



COMMISSIONERS

NANCY P. MCCLELLAND  
Vice President

GABRIEL J. ESPARZA  
JEANNE A. FUGATE  
SUZANNE M. STEINKE  
JONATHAN M. WEISS  
Commissioners

# CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

## AGENDA

REGULAR MEETING – THURSDAY  
AUGUST 28, 2014, 10:00 A.M.  
ROOM 350, PERSONNEL BUILDING  
700 EAST TEMPLE STREET  
LOS ANGELES, CALIFORNIA 90012

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, with notice of 72 hours, will provide reasonable accommodation (assistive listening devices, sign language interpretation, and translation services) to ensure equal access to its programs, services and activities.

Digital recordings of Commission Board meetings are kept for 30 days. Information on acquiring an audio copy of a meeting may be obtained by contacting the Commission Office at (213) 473-9107.

Website Address: <http://www.lacity.org>

- 
1. **CALL TO ORDER**
  2. **ELECTION OF COMMISSION PRESIDENT AND VICE PRESIDENT**
  3. **PRESENTATION – “Employee of the Quarter”**  
General Manager David Luther along with Assistant General Manager Alejandrina Basquez to present the Personnel Department “Employee of the Quarter” Award.
  4. **APPROVAL OF MINUTES**
    - a. Minutes of the regular meeting of Thursday, June 26, 2014, submitted for approval.  
All Commissioners present.
    - b. Minutes of the special telephonic meeting of Thursday, July 10, 2014 submitted for approval.  
Commissioners McClelland, Esparza and Steinke participating.
    - c. Minutes of the special telephonic meeting of Thursday, July 24, 2014 submitted for approval.  
All Commissioners participating
    - d. Minutes of the regular telephonic meeting of Thursday, August 14, 2014, submitted for approval.  
Commissioners Esparza, Fugate, Steinke and Weiss participating
  5. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**  
Approve routine and nonappearance matters under Unfinished Business, Page 5-6, item 8, 9 and 10; New Business, Pages 7 through 12, items 11 and 12, subject to any requests for reconsideration by the end of the meeting.
  6. **PUBLIC COMMENTS ON MATTER WITHIN BOARD’S JURISDICTION**  
A maximum of 10 minutes will be provided for members of the public to address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board, but not on the printed Agenda. No single speaker shall exceed 5 minutes.

**7. APPEALS UNDER CHARTER SECTION 1016**

- a. **John ABON**, Civil Engineering Associate II. Department of Public Works, Bureau of Engineering. Suspension effective January 13, 2014 to February 11, 2014, inclusive (20-Working Days).

Report and recommendations, of the Board's Hearing Examiner David Beauvais, following the conduct of a hearing on March 4, 2014 into the subject appeal of Mr. Abon.

The Hearing Examiner recommends that the Board:

- A. FIND that the *Skelly* due process requirements were met.
- 1) SUSTAIN the cause of action of a violation of Department/Bureau rules, when on August 20, 2013, the Appellant refused to show his Public Works Building City identification or obtain a visitor's badge before proceeding to his office.
  - 2) SUSTAIN the cause of action of failure to cooperate with or using abusive language toward or making inappropriate statements to the public, supervisors or co-workers, when on August 30, 2013, the Appellant made a derogatory remark about the Security Officer's supervisor and proceeded up the elevator against the instructions of the Security Officers to obtain an appropriate identification badge.
- B. FIND that the Suspension effective January 13, 2014 to February 11, 2014, inclusive (20-Working Days) was appropriate and is SUSTAINED.

File No. 53611

COMMISSION ACTION: Continued from May 22, 2014 and June 26, 2014

On May 22, 2014, after a full discussion of the case, the Board voted to remand the file back to the Hearing Examiner with the following instruction: "Review the transcript of the hearing on March 4, as well as the transcript of the Board's discussion on May 22 and write a supplemental report to the Board analyzing his decision to exclude the settlement agreement between the City and the Appellant from consideration in this case. If he believes that additional evidence into this question is warranted, an additional day of hearing is authorized."

On June 26, 2014, following the receipt of the supplemental report, the matter was returned to the Board for further deliberation. After an extensive discussion, the Board voted to continue the item to allow the parties an opportunity to meet to discuss possible settlement terms with the advantage of the discussion. In late July, the Commission Office was informed that the parties were unable to reach a settlement and that the matter should be returned to the Board for further consideration.

**7. APPEALS UNDER CHARTER SECTION 1016, (Continued)**

- b. **William P. FORBES**, Equipment Mechanic, Department of General Services. Suspension effective April 7, 2014 to April 23, 2014, inclusive (6-Working Days) to be served April 7, 2014 to April 9, 2014, inclusive and April 21, 2014 to April 23, 2014, inclusive.

Report and recommendations of the Board's Hearing Examiner Daniel R. Saling, following the conduct of a hearing on June 26, 2014 into the subject appeal of Mr. Forbes.

The Hearing Examiner recommends that the Board:

- A. FIND that the *Skelly* due process requirements were met.
- 1) SUSTAIN the cause of action of refusing to perform reasonable work assignments.
  - 2) SUSTAIN the cause of action of refusing to cooperate with supervisors in the performance of duties (insubordination).
- B. FIND that the Suspension effective Suspension effective April 7, 2014 to April 23, 2014, inclusive (6-Working Days) was appropriate and is SUSTAINED.

File No. 53682

COMMISSION ACTION:

**7. APPEALS UNDER CHARTER SECTION 1016, (Continued)**

- c. **Bruce JUN**, Security Officer, Los Angeles Police Department. Suspension effective April 25, 2014 to May 8, 2014, inclusive (10-Working Days).

Report and recommendations of the Board's Hearing Examiner Christopher Cameron, following the conduct of hearings on July 9, 2014 and July 29, 2014 into the subject appeal of Mr. Jun.

The Hearing Examiner recommends that the Board:

- A. FIND that the *Skelly* due process requirements were met.
- 1) SUSTAIN the cause of action that on an unknown date, the Appellant, while on duty, made an improper remark to a co-worker.
- B. FIND that the Suspension effective April 25, 2014 to May 8, 2014, inclusive (10-Working Days) was within guidelines and is SUSTAINED, however, it is recommended that the Board of Civil Service Commissioners consider urging the parties to agree to reduce the penalty to a six (6) Working Day Suspension.

File No. 53700

COMMISSION ACTION:

**8. RESIGNATIONS, SETTLEMENTS & WITHDRAWALS UNDER CHARTER SECTION 1016 TO BE MADE A MATTER OF RECORD**

a. **Airport Police Officer**, Department of Airports.

The Appellant withdrew his appeal in a letter from his attorney to the Commission dated August 1, 2014, received in the Commission Office on August 5, 2014.

File No. 53733

b. **Jose LOPEZ**, Custodian, Department of Water & Power. Suspension effective July 24, 2014 to September 3, 2014, inclusive (30-Working Days).

The Appellant withdrew his appeal using a Commission Withdrawal Form dated August 8, 2014, and received by email in the Commission Office on August 8, 2014.

File No. 53782

c. **Benjamin M. MORALES**, Traffic Officer II, Department of Transportation. Suspension effective May 12, 2014 to May 24, 2014, inclusive (10-Working Days).

The Appellant withdrew his appeal using a Commission Withdrawal Form dated August 4, 2014, and received by email in the Commission Office on August 4, 2014.

File No. 53732

COMMISSION ACTION:

**9. CLASSIFICATION ACTIONS – UNFINISHED**

a. The General Manager recommends that, following the Commission giving a 10-day notice of intention at its August 14, 2014 meeting, the Board:

1. Create the new classification of **FIRE SPECIAL INVESTIGATOR**, Code 1632;
2. Adopt the new class specification for Fire Special Investigator;
3. Reallocate six (6) positions of Special Investigator, Code 0602 in the Los Angeles Fire Department to Fire Special Investigator, Code 1632 as indicated by CSC No. 1996;
4. Find all incumbents listed in Attachment B to be “legally employed” without further examination, in the class of Fire Special Investigator, Code 1632, with assignment rights only to positions properly allocable to the class in which they currently have status; and
5. Approve the use of a Charter Section 1014 Transfer so that the named incumbents may obtain status in the prospective classes as indicated.

Note: Recommendations 3-5 will become effective once City Council establishes the salary for the new class of Fire Special Investigator, Code 1632.

File No. 53788

**9. CLASSIFICATION ACTIONS – UNFINISHED, (Continued)**

- b. The General Manager recommends that, following the Commission giving a 10-day notice of intention at its August 14, 2014 meeting, the Board:
1. Create the new classification of **POLICE SPECIAL INVESTIGATOR**, Code 1640;
  2. Adopt the new class specification for Police Special Investigator;
  3. Reallocate twelve (12) positions of Special Investigator, Code 0602 in the Los Angeles Police Department, to Police Special Investigator, Code 1640 as indicated by CSC No. 1997;
  4. Find all incumbents listed in Attachment B to be “legally employed” without further examination, in the class of Police Special Investigator, Code 1640, with assignment rights only to positions properly allocable to the class in which they currently have status; and
  5. Approve the use of a Charter Section 1014 Transfer so that the named incumbents may obtain status in the prospective classes as indicated.

Note: Recommendations 3-5 will become effective once City Council establishes the salary for the new class of Police Special Investigator, Code 1640.

File No. 53789

COMMISSION ACTION:

**10. DECISION OF THE COURT OF APPEALS, STATE OF CALIFORNIA**

Note and File the decision of the Court of Appeal of the State of California, Second Appellate District, sustaining the trial court's decision to uphold the Board's decision to deny the disciplinary appeal of John DANCLER (Case No. BS132286 – B250164)

File No. 52987

COMMISSION ACTION:

**11. ADMINISTRATIVE ACTIONS**

The General Manager recommends that the Board:

- a. Approve the use of the following Special Examining Assistants for:
  - 1) **ANIMAL CARE TECHNICIAN**  
Leslie COREA and Patricia OTT, Animal Care Technician Supervisors, Department of Animal Services.
  - 2) **COMMERICAL SERVICES SUPERVISOR**  
Carolina MALDONADO, Utility Services Manager III, and Ethelinda REYES, Utility Services Manager IV, Department of Water & Power.
  - 3) **ELECTRIC STATION OPERATOR**  
Martin SALAZAR, Chief Electric Plant Operator, Department of Water & Power.
  - 4) **SMS PAYMENT CLERK**  
Evangalina FERMIN, Department Chief Accountant II, General Services Department.
  - 5) **WASTEWATER TREATMENT LABORATORY MANAGER**  
Adel HAGEKHALIL, Assistant Director of Bureau of Sanitation, Department of Public Works, Bureau of Sanitation.  

File No.
  
- b. Approve the use of the following raters for the evaluation of Training and Experience Questionnaires for the exam:
  - 1) **AQUARIST**  
Ian RECCHIO, Zoo Curator of Reptiles, Los Angeles Zoo.
  - 2) **FINANCIAL MANAGER**  
Nerida ESGUERRA and Kathy VAN NESS, Financial Managers II, Los Angeles World Airports.
  - 3) **SENIOR STREET LIGHTING ENGINEER**  
Guita SHEIKOLESLAMI, Principal Engineer, County of Los Angeles, and Michael E. KANTOR, Deputy City Engineer, Department of Public Works, Bureau of Engineering.
  - 4) **UTILITY SERVICES MANAGER**  
Gregory HORNSBY, Michelle MOORE, Utility Services Manager V's, and Ethelinda REYES, Steve STARKS, Utility Services Manager IV's, Department of Water & Power.  

File No.
  
- c. Approve the use of the following raters for the evaluation of Training and Experience Questionnaires for: **SENIOR STREET LIGHTING ENGINEER**  
Guita SHEIKOLESLAMI, Principal Engineer, County of Los Angeles and Michael E. KANTOR, Deputy City Engineer, Department of Public Works, Bureau of Engineering.  

File No.
  
- d. Approve the use of interview boards consisting of representatives from inside City service in the open competitive examination for **AUDIO VISUAL TECHNICIAN**.  

File No.
  
- e. Approve the use of interview boards consisting of representatives from inside City service in the interdepartmental promotional examination for **CUSTOMER SERVICE SPECIALIST**.  

File No.

**11. ADMINISTRATIVE ACTIONS**

The General Manager recommends that the Board:

- f. Approve the use of interview boards that include representatives from inside City service in the open examination of **FIREFIGHTER**.
- g. Approve the use of interview boards consisting of representatives from inside and outside the City service in the open competitive examination for **FIRE PROTECTION ENGINEERING ASSOCIATE**.  
File No.
- h. Approve the use of interview boards consisting of representatives from inside the City service in the interdepartmental promotional examination for **SENIOR COMMUNICATIONS ELECTRICIAN**.  
File No.
- i. Approve the use of interview boards consisting of representatives from inside and outside City service in the open and promotional examination for **TELECOMMUNICATIONS PLANNING AND UTILIZATION OFFICER**.  
File No.
- j. Approve the request of the Los Angeles Department of Water & Power to certify the open eligible list ahead of the promotional list in the examination for **STEAM PLANT ASSISTANT**.  
File No.
- k. Make the following Appeals a matter of record:

Discharge

**Trinell LAWSON**, Maintenance Laborer, Department of Airports. Form 77 filed with Records on August \_\_, 2014.

Cause of Action: 1) Job performance below standard in violation of Departmental Rules;  
2) Use of alcohol or controlled substances – positive drug ir akcihol test resulting from a for-cause test administered under the provisions of the US Department of Transportation Drug & Alcohol Testing Policy;  
3) Safety – Causing or contributing to an accident by operating City equipment in an unsafe manner.

Discipline: Discharge effective August 15, 2014.

In accordance with Charter Section 1016, the Appellant filed an appeal in the office of the Commission on August 15, 2014.

File No.

**Raul ORTEGA, JR.**, Welder, Department of General Services. Form 77 filed with Records on August 4, 2014.

Cause of Action: 1) Engaging in a confrontation with a co-worker;  
2) Making threats to a co-worker;  
3) Disrupting the work of other employees;  
4) Violation of the conditions of a December 10, 2012 “Last Chance Agreement.

Discipline: Discharge effective August 1, 2014.

In accordance with Charter Section 1016, the Appellant filed an appeal through an attorney sent by certified mail to the Office of the Commission on August 7, 2014.

File No.



**11. ADMINISTRATIVE ACTIONS, (Continued)**

1. Make the following Notices a matter of record:

Suspension

**CRIMINALIST III**, Los Angeles Police Department.

Cause of Action: 1) On or about July 9, 2013, while on duty, the employee neglected his duty as an acting supervisor when he refused to sign an overtime report.  
2) On or about July 10, 2013, while on duty, the employee neglected his duty as an acting supervisor when he refused to sign an overtime report;  
3) On or about July 9, 2013, while on duty, employee treated a fellow employee in a disrespectful, demeaning, condescending and discourteous manner;  
4) Between 1999 and July 18, 2013, while on duty, employee required excessive supervision or instruction in performance of duties as a Criminalist III, after receiving training and instruction followed by repeated counseling, comment cards and notices to correct deficiencies.

Discipline: Suspension effective August 18, 2014 to August 29, 2014, inclusive (10-Working Days).

Form 77 filed with Records on August 14, 2014.

**CUSTODIAN**, Department of Water & Power.

Cause of Action: 1) Leaving assigned work location without proper approval or appropriate reason (second offense);  
2) Using threatening behavior towards other City employees;  
3) Using City time and/or property (ID badge) inappropriately.

Discipline: Suspension effective July 24, 2014 to August 27, 2014, inclusive (25-Working Days).

Form 77 filed with Records on August 14, 2014.

**MAINTENANCE AND CONSTRUCTION HELPER**, Department of Water & Power.

Cause of Action: Reporting for duty unfit for work due to use of drugs or alcohol.

Discipline: Suspension effective August 8, 2014 to August 21, 2014, inclusive (10-Working Days).

Form 77 filed with Records on March 27, 2014.

**SECURITY OFFICER**, Department of Water & Power.

Cause of Action: 1) Violating Department Rules (First Offense);  
2) Neglect of Duty (Second Offense).

Discipline: Suspension effective August 12, 2014 to August 23, 2014, inclusive (10-Working Days).

Form 77 filed with Records on August 8, 2014.

**11. ADMINISTRATIVE ACTIONS, (Continued)**

1. Make the following Notices a matter of record, (Continued)

Discharge

**LIGHT EQUIPMENT OPERATOR**, Department of Recreation and Parks

Cause of Action: 1) Unexcused, excessive or patterned absenteeism;  
2) Failure to follow established procedures for notification of inability to report to work.

Discipline: Discharge effective August 10, 2014.

Form 77 filed with Records on August 6, 2014.

**TRAFFIC OFFICER II**, Department of Transportation.

Cause of Action: Fraud, dishonesty, theft or falsification of records.

Discipline: Discharge effective August 15, 2014.

Form 77 filed with Records on August 14, 2014.

**12. CLASSIFICATION ACTIONS**

- a. The General Manager recommends that the Board approve the following Classification actions:

1. Allocate the following new resolution positions in the **LOS ANGELES FIRE DEPARTMENT**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2017	1	Battalion Chief, 2152
2018	1	Fire Inspector, 2128

2. Allocate the following new resolution positions in the **LOS ANGELES POLICE DEPARTMENT**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2013	1	Police Commander, 2251
2014	1	Management Analyst, 9184
2015	1	Secretary, 1116

3. Allocate the following new positions in the **LOS ANGELES WORLD AIRPORTS**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2011	1	Systems Programmer, 1455
2012	1	Equipment Specialist, 3734
2016	12	Communications Information Representative, 1461

4. 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>
4516	3	94-75112	Electric Service Representative, 7520

5. Allocate the following new position 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>
4517	1	93-17008	Safety Engineering Associate, 1726 File No.

**12. CLASSIFICATION ACTIONS**

b. The General Manager recommends that the Board approve the following Classification actions in connection with the 2014-2015 Budget, effective July 1, 2014.

1. Allocate the following positions:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department Class Title and Code</u>
<b><u>DEPARTMENT OF BUILDING AND SAFETY</u></b>		
14/15-72	1	Electrical Engineering Associate, 7525
14/15-73	1	Electrical Engineering Associate, 7525
14/15-74	1	Mechanical Engineering Associate, 7554
14/15-75	1	Mechanical Engineering Associate, 7554
14/15-76	1	Structural Engineering Associate, 7957
14/15-77	1	Structural Engineering Associate, 7957
14/15-78	1	Chief Clerk, 1253
14/15-79	1	Senior Clerk Typist, 1368
14/15-80	2	Clerk Typist, 1358
14/15-120	5	Building Inspector, 4211
14/15-121	3	Senior Building Inspector, 4213
14/15-122	2	Heating and Refrigeration Inspector, 4245
14/15-123	3	Plumbing Inspector, 4231
14/15-124	2	Fire Sprinkler Inspector, 4240
14/15-125	4	Building Mechanical Inspector, 4251
14/15-126	2	Senior Building Mechanical Inspector, 4253
14/15-127	1	Chief Inspector, 4254
14/15-128	1	Clerk Typist, 1358
14/15-129	1	Principal Inspector, 4226
14/15-130	2	Senior Building Mechanical Inspector, 4253
14/15-131	19	Building Mechanical Inspector, 4251
<b><u>CITY ADMINISTRATIVE OFFICER</u></b>		
14/15-90	1	Senior Administrative Analyst, 1541
14/15-91	1	Utility Rates and Policy Specialist, 1681
14/15-92	1	Senior Labor Relations Specialist, 9202
<b><u>LOS ANGELES FIRE DEPARTMENT</u></b>		
14/15-94	1	Accounting Clerk, 1223
14/15-95	1	Chief Information Officer, 9374
14/15-96	1	Clerk Typist, 1358
14/15-97	1	Clerk Typist, 1358
14/15-98	1	Clerk Typist, 1358
14/15-99	1	Clerk Typist, 1358
14/15-100	2	Clerk Typist, 1358
14/15-101	1	Clerk Typist, 1358
14/15-102	4	Clerk Typist, 1358

**12. CLASSIFICATION ACTIONS, (Continued)**

b. The General Manager recommends that the Board approve the following Classification actions in connection with the 2014-2015 Budget, effective July 1, 2014, (Continued).

1. Allocate the following positions, (Continued):

**LOS ANGELES FIRE DEPARTMENT, (Continued)**

14/15-103	1	Director of Fleet Services, 3535
14/15-104	1	Executive Administrative Assistant, 1117
14/15-105	1	Fire Battalion Chief, 2152
14/15-106	8	Fire Captain, 2142
14/15-107	3	Fire Deputy Chief, 2176
14/15-108	9	Fire Protection Engineering Associate, 7978
14/15-109	1	Management Analyst, 9184
14/15-110	4	Management Analyst, 9184
14/15-111	1	Programmer Analyst, 1431
14/15-112	1	Public Information Director, 1800
14/15-113	1	Secretary, 1116
14/15-114	1	Senior Clerk Typist, 1368
14/15-115	1	Senior Clerk Typist, 1368
14/15-116	1	Senior Clerk Typist, 1368
14/15-117	1	Senior Management Analyst, 9171
14/15-118	1	Senior Management Analyst, 9171

**PERSONNEL DEPARTMENT**

14/15-85	1	Personnel Analyst, 1731
14/15-86	1	Personnel Analyst, 1731
14/15-87	1	Senior Clerk Typist, 1368
14/15-88	1	Senior Personnel Analyst, 9167
14/15-89	1	Senior Personnel Analyst, 9167

File No.

c. The General Manager recommends that the Board adopt the revised list of Safety-Sensitive classes subject to the pre-employment substance screening policy.

File No.

d. The General Manager recommends that the Board give 10-days' Notice of Intention to:

1. Create the new classification of **AIRPORT CHIEF INFORMATION SECURITY OFFICER**, Code 1404;

And

2. Adopt the new class specification.

File No.

COMMISSION ACTION:

**13. GENERAL MANAGER'S REPORT**

**14. ADJOURNMENT**