



# CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

## MINUTES

COMMISSIONERS

JONATHAN M. WEISS  
President

JEANNE A. FUGATE  
Vice President

GABRIEL J. ESPARZA  
NANCY P. McCLELLAND  
VACANCY  
Commissioners

### REGULAR MEETING TELEPHONIC

**THURSDAY JANUARY 12, 2017, 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>

Present via telephone:  
President Jonathan M. Weiss  
Vice President Jeanne A. Fugate  
Commissioner Gabriel J. Esparza  
Commissioner Nancy P. McClelland  
Commissioner Raul Perez  
Deputy City Attorney Jennifer Handzlik

Present in the Commission Board Room:  
General Manager Wendy G. Macy  
Commission Executive Director  
Bruce E. Whidden

1. **CALL TO ORDER**

The meeting was called to order by Commission Executive Director Bruce Whidden at 10:02 a.m.

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

Item 8 was continued to the meeting of February 9, 2017.

Commissioner McClelland asked staff to explain the rationale behind item 11e, the creation of the new classification of Airport Police Specialist. Assistant General Manager Raul Lemus explained that the action was to bring taken to being Airport Police into step with the LAPD. With the creation of the proposed classification of Airport Police Specialists, the Airport Police Department could accept transfers from other P.O.S.T. certified departments without forcing the transfers to begin training as if they were new hires.

The Board unanimously approved routine and nonappearance matters under Unfinished Business, pages 2 and 3, items six through & nine, and New Business, pages 4 through 14, items 10 and 11 on a motion by Commissioner Esparza, seconded by Commissioner McClelland.

3. **APPROVAL OF MINUTES**

The minutes of the special meeting of Thursday, December 8, 2016 was approved as corrected on a motion by Commissioner Esparza, seconded by Commissioner McClelland by a vote of 3 - 0. Commissioners Fugate and Perez abstained.

4. **GENERAL MANAGER'S REPORT**

The General Manager said she would hold her report until the next meeting.

5. **PUBLIC COMMENTS ON MATTERS WITHIN BOARD'S JURISDICTION**

There were no requests for public comment.

6. **UNFINISHED CLASSIFICATION ACTIONS**

After giving 10-day notice of its intention on December 8, 2016, the General Manager recommends that the Board:

- 1) Adopt the new class of **EMS NURSE PRACTITIONER**, 2341;  
and
- 2) Approve the new class specification for **EMS NURSE PRACTITIONER**, 2341.

File No. 54561

COMMISSION ACTION: RECOMMENDATION APPROVED

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

- a) **Maximo FORTU**, Senior Accountant II, Department of Neighborhood Empowerment. Discharge effective June 29, 2016.

Settlement agreement whereby the Department agreed to rescind the penalty of Discharge and substituted it for a 20-working day suspension; The parties agreed to have the Appellant's personnel record reflect that he has been functionally transferred to the Office of the City Clerk; the Appellant agreed to withdraw his appeal pending before the Civil Service Commission; The City and the Appellant agreed to additional terms and conditions; The signed documents were delivered to the Office of the Civil Service Commission on November 20, 2016.

File No. 54435

- b) **Peter G. HILTON**, Senior Traffic Officer II, Department of Transportation. Discharge effective November 21, 2015.

Settlement agreement whereby the Department agreed to rescind the penalty of Discharge and substituted it for a 10-working day suspension; The charges pending in the case shall be amended as agreed; Following the 10-working day suspension, the records shall be adjusted to reflect the Appellant on paid administrative leave; The appellant will return to City service with a Charter 1014 transfer from his former position of Senior Traffic Officer II to the classification of Transportation Engineering Aide II effective Monday, January 9, 2017; the Appellant agreed to withdraw his appeal pending before the Civil Service Commission; The City and the Appellant agreed to additional terms and conditions; The signed documents were delivered to the Office of the Civil Service Commission on December 5, 2016.

File No. 54236

- c) **Nadine B. WARREN**, Administrative Clerk, Department of Airports. Discharge effective May 16, 2015.

Settlement agreement whereby the Department agreed to rescind the penalty of Discharge and substituted it for a suspension running from May 17, 2016 to the date of her return to work for the charge of unexcused, excessive or patterned absenteeism; the Appellant agreed to withdraw her appeal pending before the Civil Service Commission; The City and the Appellant agreed to additional terms and conditions; The signed documents were delivered to the Office of the Civil Service Commission on December 13, 2016.

File No. 54407

COMMISSION ACTION: MADE A MATTER OF RECORD

8. **ADMINISTRATIVE CLOSURES - APPEAL UNDER CHARTER SECTION 1016 TO BE MADE A MATTER OF RECORD**

**Gil PETERSON**, Librarian II, Library Department, Discharge effective July 9, 2016.

DISCUSSION

On July 9, 2016, Gil Peterson was personally served with a General Form 77 by representatives of the Library Department detailing the Department action of imposing the penalty of discharge for “Violation of Department rules;” “Requiring excessive supervision or instruction in performance of duties after completion of training for the position;” “Failure to perform work assignments adequately or promptly;” and “Making inappropriate statements to the public, supervisors or co-workers.”

An Appeal was filed on July 12, 2016 in the office of the Civil Service Commission. Following the regular course of events, a hearing examiner was selected and a hearing date set. On December 7, 2016 representative from the Los Angeles City Employees Retirement System (LACERS) confirmed that the Appellant had filed for and been granted Deferred Vested Member status effective October 15, 2016.

The California Court of Appeals, Second Appellate District, in *Zuniga v. Los Angeles County Civil Service Commission, et al.*, 137 Cal.App.4<sup>th</sup> 1255, 1259 (2006) stated as follows:

“A civil service commission created by charter has only the special and limited jurisdiction expressly authorized by the charter . . .”

(*Zuniga, supra, citing Hunter v. Los Angeles County Civil Service Com.* (2002) 102 Cal.App.4<sup>th</sup> 191, 194 [124 Cal.Rptr.2d 924].)

As the Appellant is no longer a City employee but a retiree, the Civil Service Commission no longer has jurisdiction to act on his Appeal from Suspension.

RECOMMENDATION:

Adopt staff recommendation the Board no longer holds jurisdiction over the Appeals from Discharge of Gil PETERSON and that the Appeals be Administratively Closed and made a Matter of Record.

File No. 54446

COMMISSION ACTION: CONTINUED TO FEBRUARY 9, 2017

9. DEMAND FOR REINSTATEMENT

- a. Consideration of denying the Demand for Reinstatement regarding the Discharge of **Charlie HILL**, Senior Administrative Clerk, Los Angeles Police Department, effective July 10, 2015, confirmed by the Board on October 27, 2016. In his filing, Mr. Hill's attorney asserts as grounds the demand for reinstatement that the charges and penalty of discharge were not proven, that the charges if sustained did not warrant discharge.

The Board should make it a matter of record that Mr. Hill's Demand was filed in a timely fashion as prescribed by Charter Section 1017.

File No. 54082

- b. Consideration of denying the Demand for Reinstatement regarding the Discharge of **Bonnie PONDER**, Senior Administrative Clerk, Los Angeles Police Department, effective August 8, 2015, confirmed by the Board on September 22, 2016. Ms. Ponder cited her 28-year clean record with the City and asserted that the mitigating circumstances surrounding the events that led to her discharge were not taken into consideration by either the Hearing Examiner or the Board and that the charges, seen in the light of this mitigation did not warrant discharge.

The Board should deny this Demand for Reinstatement be denied and make it a matter of record that the Demand was NOT filed within the period prescribed by Charter Section 1017.

File No. 54115

COMMISSION ACTION: MADE A MATTER OF RECORD

10. ADMINISTRATIVE ACTIONS

The General Manager recommends that:

- a. Pursuant to Civil Service Rule 4.2, the Board make the significant changes made in the following bulletins promulgated on the date noted a matter of record:

December 2, 2016

Interdepartmental Promotional and Open Competitive

AIRPORT MANAGER

WATER BIOLOGIST

Interdepartmental Promotional

PERSONNEL ANALYST

Open Competitive

POLICE PERFORMANCE AUDITOR

December 9, 2016

Interdepartmental Promotional

CHIEF ENGINEER PRESSURE VESSELS

STREET LIGHTING ELECTRICIAN

December 16, 2016

Interdepartmental Promotional

COMMERCIAL FIELD SUPERVISOR

HELICOPTER MECHANIC SUPERVISOR

Open Competitive

WASTEWATER TREATMENT OPERATOR

December 23, 2016

INTERDEPARTMENTAL PROMOTIONAL

CITY PLANNER

HEAVY DUTY TRUCK OPERATOR

STRUCTURAL STEEL FABRICATOR

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

1) ASSISTANT DEPUTY SUPERINTENDENT OF BUILDING

Frank BUSH, General Manager and Osama YOUNAN, Executive Director, Department of Building and Safety.

2) CEMENT FINISHER SUPERVISOR

John COX, Water Utility Superintendent, Department of Water & Power and Alex LOAIZA, Building Maintenance District Supervisor, Department of General Services.

3) CHIEF CLERK

Lori SKROCE, Management Analyst, Harbor Department, Heather RAMIREZ, Management Analyst, Ruth PERRY and Jason HARRIS, Senior Management Analysts, Los Angeles City Employees' Retirement System.

4) COMMUNICATIONS ELECTRICIAN SUPERVISOR

John COLLIER, Senior Communications Electrician Supervisor, Department of Water & Power and Peter BENJAMINS, Senior Communications Electrician Supervisor, Information Technology Agency.

CONTINUED...

10. ADMINISTRATIVE ACTIONS, (Continued)

- b. Make a matter of record the General Manager's action in approving the use of the following Special Examining Assistants, (Continued):
- 5) DIVISION LIBRARIAN  
John SZABO, City Librarian, Library Department and Michael BOLOKOWICZ, Personnel Director.
  - 6) ELECTRIC METER SETTER  
Miguel COMPEAN, Electric Service Representative and Dwayne HOLLOWAY, Transmission and Distribution District Supervisor, Department of Water and Power.
  - 7) EMERGENCY MANAGEMENT COORDINATOR  
Edward BUSHMAN, Airport Manager III, Los Angeles World Airports.
  - 8) EQUIPMENT REPAIR SUPERVISOR  
Jung HO, General Automotive Supervisor, General Services Department and Michael McGEACHY, Fleet Services Manager, Department of Water & Power.
  - 9) HEAVY DUTY TRUCK OPERATOR  
Raymond MATA, Truck and Equipment Dispatcher, Department of Water & Power and Dennis FRYER, Street Services Supervisor I, Department of Public Works, Bureau of Street Services.
  - 10) OCCUPATIONAL HEALTH NURSE  
Stephen KALB, Nurse Manager, Personnel Department and Leslie ISRAEL, Medical Director, Department of Water & Power.
  - 11) PERFORMING ARTS DIRECTOR  
Danielle BRAZELL, General Manager and Daniel TARICA, Assistant General Manager, Cultural Affairs Department.
  - 12) POLICE SERGEANT  
Christopher CHASE, Police Lieutenant I and Paul WEBER, Police Lieutenant II, Los Angeles Police Department.
  - 13) PORT POLICE LIEUTENANT  
Paul LIPSCOMB, Port Warden I, and Thomas GAZSI, Port Warden II, Harbor Department.
  - 14) PUBLIC RELATIONS SPECIALIST  
Brenda BREAUUX, Principal Public Relations Representative, Library Department and Michelle FIGUEROA, Principal Public Relations Representative, Department of Water & Power.
  - 15) SENIOR ARCHITECT  
Mahmood KARIMZADEH, Principal Architect, Department of Public Works, Bureau of Engineering.
  - 16) SENIOR CUSTODIAN  
Mayra MORENO, Custodian Supervisor, Department of Water & Power.
  - 17) SHEET METAL WORKER  
Gregory ZUNIGA, Sheet Metal Worker Supervisor, Department of General Services and Derrick TINSLEY, Equipment Repair Supervisor, Los Angeles City Fire Department.

CONTINUED...

10. ADMINISTRATIVE ACTIONS, (Continued)

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

18) VIDEO PRODUCTION COORDINATOR

Robin GEE, Cable TV Production Manager II, Information Technology Agency, Mark PINE, Observatory Director, Department of Recreation and Parks, Phillip SANFIELD, Harbor Public Communications and Relations Director and Rachel CAMPBELL, Public Information Director I, Harbor Department.

19) WATER BIOLOGIST

Jay NEGRIN, Water Biologist A, Department of Water & Power and Stanford ASATO, Wastewater Laboratory Manager (Retired), Department of Public Works, Bureau of Sanitation.

File No. 54562

c. Approve the use of interview boards consisting of representatives from inside and outside City service in the interdepartmental promotional examination for CONSTRUCTION AND MAINTENANCE SUPERINTENDENT.

File No. 54563

d. Approve the use of interview boards consisting of representatives from inside and outside City service in the interdepartmental promotional and open competitive examination for ENVIRONMENTAL COMPLIANCE INSPECTOR.

File No. 54564

e. Approve the use of interview boards consisting of representatives from inside and outside the City service in the departmental promotional examination for PORT POLICE LIEUTENANT.

File No. 54565

f. Approve the use of interview boards consisting of representatives from inside and outside City service in the interdepartmental promotional examination for SENIOR COMMUNICATIONS CABLE WORKER.

File No. 54566

g. Approve the use of interview boards consisting of representatives from inside the City service in the interdepartmental promotional examination for SENIOR HEAVY DUTY EQUIPMENT MECHANIC.

File No. 54567

h. Approve the use of performance boards consisting of representatives from inside the City service in the open examination for ELECTRICAL MECHANIC.

File No. 54568

i. Approve the change of the test of fitness method in the promotional competitive examination for COMMUNICATIONS ELECTRICIAN SUPERVISOR. The examination will be comprised of a qualifying written test and weighted interview (100%).

File No. 54569



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

- j. Approve the change of the test of fitness method in the interdepartmental promotional and open competitive examination for **ELECTRIC DISTRIBUTION MECHANIC**. The examination will be comprised of a qualifying written test and a weighted performance test (100%). However, candidates who possess a valid journey-level line worker card issued by the International Brotherhood of Electrical Workers (IBEW) may waive the qualifying written test and move to the weighted performance test (100%).

File No. 54570

- k. Approve the change of the test of fitness method in the open and promotional examination for **ELEVATOR MECHANIC**. The examination will be comprised of an interview weighted at (100%).

File No. 54571

- l. Approve the change of the test of fitness method in the open and promotional examination for **PERFORMING ARTS DIRECTOR**. The examination will be comprised of a qualifying on-line Training and Experience Questionnaire and an interview weighted at (100%).

File No. 54572

- m. Approve the change of the test of fitness method in the interdepartmental promotional examination for **RATES MANAGER** (5601). The examination will consist of an advisory essay and a weighted interview (100%).

File No. 54573

- n. Approve the change of the test of fitness method in the open examination for **VIDEO PRODUCTION COORDINATOR** (1802). The examination will be comprised of a qualifying Training and Experience Questionnaire and an interview weighted at 100%.

File No. 54574

- o. 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

**TREASURY ACCOUNTANT**

Todd BOUEY, Assistant Director of Finance and Julieta BARBA, Principal Accountant II,  
Office of Finance

File No. 54575

- p. Make the following Appeals a matter of record:

**Suspension**

**Bernadette CHUKWUEZI**, Auditor I, Department of General Services. Form 77 filed with Records on December \_\_, 2016.

Cause of Action: 1) Requiring excessive supervision or instruction in performance of duties after the completion of training for the position;  
2) Failure to perform work assignments adequately;  
3) Refusal to perform reasonable work assignments;  
4) Improper behavior with supervisor – engaging in a confrontation by raising her voice toward a supervisor.

Discipline: Suspension effective December 5, 2016 to December 16, 2016, inclusive, (10-working Days).

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on December \_\_, 2016.

File No. 54576

10. ADMINISTRATIVE ACTIONS, (Continued)

p. Make the following Appeals a matter of record, (Continued):

**Felecia WARREN**, Administrative Clerk, Library Department. Form 77 filed with Records on December 6, 2016.

Cause of Action: 1) Unexcused, excessive or patterned absenteeism;  
2) Frequent or unexcused tardiness.

Discipline: Suspension effective December 6, 2016 to January 13, 2017, inclusive, (20-working Days) to be served as agreed.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on December 2, 2016.

File No. 54577

Discharge

**Debra HALE**, Custodian, Department of General Services. Form 77 filed with Records on December 2, 2016.

Cause of Action: 1) Unexcused, excessive or patterned absenteeism (second offence);  
2) Leaving assigned work location without authorization (second offence);  
3) Falsifying sign-in documents;  
4) Inappropriate language toward a supervisor (third offence);  
5) Failure to perform work assignments adequately;  
6) Requiring excessive supervision or instruction in performance of duties after the completion of training for the position;  
7) Refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination);  
8) Violation of conditions of Administrative Leave with Pay.

Discipline: Discharge effective November 30, 2016.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on December 2, 2016.

File No. 54578

**Gerald MOULTRIE**, Traffic Officer II, Department of Transportation. Form 77 filed with Records on December 20, 2016.

Cause of Action: 1) Falsely claiming sick or allowed pay;  
2) Falsifying reasons for absence.

Discipline: Discharge effective December 16, 2016.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on December 20, 2016.

File No. 54579

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

p. Make the following Appeals a matter of record, (Continued):

**Angelique PINKSTAFF**, Administrative Clerk, Department of Transportation. Form 77 filed with Records on December 14\_, 2016.

Cause of Action:        1) Conduct Unbecoming a City Employee;  
                                 2) Using City time, property or equipment without authorization;  
                                 3) Misconduct on or off the job unfavorably reflecting on City or its employees;  
                                 4) Fraud, dishonesty, theft or falsification of records;  
                                 5) Falsifying time reports, mileage reports, expense accounts or similar work related documents;  
                                 6) Neglect or inexcusable absence from duty;  
                                 7) Leaving assigned work location without proper prior approval or appropriate reason.

Discipline:                Discharge effective December 9, 2016.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on December 12, 2016.

File No. 54580

q. Make the following Notices a matter of record:

**Suspension**

**MECHANICAL HELPER**, Department of Water & Power. Form 77 filed with Records on November 28, 2016.

Cause of Action:    1) Flagrantly refusing to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination);  
                                 2) Inexcused [*sic*], excessive or patterned absenteeism.

Discipline:                Suspension effective November 28, 2016 to December 9, 2016, inclusive (10 working days).

**PLANNING ASSISTANT**, Department of City Planning. Form 77 filed with Records on November 30, 2016.

Cause of Action:    1) Requiring excessive supervision or instruction in performance of duties after the completion of training for the position;  
                                 2) Using abusive language toward or making inappropriate tatements to the public, supervisors or co-workers in that on several occasions the employee use profanity toward his supervisor;  
                                 3) Making threats (verbal or non-verbal) or engaging in a confrontation with a supervisor in that on October 19, 2016 the employee threatened his supervisor by engaging in a verbal confrontation including arguing and yelling which culminated in the employee telling her “you don’t know what I am capable of.”

Discipline:                Suspension effective November 21, 2016 to December 16, 2016, inclusive (20-working days).

10. ADMINISTRATIVE ACTIONS, (Continued)

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

**SENIOR GARDENER**, Department of Recreation and Parks. Form 77 filed with Records on December 1, 2016.

Cause of Action: 1) Reporting for duty under the influence of drugs or alcohol which results in unfitness to work;  
2) Positive drug or alcohol test resulting from a for-cause test;  
3) Failure to follow established procedures for notification of inability to report for work.

Discipline: Suspension effective January 3, 2017 to January 28, 2017, inclusive (12-working days) to be served as agreed.

**WASTEWATER COLLECTION WORKER II**, Department of Public Works, Bureau of Sanitation. Form 77 filed with Records on December 28, 2016.

Cause of Action: 1) Failure to maintain one's self in a fit and suitable condition for work as evidenced by his refusal to submit to a random substance test on or about December 10, 2015, in violation of Federal Department of Transportation Drug and Alcohol Testing Regulations;  
2) Positive drug or alcohol test resulting from a return to duty test administered on or about January 12, 2016 under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy.

Discipline: Suspension effective December 30 2016 to January 26, 2017, inclusive (20-working days).

**11. CLASSIFICATION ACTIONS**

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

1) Allocate the following new positions in the Harbor Department, as indicated:

CSC No.	No. of Positions	Class Title and Code
2593	1	Civil Engineering Drafting Technician, 2593
2637	1	Programmer Analyst, 1431

2) Allocate the following new positions in the Department of City Planning, as indicated:

CSC No.	No. of Positions	Class Title and Code
2590	1	Graphics Supervisor, 7935
2591	1	Office Engineering Technician, 7212
2592	1	Public Relations Specialist, 1785

3) Allocate the following new positions in the Power System of the Department of Water & Power, as indicated:

DWP No.	No. of Positions	DDR No.	Class Title and Code
4872	5	94-38192	Electric Trouble Dispatcher, 3828
4883	4	94-38007	Instrument Mechanic, 3843
4882	4	95-75252	Electrical Engineering Associate, 7525
4881	4	95-75542	Mechanical Engineering Associate, 7554

4) Allocate the following new position in the Personnel Department, as indicated:

CSC No.	No. of Positions	Class Title and Code
2600	1	Chief Clerk Personnel, 1260

5) Allocate the following new positions in the Water System of the Department of Water & Power, as indicated:

DWP No.	No. of Positions	DDR No.	Class Title and Code
4878	1	95-91053	Utility Administrator, 9105
4879	1	95-72463	Civil Engineering Associate, 7246
4880	2	95-72462	Civil Engineering Associate, 7246

6) Allocate the following new positions in the Joint System of the Department of the Water & Power, as indicated:

DWP No.	No. of Positions	DDR No.	Class Title and Code
4873	5	93-91251	Management Analyst, 9184
4874	1	95-91052	Utility Administrator, 9105
4875	1	94-11025	Programmer Analyst, 1431
4876	1	91-13640	Senior Administrative Clerk, 1368
4877	1	93-91251	Management Analyst, 9184
4885	1	95-15110	Administrative Clerk, 1358
4884	1	95-15110	Utility Accountant, 1511

7) Allocate the following new positions in the Los Angeles World Airports, as indicated:

CSC No.	No. of Positions	Class Title and Code
2594	1	Principal Civil Engineer, 9489
2595	1	Risk and Insurance Assistant, 1645
2598	1	Airport Manager, 7260
2601	2	Accounting Records Supervisor, 1119
2604	1	Airport Manager, 7260
2629	1	Legislative Representative, 9482
2636	1	Assistant Airport Manager, 7259

CONTINUED...

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

a. The General Manager recommends the Board approve the following Classification actions, (Continued)

8) Allocate the following new position in the Department of Transportation, as indicated:

CSC No.	No. of Positions	Class Title and Code
2603	1	Management Assistant, 1539

9) Allocate the following new position in the Library Department, as indicated:

CSC No.	No. of Positions	Class Title and Code
2602	1	Librarian, 6152

10) Allocate the following new position in the Los Angeles Police Department, as indicated:

CSC No.	No. of Positions	Class Title and Code
2635	1	Senior Communications Electrician, 3638

11) Allocate the following new positions in the Bureau of Engineering Department, as indicated:

CSC No.	No. of Positions	Class Title and Code
2633	1	Landscape Architectural Associate, 7933
2634	1	Senior Management Analyst, 9171

12) Allocate the following new position in the Board of Public Works, Bureau of Contract Administration Department, as indicated:

CSC No.	No. of Positions	Class Title and Code
2630	1	Senior Management Analyst, 9171

13) Reallocate the following positions in the Personnel Department, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>From:</u> <u>Class Title and Code</u>	<u>To:</u> <u>Class Title and Code</u>
2596	1	Administrative Clerk, 1358	Sr Administrative Clerk, 1368
2632	3	Sr Personnel Analyst, 9167	Personnel Director, 1714

14) Reallocate the following positions in the Los Angeles Fire Department, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>From:</u> <u>Class Title and Code</u>	<u>To:</u> <u>Class Title and Code</u>
2599	1	Systems Analyst, 1596	Systems Programmer, 1455

15) Reallocate the following position for the Recreation and Parks Department, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>From:</u> <u>Class Title and Code</u>	<u>To:</u> <u>Class Title and Code</u>
2631	1	Administrative Clerk, 1358	Sr Administrative Clerk, 1368 File No. 54581

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

1) Approve the change of class title from **AIRPORT CHIEF INFORMATION SECURITY OFFICER**, 1404 to **CHIEF INFORMATION SECURITY OFFICER**, 1404;

and

2) Approve the revised class specification for **CHIEF INFORMATION SECURITY OFFICER**, 1404.

File No. 54582

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

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

- 1) Approve the revised class specification for **UNDERGROUND DISTRIBUTION CONSTRUCTION MECHANIC**, 3812;

and

- 2) Designate entry- level positions in this classification as temporary training positions under Civil Service Rule 5.30.

File No. 54583

d. The General Manager recommends that the Board of Civil Service Commissioners exempt the following positions in the Economic and Workforce Development Department (EWDD) in accordance with Charter Section 1001(d)(4), based on the positions being grant-funded for a term not to exceed two years.

<b>CSC No.</b>	<b>No. of Positions</b>	<b>Class Title and Code</b>
2605	1	Chief Grants Administrator, 1579
2606	1	Project Coordinator, 1537
2607	1	Sr. Project Assistant, 1546
2608	1	Sr. Project Assistant, 1546
2609	2	Sr. Project Assistant, 1546
2610	4	Sr. Project Assistant, 1546
2611	1	Sr. Project Assistant, 1546
2616	6	Sr. Project Assistant, 1546
2622	1	Sr. Project Assistant, 1546
2623	1	Sr. Project Assistant, 1546
2624	1	Sr. Project Coordinator, 1538
2625	1	Sr. Project Coordinator, 1538
2626	1	Sr. Project Coordinator, 1538
2627	1	Sr. Project Coordinator, 1538
2628	1	Sr. Project Coordinator, 1538

File No. 54584

11. CLASSIFICATION ACTIONS, (Continued)

- e. 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 AIRPORT POLICE SPECIALIST, 3236;  
and
  2. Adopt the new class specification for AIRPORT POLICE SPECIALIST, 3236;  
and
  3. Allow employees in the new class of AIRPORT POLICE SPECIALIST to receive a Special Assignment under Charter Section 1014 to the class of AIRPORT POLICE OFFICER, 3225, upon successful completion of the assigned probationary period.
- File No. 54585

COMMISSION ACTION: RECOMMENDATIONS APPROVED

12. ADJOURNMENT

The Commission President adjourned the meeting at 10:09 a.m.

---

JONATHAN M. WEISS,  
President

---

BRUCE E. WHIDDEN,  
Commission Executive Director