7928, and the incumbent **Steven Lane** ID #379798, from the **Department of Building and Safety to City Planning Department**;
  - d. Three positions (two vacant) of **Senior Architect**, class code 7927, and the incumbent **Erik Villanueva** ID #80518, from the **Department of Building and Safety to City Planning Department**;
  - e. Three positions of **Architect**, class code 7925, and the incumbents **Nicole Widjaja** ID #503583, **Caleb Wong** ID #503580, and **Ni (Cinthia) Li** ID #509807, from **Department of Building and Safety to City Planning Department**;

10. CLASSIFICATION ACTIONS, (Continued)

- f. Thirty-two positions (seven vacant) of **Architectural Associate**, class code 7926, and the incumbents **Sharareh Kahenassa** ID #515240, **Nichole Macoy** ID #505881, **Jason Bravo-Haro** ID #503742, **Megan Kolp** ID #509007, **Karen Meza-Morales** ID #509347, **Melissa Quinones** ID #509264, **Eden Yigletu** ID #515241, **Franics Ahn** ID #503571, **Nevrik Navasartian** ID #503572, **Sarhad Ghevandian** ID #503574, **Benny Wong** ID #503573, **Eric Romero** ID #503913, **Elahe Merrikhi** ID #508825, **Ronald Greene** ID #508651, **Ly Chea** ID #508820, **Amir Nakhla** ID #508821, **Chinghey Chan** ID #513434, **Nicole Saleeba** ID #387929, **Kaita Saito** ID #509348, **Kristel Marquez** ID #515840, **Cameron Jones** ID #515836, **Vahen Zarukian** ID #515421, **David Zheng** ID #515242, **Manual Bradley Zavaleta** ID #515838, and **Ryan Del Poso** ID #515239, from the **Department of Building and Safety to the City Planning Department**;
  - g. One vacant position of **Office Engineering Technician**, class code 7212, from **Department of Building and Safety to City Planning Department**;
  - h. One vacant position of **Senior Administrative Clerk**, class code 1368, from the **Department of Building and Safety to the City Planning Department**;
  - i. One position of **Administrative Clerk**, class code 1358, and the incumbent **Sara Ramirez** ID #510310, from the **Department of Building and Safety to the City Planning Department**.
2. The employees occupying the positions transferred by the above actions as identified from the **City Planning Department**, and are effective in the 2025-2026 fiscal year. These employees have been functionally transferred in accordance with Civil Service Rule 8.6.

File No.

COMMISSION ACTION

11 ADJOURNMENT