



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, SEPTEMBER 25, 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: **871 9530 4417** followed by the pound sign (#). When asked, enter the passcode **598932** 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 by sending and detachable storage device within 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. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**

Consideration of routine and non-appearance matters under New Business, pages three through 10, items 6 and 7. Any member may call out an individual item noted within his item for discussion prior to vote.

3. **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.

4. **GENERAL MANAGER’S REPORT**

5. APPEAL UNDER CHARTER SECTION 1016,

Varduhi SIMONYAN, Management Assistant, Los Angeles Housing & Community Investment Department. Suspension effective October 15, 2018, to December 14, 2018, inclusive (45-working days).

Report and recommendations of the Board's Hearing Examiner Daniel Saling, following the holding of hearings on May 3, 2023, July 26, 2023, August 28, 2023, November 21, 2023, and January 19, 2024, into the appeal of Ms. Simonyan.

Pursuant to Government Code 54957, the Civil Service Commission may elect to meet in closed session in order to confer with its legal counsel regarding a matter related to pending litigation or the discipline of an employee under Charter Section 1016. No binding votes will be taken.

The Hearing Examiner recommends that the Board:

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

B. Causes of Action:

1. NOT SUSTAIN the cause of action of using official position for personal gain or advantage.
2. NOT SUSTAIN the cause of action of engaging in any activity, which constitutes a conflict of interest.
3. NOT SUSTAIN the cause of action of misusing or failing to use delegated authority in the performance of duties.
4. NOT SUSTAIN the cause of action of failure to perform work assignments adequately or promptly.

C. FIND that the imposed penalty of a 45-working day unpaid suspension effective October 15, 2018, to December 14, 2018, was NOT appropriate and should NOT be SUSTAINED.

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

File No. 55185

COMMISSION ACTION

On March 13, 2025, the Board voted to remand this matter back to the Hearing Examiner requesting a supplemental report, which expands on question of credibility for each witness and any factual basis for the decision rendered.

6. 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.

September 5, 2025

Interdepartmental Promotional
Director of Maintenance Airports
Senior Building Mechanical Inspector
Waterworks Engineer

Open Competitive
Industrial Hygienist
Maintenance Laborer Assistant

September 12, 2025

Interdepartmental Promotional

Open Competitive
Personnel Analyst
Assistant Inspector

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

1. CEMENT FINISHER

Jesse ESTRADA, Cement Finisher Supervisor, Department of Water and Power, Martin LOPEZ, Cement Finisher Supervisor, Department of Recreation and Parks

2. CUSTOMER SERVICE REPRESENTATIVE

George ROFAIL, Utility Services Manager, Los Angeles Department of Water and Power, David NEVAREZ, Commercial Field Supervisor, Los Angeles Department of Water and Power

3. PRINCIPAL CLERK UTILITY

Julie VASQUEZ and Paul BALTAZAR, Utility Administrators III, Los Angeles Department of Water and Power

4. SENIOR ROOFER

James SIPOTZ and David HOYT, Construction and Maintenance Supervisors, Department of Water and Power

File No.

6. 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:

TITLE EXAMINER

Janelle PARRA, Property Manager, Department of Public Works: Bureau of Engineering,
Sumita THAPPA, Property Manager, Department of Water and Power

7. CLASSIFICATION ACTIONS

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

1. Allocate the following new position 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>
7395	1	91-12021	Commercial Service Supervisor, 1213
7396	2	82-17001	Management Analyst, 9184
7397	2	95-37553	Utility Services Specialist, 3755
7398	2	82-17001	Management Analyst, 9184
7399	1	93-12106	Principal Clerk Utility, 1202
7400	3	94-19130	Senior Real Estate Officer, 1961
7401	1	95-91052	Utility Administrator, 9105
7402	1	93-91251	Management Analyst, 9184
7408	1	95-73103	Environmental Specialist, 7310
7409	1	93-91251	Management Analyst, 9184
7410	2	82-17001	Management Analyst, 9184
7415	3	95-94532	Power Engineering Manager, 9453

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>
7373	1	95-75252	Electrical Engineering Associate, 7525
7374	1	93-38000	Electrician, 3863
7378	1	82-75138	Electrical Engineer, 7539
7379	1	94-12116	Principal Clerk Utility, 1202
7383	1	95-52654	Electrical Services Manager, 5265
7384	1	93-72008	Senior Architectural Drafting Technician, 7208
7385	2	25-16058	Commercial Field Supervisor, 1603
7386	1	95-15390	Management Assistant, 1539
7387	1	95-72462	Civil Engineering Associate, 7246
7388	1	94-72110	Civil Engineering Drafting Technician, 7232
7393	1	72-75356	Electrical Engineer, 7539
7394	1	94-72073	Senior Civil Engineering Drafting Technician, 7207
7403	1	72-75356	Electrical Engineer, 7539
7404	1	94-72012	Senior Mechanical Engineering Drafting Technician, 7210
7407	1	94-75237	Mechanical Engineering Drafting Technician, 7551
7416	1	95-15390	Management Assistant, 1539

7. CLASSIFICATION ACTIONS, (Continued)

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

3. 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>
7377	1	34-72120	Waterworks Engineer, 7248
7380	1	93-13637	Administrative Clerk, 1358
7381	1	95-72462	Civil Engineering Associate, 7246
7382	1	95-72463	Civil Engineering Associate, 7246
7389	1	93-72176	Engineering Designer, 7217
7390	1	95-72463	Civil Engineering Associate, 7246
7391	1	95-94061	Managing Water Utility Engineer, 9406
7392	1	93-72176	Engineering Designer, 7217
7406	1	95-72462	Civil Engineering Associate, 7246
7411	1	93-39133	Water Utility Supervisor, 3976
7412	32	93-39023	Water Utility Worker, 3912
7413	1	95-72463	Civil Engineering Associate, 7246
7414	4	93-37100	Mechanical Helper, 3771

4. Allocate the following new position for the **Department of General Services**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4121	1	Senior Management Analyst, 9171
4122	1	Management Analyst, 9184

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:

**DEPARTMENT OF PUBLIC WORKS – BUREAU
OF CONTRACT ADMINISTRATION**

<u>CSC No</u>	<u>No of Positions</u>	<u>Department/Class Title and Code</u>
25/26-161	1	Senior Construction Inspector, 7294
25/26-162	2	Construction Inspector, 7291
25/26-163	2	Construction Inspector, 7291
25/26-164	1	Senior Management Analyst, 9171
25/26-165	1	Management Analyst, 9184
25/26-166	1	Senior Management Analyst, 9171
25/26-167	1	Management Analyst, 9184

File No.

7. CLASSIFICATION ACTIONS, (Continued)

The General Manager recommends that the Board of Civil Service Commissioners give a 10-day notice of intention to:

1. Create the new classification of **Director of Environmental Management**, Class Code 7321;
and
2. Adopt the new Class Specification for Director of Environmental Management, Class Code 7321.

File No.

The General Manager recommends that the Board of Civil Service Commissioners give a 10-day notice of intention to:

3. Revise the classification of **Director of Continuous Improvement**, Class Code 9603;
and
4. Adopt the new Class Specification for **Director of Continuous Improvement**, Class Code 9603.

File No.

- c. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following position in the Youth Development Department (YDD) in accordance with Charter Section 1001(d)(4), based on the position being grant-funded for a term not to exceed two years.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4120	1	Senior Project Coordinator, 1538

File No.

8. ADJOURNMENT