



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, DECEMBER 11, 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: **ID: 876 1947 9921**, followed by the pound sign (#). When asked, enter the passcode **358441** 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. **APPROVAL OF MINUTES**

Minutes of the regular meeting of Thursday, November 13, 2025, submitted for approval.
(On advice of the Board’s counsel, all member may vote on this item.)

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

Consideration of routine and non-appearance matters Unfinished Business, page two, item 6, and New Business, pages three thru 13, items 8 and 9. Any member may call an individual item noted within his item for discussion prior to vote.

4. **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.

5. **GENERAL MANAGER’S REPORT**

6. ADMINISTRATIVE CLOSURE

Scott WILDERMAN, Power Shovel Operator Department of Water & Power.

On July 30, 2020, the Appellant filed an Appeal from a six-day Suspension as a Power Shovel Operator with the Department of Water & Power in the Commission Office.

Following the usual procedure, the Hearing Examiner was selected two hearing dates scheduled for June 10, 2022 and June 13, 2022. At the conclusion of the hearing, a report was submitted and was scheduled to be heard by the Board on May 23, 2023. At that hearing, the Appellant, through counsel, contended that the Department rested its case unexpectedly early on the second day of hearing requesting that an additional day be scheduled as the Appellant was not prepared to proceed. The Department objected and, according to the Appellant, the Hearing Examiner stated that the Appellant must proceed then, as no additional day would be scheduled. Concerned, the Board ordered that the hearing transcript be created. While the transcript creation was proceeding the Commission Office was informed that the parties had entered settlement discussions. The matter was held in abeyance pending an outcome of the discussions.

On July 29, 2025 the Commission Office was informed that the Appellant had resigned from City Service.

After consulting the City Attorney, who confirmed that after a resignation, under Civil Service Rules and current case law, the Commission lost jurisdiction to hear the appeal, requiring that the Appeal be administratively closed.

Staff recommends that the Appeal from suspension of Scott Wilderman be administratively closed and the action made a matter of record.

Files 55506

7. APPEAL UNDER CHARTER SECTION 1016,**a. Heloise MITCHELL, Traffic Officer II,**

Report and recommendations of the Board's Hearing Examiner Daniel Saling, following the holding of hearings on January 31, 2024, May 20, 2025 and July 18, 2025 into the appeal of Ms. Mitchell.

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. SUSTAIN violation of Department policy 252.I.b: Engaging in any employment or activity, which constitutes a conflict of interest.
2. SUSTAIN violation of Department policy 252.VII.f: Falsifying reasons for absence, falsifying work oriented documents and falsely claiming sick leave.
3. SUSTAIN the cause of action violation of Department policy 252.VII.c. Falsifying Vity records

C. FIND that the imposed penalty of Discharge effective March 30, 2023 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. 55834

COMMISSION ACTION

7. APPEAL UNDER CHARTER SECTION 1016.

- b. Keith WARD**, Animal Care Technician, Department of Animal Services
Discharge effective May 14, 22024.

Report and recommendations of the Board’s Hearing Examiner David Beauvais, following the holding of a hearing on April 25, 2025, into the appeal of Mr. Ward.

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. Cause of Action:
 - 1. SUSTAIN the cause of action of leaving assigned work location without proper approval or appropriate reason.
 - 2. SUSTAIN charge two, actions on the job intended to destroy City property inflict bodily injury.
 - 3. SUSTAIN the cause of action of violation of Safety rules and practices, which endanger the employee or others or damages City property or equipment.
 - 4. SUSTAIN the cause of action of making threats (verbal or nonverbal) or engaging in a confrontation with the public , supervisors or co-workers

FIND that the penalty of Discharge effective May 14, 22024, 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. 55931

COMMISSION ACTION:

8. 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.

November 7, 2025

Interdepartmental Promotional

CHIEF CLERK

CHIEF MANAGEMENT ANALYST

CLAIMS AGENT

Interdepartmental Promotional and Open Competitive

ARCHITECT

SENIOR CLAIMS REPRESENTATIVE

November 14, 2025

Interdepartmental Promotional

CHIEF INSPECTOR

CYBER SECURITY ANALYST

Interdepartmental Promotional and Open Competitive

CHIEF FINANCIAL OFFICER

November 21, 2025

Interdepartmental Promotional and Open Competitive

ASBESTOS SUPERVISOR

Interdepartmental Promotional

DISTRICT SUPERVISOR ANIMAL SERVICES

MECHANICAL REPAIR GENERAL SUPERVISOR

SENIOR ELECTRIC TROUBLE DISPATCHER

Open Competitive

EMS ADVANCED PROVIDER

HUMAN RELATIONS ADVOCATE

8. ADMINISTRATIVE ACTIONS, (Continued)

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

1. CIVIL ENGINEERING ASSOCIATE

Mariet OHANIAN, Civil Engineer, Department of Public Works: Bureau of Engineering and Eric TILLEMANS, Managing Water Utility Engineer, Department of Water & Power.

2. DIVISION LIBRARIAN

Susan BROMAN, Assistant City Librarian and John SZABO, City Librarian, Library Department.

3. ENVIRONMENTAL SUPERVISOR

Amanda AMARAL, Environmental Affairs Officer, Department of Public Works, Bureau of Sanitation and John KEMMERER, Environmental Affairs Officer, Department of Water & Power.

4. EXECUTIVE ADMINISTRATIVE ASSISTANT

Benjamin CEJA, Assistant City Administrative Officer, Office of the City Administrative Officer and Ruben VIRAMONTES, Executive Officer City Clerk, Office of the City Clerk.

5. PERSONNEL ANALYST

Alex GONZALEZ and Andrea LAVILLES, Senior Personnel Analysts I, Library Department, Amanda LIEU, Senior Personnel Analyst I, Los Angeles Fire Department, Joseph RANOIA, Senior Personnel Analyst II, Department of Airports, Judy SALAZAR, Senior Personnel Analyst II, Harbor Department.

6. SECRETARY LEGAL

Rachawn BAKER, Utility Administrator IV and Hydee Myrna VILLARREAL, Secretary Legal A, Department of Water & Power.

7. SENIOR BUILDING MECHANICAL INSPECTOR

Daniel ORRANTE, Chief Inspector and Shawn Eshbach, Principal Inspector, Department of Building and Safety.

8. SENIOR LEGISLATIVE ASSISTANT

Patrice LATTIMORE, City Clerk, and Ruben VIRAMONTES, Executive Officer City Clerk, Office of the City Clerk.

File No.

- c. Approve the change of the test of fitness method in the interdepartmental promotional examination for **District Supervisor Animal Services**. The examination will be comprised of a weighted interview (100%).

File No.

- d. Make the following NOTICES a matter of record:

Suspension

ELECTRIC DISTRIBUTION MECHANIC, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on November 24, 2025.

Cause of Action: Violation of Department Administrative Manual §50-04

1) C-1 Unexcused, excessive or patterned absenteeism.

E-3 Reporting for duty unfit to work due to the use of drugs or alcohol.

Discipline: Suspension effective December 1, 2025 to December 14, 2025, inclusive, (10-working days).

8. ADMINISTRATIVE ACTIONS, (Continued)

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

Discharge

ELECTRIC DISTRIBUTION MECHANIC, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on October 6, 2025.

Failure to meet a condition of employment by the loss of the driver's license.

Discipline: Discharge effective September 16, 2025.

MAINTENANCE LABORER, Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on October 7, 2025.

Cause of Action

Second positive drug or alcohol test resulting from a follow-up random test administered under the provisions of the United States Department of Transportation Drug and Alcohol test on or about November 12, 2024.

Discipline: Discharge effective October 4, 2025.

SENIOR REAL ESTATE OFFICER Department of General Services. The Department filed the General Form 77 with Personnel Records on November 18, 2025.

Cause of Action:

Misconduct, on or off the job, seriously reflecting on City employee or employment.

Violation of Department rules.

Misusing, or failing to use delegated authority in the performance of duties.

Discipline: Discharge effective October 31, 2025.

STREET LIGHTING ELECTRICIAN, Department of Public Works, Bureau of Street Lighting. The Department filed the General Form 77 with Personnel Records on November 26 2025.

Cause of Action:

Engaging in illegal behavior or conduct in conflict with job duties, on or off the job

Absent without valid or approved leave for at least seven consecutive calendar days.

Discipline: Discharge effective August 20, 2025.

TREE SURGEON, Department of Public Works, Bureau of Street Services. The Department filed the General Form 77 with Personnel Records on November 7 2025.

Cause of Action:

Absent without valid or approved leave for at least seven consecutive calendar days.

Failure to meet a condition of employment by the loss of the driver's license.

Discipline: Discharge effective November 7, 2025.

COMMISSION ACTION

9. 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> |
|----------------|-------------------------|----------------|--|
| 7498 | 3 | 95-91051 | Utility Administrator, 9105 |
| 7499 | 1 | 93-35160 | Construction Equipment Service Worker, 3541 |
| 7508 | 1 | 95-91063 | Utility Services Manager, 9106 |
| 7509 | 12 | 95-75252 | Electrical Engineering Associate, 7525 |
| 7514 | 6 | 95-75253 | Electrical Engineering Associate, 7525 |

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> |
|----------------|-------------------------|----------------|---|
| 7405 | 2 | 95-52653 | Electrical Services Manager, 5265 |
| 7497 | 5 | 72-75356 | Electrical Engineer, 7539 |
| 7503 | 1 | 94-72009 | Senior Electrical Engineering Drafting Technician, |
| 7504 | 1 | 95-91063 | Utility Services Manager, 9106 |
| 7505 | 3 | 94-33110 | Building Repairer, 3333 |
| 7506 | 1 | 94-72009 | Senior Electrical Engineering Drafting Technician, |
| 7507 | 20 | 82-38302 | Electrical Mechanic, 3841 |
| 7517 | 22 | 93-39109 | Maintenance and Construction Helper, 3115 |
| 7518 | 1 | 94-37125 | Electrical Craft Helper, 3799 |

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> |
|----------------|-------------------------|----------------|--|
| 7493 | 1 | 93-78148 | Laboratory Technician, 7854 |
| 7494 | 2 | 42-72107 | Civil Engineering Drafting Technician, 7232 |
| 7495 | 4 | 95-72462 | Civil Engineering Associate, 7246 |
| 7496 | 1 | 93-13641 | Senior Administrative Clerk, 1368 |
| 7500 | 1 | 95-72462 | Civil Engineering Associate, 7246 |
| 7501 | 1 | 93-13637 | Administrative Clerk, 1358 |
| 7502 | 1 | 95-72462 | Civil Engineering Associate, 7246 |
| 7511 | 1 | 95-75252 | Electrical Engineering Associate, 7525 |
| 7512 | 1 | 95-94061 | Managing Water Utility Engineer, 9406 |
| 7513 | 71 | 93-39130 | Water Utility Worker, 3912 |
| 7515 | 3 | 95-96026 | Water Services Manager, 9602 |
| 7516 | 1 | 42-72107 | Civil Engineering Drafting Technician, 7232 |

9. CLASSIFICATION ACTIONS, Continued)

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

4. Allocate the following new positions for the **Department of Public Works, Bureau of Engineering**, as indicated:

| <u>CSC No.</u> | <u>No. of Positions</u> | <u>Class Title and Code</u> |
|----------------|-------------------------|-----------------------------------|
| 4158 | 1 | Senior Management Analyst, 9171 |
| 4161 | 1 | Civil Engineering Associate, 7246 |

5. Allocate the following new position for the **Housing Department**, as indicated:

| <u>CSC No.</u> | <u>No. of Positions</u> | <u>Class Title and Code</u> |
|----------------|-------------------------|-------------------------------------|
| 4159 | 1 | Warehouse and Toolroom Worker, 1832 |

6. Allocate the following new position for the **Department of Aging**, as indicated:

| <u>CSC No.</u> | <u>No. of Positions</u> | <u>Class Title and Code</u> |
|----------------|-------------------------|-----------------------------|
| 4160 | 1 | Management Assistant, 1539 |

7. Allocate the following new positions for the **Department of Public Works, Bureau of Sanitation**, as indicated:

| <u>CSC No.</u> | <u>No. of Positions</u> | <u>Class Title and Code</u> |
|----------------|-------------------------|--|
| 4162 | 6 | Environmental Compliance Inspector, 4292 |
| 4163 | 1 | Geographic Information Specialist, 7213 |
| 4164 | 1 | Geographic Information Specialist, 7213 |
| 4165 | 14 | Maintenance Laborer, 3112 |
| 4166 | 2 | Refuse Collection Supervisor, 4101 |
| 4167 | 2 | Refuse Collection Truck Operator, 3580 |
| 4168 | 1 | Senior Administrative Clerk, 1368 |
| 4169 | 1 | Service Coordinator, 0883 |
| 4170 | 1 | Service Coordinator, 0883 |
| 4171 | 1 | Solid Resources Superintendent, 4102 |

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:

| <u>CSC No.</u> | <u>No. of Positions</u> | <u>Department</u> <u>Class Title and Code</u> |
|--|-------------------------|--|
| <u>LOS ANGELES FIRE DEPARTMENT</u> | | |
| 25/26-204 | 1 | Systems Analyst, 1596 |
| 25/26-257 | 1 | Fire Inspector, 2128 |
| 25/26-258 | 1 | Fire Protection Engineering Associate, 7978 |
| <u>DEPARTMENT OF TRANSPORTATION</u> | | |
| 25/26-256 | 2 | Transportation Planning Associate, 2480 |

File No.

- c. The General Manager recommends that the Board of Civil Service Commissioners:
Approve the revised class specifications for

Pool Lifeguard, Class Code 2413.

File No.

10. ADJOURNMENT