



# 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, MARCH 12, 2026  
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: 816 6738 6752**, followed by the pound sign (#). When asked, enter the passcode **802124** 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 un-muted. 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 February 26, 2026, submitted for approval.

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

Consideration of routine and non-appearance matters Unfinished Business page two, item 6 & 7 and New Business, page five thru nine, items 9 and 10. Any member may call out 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. RESIGNATIONS, SETTLEMENTS AND WITHDRAWALS UNDER CHARTER SECTION 1016 TO BE MADE A MATTER OF RECORD

**AIRPORT POLICE SERGEANT**, Department of Airports, Suspension effective July 27, 2024 to August 3, 2024 (6-working days).

Settlement agreement whereby the Department agreed to rescind the imposed six-day suspension without pay and substitute a six-day suspension to be served as three working days without pay and three working days recorded as disciplinary pay status (DPS). The Appellant agreed to withdraw his appeal now pending before the Civil Service Commission. The parties agreed to other terms and conditions. The Commission Office received the signed documents on November 5, 2025.

File No. 56176

COMMISSION ACTION

7. UNFINISHED CLASSIFICATION ACTIONS

a. The General Manager recommends that after giving a 10-day notice of its intension on February 26, 2026, that the Board of Civil Service Commissioners now:

1. Create the new classification of **Accountant Assistant**, Class Code 1612; and
2. Adopt the new Duties Statement for **Accountant Assistant**, Class Code 1612.

File No. 56228

b. The General Manager recommends that after giving a 10-day notice of its intension on February 26, 2026 the Board of Civil Service Commissioners now:

1. Revise the classifications of **Geographic Information Systems Technician**, Class Code 7250, and **Geographic Information Systems Analyst**, Class Code 7249; and
2. Adopt the changes to the Class Specifications for **Geographic Information Systems Technician**, Class Code 7250, and **Geographic Information Systems Analyst**, Class Code 7249.

File No. 56229

COMMISSION ACTION

**8. APPEAL UNDER CHARTER SECTION 1016**

**a) Kristal JOHNSON, Custodial Services Assistant, Department of Airports.**

Report and recommendations of the Board’s Hearing Examiner Daniel Saling, following the holding of a hearing on July 10, 2025 and September 30, 2025 into the appeal of Ms. Johnson.

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 met its *Skelly* due process obligations.

B. Causes of Action:

1. SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (B-1) a violation of Departmental rules: specifically, Accountability and Attendance monitoring and improvement,
2. SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (C-2) Failure to maintain a satisfactory attendance or correct attendance deficiencies.
3. SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (C-3) Failure to follow established procedures for notification of inability to report for work (call-in procedure).
4. SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (C-6) Absent without valid or approved leave of absence for at least seven consecutive calendar days.

C. FIND that the penalty of Discharge, effective November 4, 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. 55656

COMMISSION ACTION

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

**b) Keith WARD, Animal Care Technician, Department of Animal Services.**

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 met its *Skelly* due process obligations.
- B. Causes of Action:
  - 1. SUSTAIN the cause of action of leaving assigned work location without proper approval or appropriate reason.
  - 2. SUSTAIN the cause of action of actions on the job of City property intended to destroy property or 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 non-verbal) or engaging in a conflict with the public, supervisors or co-workers.
- C. FIND that the penalty of 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. 55931

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.

**February 20, 2026**

**Interdepartmental Promotional**  
PRINCIPAL CLERK PERSONNEL  
SENIOR HYDROGRAPHER

**February 27, 2026**

**Interdepartmental Promotional and Open Competitive**  
STAFF ASSISTANT TO GENERAL MANAGER WATER & POWER  
UTILITY LINE CLEARANCE TREE TRIMMER

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

1) **CHIEF FINANCIAL OFFICER**

Noel WILLIAMS, Chief Financial Officer, Department of Recreation and Parks, Sarai BHAGA, Chief Financial Officer, Department of Public Works, Bureau of Sanitation.

2) **CHEMIST**

Darryl GUENTHER, Senior Chemist, Department of Public Works, Bureau of Sanitation, Aristotle BRAGASIN, Chemist IV, Department of Water & Power.

3) **CONSTRUCTION ESTIMATOR**

Juan GARAFE, Construction & Maintenance Supervisor, Department of Water Power, Herbert GUEVARA, Architectural Associate IV, Los Angeles Housing Department.

4) **ELECTRICAL ENGINEER**

Brian CAST, Power Engineering Manager and Freddy MENDEZ, Electrical Engineer, Department of Water & Power.

5) **HUMAN RELATIONS ADVOCATE**

Sheldon CRUZ, Community Affairs Advocate, Youth Development Department, Mayra MEDEL, Senior Project Coordinator, Civil + Human Rights and Equity Department.

6) **REAL ESTATE TRAINEE**

Tanya CHYTKA, Real Estate Officer II, Department of Water & Power, Michael CHAM, Property Manager III, Economic Workforce and Development Department.

7) **SENIOR CLAIMS REPRESENTATIVE**

Brandon PARIS, Utility Administrator and Wendy SANCHEZ, Senior Claims Representative, Department of Water & Power.

8) **SENIOR COMPUTER OPERATOR**

Jennifer HARVEY and Tyrone FLOWERS, Information Systems Operations Managers, Department of Water & Power.

9) **SENIOR LOAD DISPATCHER**

Anton VU and Tony SKOURTAS, Electric Services Managers, Department of Water & Power.

File No.

**9. ADMINISTRATIVE ACTIONS, (continue)**

- c. The General Manager of the Personnel Department recommends that the Board of Civil Service Commissioners approve the request from the Department of Airports (LAWA) for the certification of the **Window Cleaner** Open competitive eligible list ahead of the Promotional eligible list.

File No.

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

Suspension

**Aaron S. BOOKER, Electric Substation Operator**, Department of Water & Power. Form 77 filed with Records January 21, 2026.

Cause of Action: Violation of Department Manual Section 50-04:

- 1) §F-6z: Violating safety rules, procedures accepted practices which results in interruption or degradation of electric service

Discipline: Suspension effective January 26, 2026 to February 22, 2026, inclusive (20-working days)

In accordance with Charter Section 1016, the Appellant filed an appeal through his legal representative with the Office of the Commission on January 21, 2026

File No.

Discharge

**Jorge A. PENNA, Security Officer**, Department of Airports. Form 77 filed with Records

Cause of Action: Violation of Department Manual Section 5.020:

- 1) CA-6: Misconduct, on or off the job, seriously reflecting on City employees or employment – engaging in unlawful behavior or conduct in conflict with job duties as outlined in California penal code section 647(f): public intoxication.
- 2) §F-7: Misconduct, on or off the job, seriously reflecting on City employees or employment – Failure to abide by state or federal laws as outlined in Penal Code 25850(a)(c)7 Negligently carrying a concealed firearm.
- 3) §A-7: Misconduct, on or off the job, seriously reflecting on City employees or employment – Failure to abide by state or federal laws as outlined in Penal Code 26230: carrying a concealed weapon in a prohibited location
- 4) §B-1: Job performance below standard: violation of Department rules as outlined in Los Angeles Airport Police Policy and procedures manual section 5/8.20 Mandating notification of the patrol service section watch commander regarding off duty incidents involving outside law enforcement agencies

Discipline: Discharge effective December 18, 2025.

In accordance with Charter Section 1016, the Appellant filed an appeal through his legal representative with the Office of the Commission on December 19, 2025.

File No.

9. ADMINISTRATIVE ACTIONS, (Continued)

e. Make the following NOTICES a matter of record

Suspension

**AIRPORT SUPERINTENDENT OF OPERATIONS III**, Department of Airports. The Department filed the General Form 77 with Personnel Records on June 17, 2025.

Cause of Action:

Violation of Department Administrative Manual §5.020

- 1) B-1 Violation of Department rules: Airside Motor Vehicle Operations.
- 2) F-3 Causing or contributing to an accident on the Airfield or Airport Operation Center (ACA).

Discipline: Suspension effective July 16, 2025 to August 2, 2025, inclusive, (20-working days).

**BUILDING REPAIRER**, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on October 2, 2025.

Cause of Action:

Unexcused, excessive or patterned absenteeism.

Discipline: Suspension effective June 30, 2025 to October 10, 2025, inclusive, (10-working days).

**CHIEF ELECTRIC PLANT OPERATOR**, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on June 17, 2025.

Cause of Action:

Violation of Department Administrative Manual §50.04

- 1) D-1 Non-adherence to the issued “Work Directive” dated October 13, 2022.
- 2) D-1 Failure to cooperate with other employees and management.

Discipline: Suspension effective June 2, 2025 to June 13, 2025, inclusive, (10-working days).

**COMMERCIAL FIELD REPRESENTATIVE**, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on June 4, 2025.

Cause of Action:

Violation of Department Administrative Manual §50.04

- 1) F-6 Violation of Department safety rules, procedures or accepted practices which results in damage to equipment or property.
- 2) G-5 Failure to provide information related to work to supervisors or others requiring the information.

Discipline: Suspension effective June 16, 2025 to June 24, 2025, inclusive, (7-working days).

**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 **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>
7697	1	95-17672	Claims Agent, 1767
7698	1	95-37553	Utility Services Specialist, 3755
7699	2	95-37552	Utility Services Specialist, 3755
7700	4	91-12069	Customer Service Representative, 1230
7701	1	91-17020	Management Analyst, 9184
7702	1	95-37531	Senior Utility Services Specialist, 3753
7703	1	91-12031	Commercial Service Supervisor, 1213
7704	1	94-15018	Systems Analyst, 1596
7705	2	91-17020	Management Analyst, 9184
7710	2	95-91051	Utility Administrator, 9105
7712	1	93-31003	Principal Security Officer, 3200
7713	1	91-15337	Senior Utility Accountant, 1521
7714	3	91-15317	Senior Utility Accountant, 1521
7716	2	82-17001	Management Analyst, 9184

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>
7691	1	93-35139	Power Shovel Operator, 3558
7692	1	95-75543	Mechanical Engineering Associate, 7554
7693	3	82-38179	Electrical Mechanic Supervisor, 3835
7707	1	94-13640	Senior Administrative Clerk, 1368
7708	2	94-75112	Electric Service Representative, 7520
7709	1	95-34771	Senior Roofer, 3477
7717	1	94-75703	Senior Electric Service Representative, 7521
7718	1	94-75704	Senior Electric Service Representative, 7521
7719	2	82-38179	Electrical Mechanic Supervisor, 3835
7720	2	95-38242	Electric Meter Setter Supervisor, 3824
7721	1	93-31026	Construction and Maintenance Supervisor, 3127
7722	1	95-75252	Electrical Engineering Associate, 7525
7723	1	95-75252	Electrical Engineering Associate, 7525
7724	1	95-75252	Electrical Engineering Associate, 7525
7725	2	94-34105	Painter, 3423

**10. CLASSIFICATION ACTIONS**

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>
7694	1	42-72117	Waterworks Engineer, 7248
7695	1	95-72462	Civil Engineering Associate, 7246
7696	2	93-78145	Laboratory Technician, 7854
7711	1	95-96026	Water Services Manager, 9602
7715	1	95-72462	Civil Engineering Associate, 7246

4. Allocate the following new positions for the **Housing Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4206	1	Chief Management Analyst, 9182
4207	1	Senior Management Analyst, 9171
4208	2	Management Analyst, 9184
4209	2	Senior Housing Planning and Economic Analyst, 8505
4210	1	Housing Planning and Economic Analyst, 8504
4211	1	Data Analyst, 1779

File No.

b. The General Manager recommends that the Board of Civil Service Commissioners:

1. Reallocate three (3) positions in the class of **Airport Labor Relations Advocate**, Class Code 9210, to **Senior Personnel Analyst**, Class Code 9167;

and

2. Find the individuals listed to be “legally employed” without further examination in the class of **Senior Personnel Analyst**, Class Code 9167, with assignment rights only to the positions properly allocable to the class in which they currently have status;

Rivera, Nathaly                      407671                      Airport Labor Relations Advocate II, 9210-2

Sanchez, Jorge                      80720                      Airport Labor Relations Advocate II, 9210-2

Vasquez, Farah N.                      407429                      Airport Labor Relations Advocate II, 9210-2

and

3. Approve the use of Status Charter Section 1014 Special Assignments so that the named incumbents may obtain status in the class of **Senior Personnel Analyst**, Class Code 9167;

and

4. Subsequent to the actions above, abolish the class of **Airport Labor Relations Advocate**, Class Code 9210.

File No.

**11. ADJOURNMENT**

