



**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
RAUL PEREZ
Commissioners

**REGULAR MEETING
TELEPHONIC**

**THURSDAY FEBRUARY 23, 2017, 10:00 A.M.
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

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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

Deputy City Attorney Jennifer Handzlik

Present in the Commission Board Room:

General Manager Wendy G. Macy

Commission Executive Director

Bruce E. Whidden

Absent: Commissioner Raul Perez

1. **CALL TO ORDER**

The meeting was called to order by Commission Executive Director Bruce Whidden at 10:00 a.m.

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

The Board unanimously approved routine and nonappearance matters under Unfinished Business, page 2, items 6 & 7, and New Business, pages 2 through 6, items 8 and 9, on a motion by Commissioner McClelland, seconded by Commissioner Esparza.

3. **APPROVAL OF MINUTES**

The Board unanimously approved the minutes of the regular meeting of Thursday, February 9, 2017 on a motion by Commissioner Esparza, seconded by Commissioner McClelland.

4. **GENERAL MANAGER'S REPORT**

No General Manager's Report

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 February 9, 2017, the General Manager recommends that the Board:

1. Create the new classification of **AIRPORT POLICE SPECIALIST**, Class Code 3236;
and
2. Adopt the new class specification for **AIRPORT POLICE SPECIALIST**, Class Code 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**, Class Code 3225, upon successful completion of the 18-month probationary period.

File No. 54585

COMMISSION ACTION: RECOMMENDATIONS APPROVED

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

Rueben E, SHARP, Mechanical Repairer, Department of Transportation. Discharge effective January 21, 2017.

On February 2, 2017, the Appellant filed a withdrawal form in the office of the Civil Service Commission ending his appeal.

File No. 54609

COMMISSION ACTION: MADE A MATTER OF RECORD

8. **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:

February 3, 2017

Interdepartmental Promotional

CLAIMS AGENT

PRINCIPAL DETENTION OFFICER

SENIOR ARCHITECT

Interdepartmental Promotional and Open Competitive

PERFORMING ARTS DIRECTOR

SENIOR HOUSING INVESTIGATOR

Open Competitive

OCCUPATIONAL HEALTH NURSE

PERSONNEL RESEARCH ANALYST

February 10, 2017

Open Competitive

OFFICE SERVICES ASSISTANT

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) BUILDING REPAIR SUPERVISOR
Brant J. FULKERSON, Building Construction & Maintenance Superintendent, General Services Department and Jesus GARZA, Construction and Maintenance Supervisor, Department of Water & Power.
 - 2) ELECTRIC METER SETTER
Gregory INEZ and Thomas STAWINSKI, Electric Service Representatives, Department of Water & Power.
 - 3) EQUIPMENT REPAIR SUPERVISOR
John FERRIS, Equipment Superintendent, General Services Department, and Ernest Keith HALL, Fleet Services Manager, Department of Water & Power.
 - 4) GEOGRAPHIC INFORMATION SYSTEMS SUPERVISOR
Luis Montemayor, Geographic Information Systems Chief, Department of Public Works, Bureau of Engineering.
 - 5) HEAVY DUTY EQUIPMENT MECHANIC
Raul FLETES, Equipment Repair Supervisor, Department of Water & Power, Kristina GUEVARRA, Senior Heavy Duty Equipment Mechanic, General Services Department, Steven MANGOLD, Mechanical Repair General Supervisor, Harbor Department, Guy PATENAUDE, Senior Automotive Supervisor, Los Angeles City Fire Department, Kevin STREETER, Equipment Repair Supervisor, Los Angeles World Airports.
 - 6) PERSONNEL RESEARCH ANALYST
Jessica DIDWAY, Personnel Research Analyst II, and Vincent CORDERO, Senior Personnel Analyst II, Personnel Department.
 - 7) RISK MANAGEMENT AND PREVENTION PROGRAM SPECIALIST
Hani MALKI, Senior Fire Protection Engineer, Los Angeles City Fire Department.
 - 8) SENIOR COMMUNICATIONS ELECTRICIAN
Robert HILL Communications Electrician Supervisor, Department of Water & Power.
 - 9) SENIOR ELECTRICIAN
Daryl MARTIN, Electrician Supervisor, Harbor Department and Paul PANAGIOTIDIS, Airports Maintenance Supervisor III, Los Angeles World Airport.
 - 10) SENIOR UTILITY ACCOUNTANT
Lisa YIN and Peter HUYNH, Principal Utility Accountants, Department of Water & Power.
 - 11) SOLID RESOURCES SUPERINTENDENT
Daniel MCKAY, Solid Resources Manager I, Department of Public Works, Bureau of Sanitation.
 - 12) STEAM PLANT OPERATOR
Michael GRAY and Abdul REHMAN, Steam Plant Operating Supervisors, Department of Water & Power.
 - 13) SMS PAYMENT CLERK
Ursula VILLANUEVA, Departmental Chief Accountant II, General Services Department.

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, (Continued):
- 14) TREE SURGEON SUPERVISOR
Steve DUNLAP, Principal Grounds Maintenance Supervisor II, Department of Recreation and Parks, Juan Carlos PELAYO, Tree Surgeon Supervisor, Department of Water & Power and Hector BANUELOS, Street Tree Superintendent I, Department of Public Works, Bureau of Street Services.
- 15) UTILITY SERVICES MANAGER
Mark SEDLACEK, Utility Services Manager VI, Department of Water & Power.
File No. 54611
- c. 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.
- POLICE PERFORMANCE AUDITOR
John DOUCET, Police Performance Auditor IV, Wendy GAMBLE, Police Performance Auditor III, Jeffry PHILLIPS, Police Administrator I, Kevin ROGAN and Jim WILLIS, Assistant Inspector Generals, Los Angeles Police Department.
File No. 54612
- d. Approve the use of interview boards consisting of representatives from inside City service in the interdepartmental promotional examination for BUILDING REPAIR SUPERVISOR.
File No. 54613
- e. Approve the use of interview boards consisting of representatives from inside City service in the interdepartmental promotional examination for EQUIPMENT REPAIR SUPERVISOR.
File No. 54614
- f. Approve the use of interview boards consisting of representatives from inside City service in the open competitive examination for PUBLIC RELATIONS SPECIALIST.
File No. 54615
- g. Approve the use of interview boards consisting of representatives from inside and outside City service in the interdepartmental promotional examination for UTILITY SERVICES MANAGER.
File No. 54616
- h. Approve the use of performance test raters from inside City service in the promotional examination for ENGINEER OF FIRE DEPARTMENT.
File No. 54617
- i. Approve the change of the test method in the interdepartmental promotional examination for FLEET SERVICES MANAGER. The examination will be comprised of a qualifying Training and Experience (T&E) Questionnaire and 100% Interview.
File No. 54618
- j. Approve the change of the basis of the SENIOR CITY PLANNER examination from interdepartmental promotional to open competitive and interdepartmental promotional. This will ensure that all promotional candidates are placed on the promotional list and attract and make readily available a larger number of qualified candidates.
File No. 54619

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

- k. Approve the change of the test of fitness method in the interdepartmental promotional examination for **SOLID RESOURCES SUPERINTENDENT**. The examination will be comprised of a 100% weighted interview with an advisory essay.

File No. 54620

- l. Approve the change of the test of fitness method in the open competitive examination for **WASTEWATER TREATMENT OPERATOR**. The examination will be comprised of a 100% application review.

File No. 54621

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

Suspension

Ricardo BERNAL, Recreation Coordinator, Department of Recreation and Parks. Form 77 filed with Records on February 9, 2017.

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

Discipline: Suspension effective from February 13, 2017 to March 24, 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 February 3, 2017.

File No. 54622

Marcus R. LEVIAS, Office Engineering Technician III, Department of Building and Safety. Form 77 filed with Records on February 9, 2017.

Cause of Action: 1) Flagrant refusal to cooperate with supervisors or management in the performance of duties [insubordination]. (second offense);
2) Leaving assigned work location without proper approval or appropriate reason (second offense).

Discipline: Suspension effective from February 9, 2017 to March 1, 2017, inclusive (15-working days).

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on February 8, 2017.

File No. 54623

Discharge

Samuel ROMO, Maintenance and Construction Helper, Department of Airports. Form 77 filed with Records on February 9, 2017.

Cause of Action: 1) Reporting for duty under the influence of alcohol rendering employee unfit to work;
2) Failure to pass for cause drug and alcohol test on December 15, 2015;
3) Failure to pass a random drug and alcohol test on August 17, 2016.

Discipline: Discharge effective February 3, 2017.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on February 3, 2017.

File No. 54624

COMMISSION ACTION: MADE A MATTER OR RECORD

9. **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:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2644	1	Tire Repairer, 3727
2645	1	Construction and Maintenance Supervisor, 3127
2648	1	Principal Civil Engineering Drafting Technician, 7219

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>
4898	1	94-75108	Electrical Engineer, 7539
4899	11	94-38082	Electric Meter Setter, 3822

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>
2646	1	Senior Administrative Clerk, 1368
2647	1	Management Analyst, 9184
2650	6	Cement Finisher Worker, 3351

4) 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>
4895	1	91-13640	Senior Administrative Clerk, 1368
4896	1	95-15110	Utility Accountant, 1511
4897	1	91-17020	Management Analyst, 9184

5) Reallocate the following position in Recreation and Parks Department, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>From:</u>	<u>To:</u>
<u>No.</u>	<u>Positions</u>	<u>Class Title and Code</u>	<u>Class Title and Code</u>
2649	1	Senior Recreation Director, 2446	Golf Starter Supervisor, 2479 File No. 54625

b. 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 **ELECTRICAL TEST TECHNICIAN SUPERVISOR**, Class Code 7518;

and

2) Adopt the new class specification for **ELECTRICAL TEST TECHNICIAN SUPERVISOR**, Class Code 7518.

File No. 54626

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

- c. The General Manager recommends that the Board of Civil Service Commissioners:
1) Allocate the following new position in the Housing and Community Investment Department (HCID), as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2643	1	Management Analyst, 9184

- 2) Exempt the position in accordance with Charter Section 1001(d)(4), for grant-funded positions for a term not to exceed two years.

File No. 54627

COMMISSION ACTION: RECOMMENDATIONS APPROVED

10. **ADJOURNMENT**

The Commission President adjourned the meeting at 10:02 a.m.

JONATHAN M. WEISS,
President

BRUCE E. WHIDDEN,
Commission Executive Director