



AGENDA

BOARD OF CIVIL SERVICE COMMISSIONERS CITY OF OF LOS ANGELES

**THURSDAY, SEPTEMBER 10, 2026
10:00 A.M.
REGULAR MEETING**

PERSONNEL BUILDING 700 EAST TEMPLE STREET, ROOM 350
LOS ANGELES, CALIFORNIA 90012

Audio Conference

Phone: (669) 900-6833 | ID: 429 430 2623 | Passcode: 435009

COMMISSIONERS:

Guy Lipa, President | Karla M. Gould, Vice President | Jeanne A. Fugate | Monika Kirenga

The Board of Civil Service Commissioners (Board) will provide members of the public an opportunity to address the Board on items of interest within the subject matter jurisdiction of the Board during the Public Comments segment of the meeting. Members who wish to make a public comment may do so in two ways:

PUBLIC COMMENT

In-Person

Public comments can be made by visiting the posted meeting location. Public comment is limited to one (1) minute per person; please state and spell your name for the record.

Virtual (Audio Conference)

Use the **Audio Conference** information above to access the meeting by phone. To speak, please dial *9 when the Commission reaches the Public Comments segment of the meeting. Public comment is limited to one (1) minute per person; please state and spell your name for the record. Please keep your telephone muted during the meeting (when not speaking during your one (1) minute public comment) to ensure City business is not disrupted.

LISTENING TO THE LIVE MEETING

To listen to the live Board meeting by telephone or video call, use the **Audio Conference** information above to access the meeting. Please keep your telephone muted during the meeting to ensure City business is not disrupted.

DIGITAL AUDIO RECORDINGS

Digital audio recordings of Commission Board meetings are available for download by sending a 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 by email at: civil-service-commission@lacity.org or by telephone at: (213) 473-9107.

For General information about the Board of Civil Service Commission, please visit the website: <https://personnel.lacity.gov/civil-service-commission.html>

1. CALL TO ORDER

2. APPROVAL OF MINUTES

Minutes of the Regular Meeting of Thursday, August 27, 2026, submitted for approval.

3. PUBLIC COMMENTS ON MATTERS WITHIN THE 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 the activity to the City Ethics Commission.

4. COMMISSION ACTION ON ROUTINE AND OTHER MATTERS

Consideration of routine and non-appearance matters under Unfinished Business, Page two thru three items 6 and 7 and New Business, pages six thru 10 items 9 and 10. Any member may call out an individual item noted within his/her item for discussion prior to a vote.

5. GENERAL MANAGER'S REPORT

NON - APPEARANCE ITEMS - UNFINISHED BUSINESS

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

a) **LaTanya BOGIN**, Utility Executive Secretary, Department of Water and Power.

The Appellant submitted written notice to the Commission Office on August 24, 2026, of her intent to withdraw her suspension appeal currently pending before the Civil Service Commission.

File No. 56177

7. ADMINISTRATIVE CLOSURE UNDER CHARTER SECTION 1016 TO BE MADE A
MATTER OF RECORD

a) **Christian PEARSON**, Planning Assistant, Department of City Planning

The Appellant submitted a letter of resignation to the Department of City Planning on **July 22, 2026**. Because the Appellant voluntarily resigned from City service, the Civil Service Commission no longer has jurisdiction to consider the appeal.

Accordingly, it is recommended that the Board make a matter of record that the appeal pending before the Civil Service Commission is administratively closed.

File No. 56178

COMMISSION ACTION:

APPEARANCE ITEMS - UNFINISHED BUSINESS

8. APPEALS UNDER CHARTER SECTION 1016

a) **Marty SASSON, Jr., Security Officer, Harbor Department**

Report and recommendations of the Board's Hearing Examiner Mary L. Williams, Esq., following the holding of hearings on October 6, 2025; October 22, 2025; and November 17, 2025 into the appeal of Mr. Sasson.

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: Violation of Harbor Department Manual

1. NOT SUSTAIN the cause of action of Misconduct, on or off the job, seriously reflecting on City employees or employment, Section 2.130
2. NOT SUSTAIN the cause of action Offense No 2: Engaging in any activity which constitutes a conflict of interest.
3. NOT SUSTAIN the cause of action Offense No. 5: Engaging in illegal behavior or conduct in conflict with job duties, on or off the job.
4. NOT SUSTAIN the cause of action of Los Angeles Port Police Policy Manual, Standards of Conduct, Section 341.5.9, b. Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.

5. NOT SUSTAIN the cause of action i: Criminal, dishonest, or disgraceful conduct, whether on or off duty that adversely affects the member's relationship with the Los Angeles Port Police.
- C. FIND that the penalty of Discharge effective April 25, 2025, 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.56109

COMMISSION ACTION:

b) David SHUBIN, Plumber, Department of General Services

Report and recommendations of the Board's Hearing Examiner, Shep Zebberman, following the hearings held on April 4, 2023, August 3, 2023, and October 11, 2023, concerning the appeal of Mr. Shubin. The Board will also consider the supplemental report submitted by Hearing Examiner Shep Zebberman.

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. NOT SUSTAIN the cause of action of violation Failure to meet a condition of employment of being fully vaccinated for COVID-19 as required by the City of Los Angeles' Ordinance No. 187134
- C. FIND that the penalty of Discharge effective August 31, 2022, 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. 55704

COMMISSION ACTION:

At its regular meeting on March 14, 2024, the Board reviewed the Hearing Examiner's Report and Recommendations in this matter. Following its review, the Board remanded the case to the Hearing Examiner and requested a supplemental report addressing two issues: **(1)** the apparent inconsistency in the report's findings that the *Skelly* due process requirements had been satisfied while also concluding that a due process violation had occurred; and **(2)** whether events occurring within the City after the Appellant's termination should be considered in evaluating the appeal. The Hearing Examiner has submitted the requested supplemental report, and the matter is now before the Board for further consideration.

NON-APPEARANCE ITEMS - NEW BUSINESS

9. ADMINISTRATIVE ACTIONS

a) The General Manager recommends that:

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:

August 28, 2026

Department Promotional

POLICE LIEUTENANT

Interdepartmental Promotional

PLUMBER SUPERVISOR

SENIOR CIVIL ENGINEER

SENIOR STREET SERVICES INVESTIGATOR

Interdepartmental Promotional and Open Competitive

BUILDING INSPECTOR

UTILITIES SERVICES INVESTIGATOR

Open Competitive

WASTEWATER TREATMENT OPERATOR

August 21, 2026

Interdepartmental Promotional

PARK MAINTENANCE SUPERVISOR

UTILITY EXECUTIVE SECRETARY

Interdepartmental Promotional and Open Competitive

CYBER SECURITY ANALYST

STREET SERVICES WORKER

Open Competitive

GARDENER CARETAKER

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

1. RISK MANAGEMENT AND PREVENTION PROGRAM SPECIALIST

Sam CALVERT, Safety Engineer; and Royce LONG, Risk Management and Prevention Program Manager, Los Angeles Fire Department.

2. SENIOR CITY PLANNER

Jane CHOI and Hagerenesh SOLOMON-CARY, Principal City Planners, Department of City Planning..

File No.

c) The General Manager recommends that the Board of Civil Service Commissioners approve the change in the test of fitness method for the promotional examination for **Senior Traffic Supervisor**. The examination will consist of a qualifying multiple-choice test, an advisory essay, and a 100% weighted interview.

File No.

d) Make the following APPEALS a matter of record:

Suspension

Karina **ARROYO**, Senior Administrative Clerk, Department of Water and Power. The Department filed the General Form 77 with Personnel Records on August 19, 2026.

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

- 1) G-6 Falsifying time or similar work-oriented documents (modified)

Discipline: Suspension effective September 7, 2026 to October 16, 2026, inclusive, (30-working days).

In accordance with Charter Section 1016, the appellant filed an appeal with the Office of the Commission on August 21, 2026.

File No.

Raquel **ROMO**, Supply Services Payment Clerk, Department of General Services. The Department filed the General Form 77 with Personnel Records on April 23, 2026.

The Commission Office has identified an administrative error in the **May 28, 2026 Civil Service Commission Meeting Agenda**, Item **9d**, pertaining to **Raquel Romo, File No. 56266**.

The agenda inadvertently included allegations and dates that were not associated with the appellant's disciplinary matter. The correct **Causes of Action** are:

- 1) Requiring excessive supervision;
- 2) Failure to perform work assignments adequately or promptly;
- 3) Excessive or patterned absenteeism;
- 4) Frequent or unexcused tardiness;
- 5) Insubordination; and
- 6) Failure to provide information related to work to supervisors.

The correct suspension period is **May 5, 2026, through June 4, 2026, inclusive (20-working days)**.

This correction is entered into the record to clarify that the previously listed allegations and dates were included in error and do not pertain to the appellant's disciplinary matter. The foregoing reflects the correct causes of action and suspension period associated with the appeal before the Board.

e) Make the following NOTICE a matter of record:

Suspension

SENIOR GARDENER, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on August 26, 2026.

Causes of Action:

- 1) Operating City equipment unsafely and/or without the required license or equipment.
- 2) Violation of departmental rules.

Discipline: Suspension effective August 27, 2026 to September 3, 2026, inclusive, (6-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 and Power**, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR NO.</u>	<u>Class Title and Code</u>
8094	2	93-13641	Senior Administrative Clerk, 1368
8095	2	93-12106	Principal Clerk Utility, 1202
8096	1	94-12115	Principal Clerk Utility, 1202
8097	1	94-12104	Principal Clerk Utility, 1202
8098	3	82-17001	Management Analyst, 9184
8099	7	93-91251	Management Analyst, 9184
8100	1	91-17020	Management Analyst, 9184
8101	1	93-17109	Management Analyst, 9184
8102	1	95-12031	Benefits Specialist, 1203
8103	1	94-11031	Systems Administrator, 1455
8104	1	94-11030	Systems Administrator, 1455
8105	1	95-91093	Senior Benefits Analyst, 9109
8106	1	91-12021	Commercial Service Supervisor, 1213
8107	2	93-35125	Equipment Operator, 3525
8108	1	94-11020	Programmer Analyst, 1431
8116	1	94-12116	Principal Clerk Utility, 1202
8117	1	95-91092	Senior Benefits Analyst, 9109
8118	1	95-91093	Senior Benefits Analyst, 9109
8122	1	95-18651	Supply Services Manager, 1865
8123	1	91-14003	Reprographics Operator, 3162
8124	2	91-13637	Administrative Clerk, 1358

2. Allocate the following new position in the **Power System** of the **Department of Water and Power**, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR NO.</u>	<u>Class Title and Code</u>
8076	2	95-75542	Mechanical Engineering Associate, 7554
8077	7	94-72110	Civil Engineering Drafting Technician, 7232
8085	3	91-13640	Senior Administrative Clerk, 1368
8086	1	82-17001	Management Analyst, 9184
8087	3	94-12116	Principal Clerk Utility, 1202
8088	1	95-94535	Power Engineering Manager, 9453
8089	1	93-37100	Mechanical Helper, 3771
8090	2	95-15390	Management Assistant, 1539
8091	1	94-37126	Electrical Craft Helper, 3799
8109	1	94-12115	Principal Clerk Utility, 1202
8110	3	95-75252	Electrical Engineering Associate, 7525
8111	37	94-37126	Electrical Craft Helper, 3799
8112	2	94-37125	Electrical Craft Helper, 3799
8113	1	95-91061	Utility Services Manager, 9106
8114	1	94-35111	Equipment Operator, 3525
8115	2	94-35111	Equipment Operator, 3525

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

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR NO.</u>	<u>Class Title and Code</u>
8092	2	95-72462	Civil Engineering Associate, 7246
8093	2	93-91251	Management Analyst, 9184
8119	1	95-72462	Civil Engineering Associate, 7246
8120	4	95-78712	Environmental Engineering Associate, 7871
8121	1	42-72117	Waterworks Engineer, 7248
8125	1	95-91065	Utility Services Manager, 9106
8126	2	95-78712	Environmental Engineering Associate, 7871
8127	1	95-75542	Mechanical Engineering Associate, 7554
8128	2	95-37552	Utility Services Specialist, 3755
8129	2	93-13641	Senior Administrative Clerk, 1368
8130	1	93-91251	Management Analyst, 9184

4. Allocate the following new position in the **Harbor Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
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4291	1	Senior Management Analyst, 9171
4292	1	Mechanical Helper, 3771
4293	1	Accounting Clerk, 1223

File No.

b) The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions in connection with the 2026-2027 Budget, effective July 1, 2026:

1. Allocate the following positions in the **Department of Recreation and Parks**

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
26/27-264	1	Community Affairs Advocate, 2496

File No.

COMMISSION ACTION

11. ADJOURNMENT