



**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

**THURSDAY MARCH 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:
Vice President Jeanne A. Fugate
Commissioner Gabriel J. Esparza
Commissioner Nancy P. McClelland
Deputy City Attorney Jennifer Handzlik

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

Absent:
President Jonathan M. Weiss
Commissioner Raul Perez

- CALL TO ORDER**
Meeting was called to order by Commission Executive Director, Bruce Whidden at 10:03 a.m.
- 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 9, items 8 and 9, on a motion by Commissioner Esparza, seconded by Commissioner McClelland.
- APPROVAL OF MINUTES**
The Board unanimously approved the minutes of the regular meeting of Thursday, March 9, 2017 on a motion by Commissioner Esparza, seconded by Commissioner McClelland.
- GENERAL MANAGER'S REPORT**
The General Manager said she would hold her report until the next in-person meeting.
- PUBLIC COMMENTS ON MATTERS WITHIN BOARD'S JURISDICTION**
No requests for public comment.

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

Marilyn H. Marquez, Administrative Clerk, Los Angeles City Fire Department. Discharge effective July 15, 2016.

Settlement agreement whereby the City agreed to rescind the penalty of discharge and substitute a straight resignation effective at the close of business July 15, 2016; the Appellant agreed to withdraw her appeal pending before the Civil Service Commission; the parties agreed to other terms and conditions associated with this agreement. Signed documents were given to the Civil Service Commission on March 1, 2017.

File No. 54447

COMMISSION ACTION: MADE A MATTER OF RECORD

7. **DEMAND FOR REINSTATEMENT**

Consideration of denying the Demand for Reinstatement regarding the Suspension of **Ray Fu**, Chemist, Department of Water & Power, effective March 21, 2016 to March 28, 2016, inclusive (six-working days), confirmed by the Board on December 8, 2016. In his filing, Mr. Fu asserts as grounds Hearing Examiner error, who did not understand the technical nature of the procedures that resulted in the charges and that the charges and penalty were not proven and, in any case, did not warrant penalty.

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

File No. 54354

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:

March 3, 2017

Interdepartmental Promotional

SECRETARY

SENIOR COMMUNICATIONS ELECTRICIAN

Interdepartmental Promotional and Open Competitive

PUBLIC INFORMATION DIRECTOR

TREE SURGEON SUPERVISOR

Open Competitive

RISK MANAGEMENT AND PREVENTION PROGRAM SPECIALIST

March 10, 2017

Interdepartmental Promotional

SOLID RESOURCES SUPERINTENDENT

CONTRACT ADMINISTRATOR

Interdepartmental Promotional and Open Competitive

SUPPLY SERVICES PAYMENT CLERK

WORKERS’ COMPENSATION CLAIMS 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) COMMUNICATIONS CABLE SUPERVISOR
John COLLIER and Rafael BRAVO, Senior Communications Electrician Supervisors, Department of Water & Power.
 - 2) COMMUNICATIONS ELECTRICIAN SUPERVISOR
Rafael BRAVO, Senior Communications Electrician Supervisor, Department of Water & Power.
 - 3) DIRECTOR OF SECURITY SERVICES
Christopher VICINO, Executive Assistant to the General Manager and Daniel BARNES, Electrical Service Manager, Department of Water & Power.
 - 4) PRINCIPAL PUBLIC RELATIONS REPRESENTATIVE
Vicki CURRY, Chief Public Information Officer, Office of the Mayor, and Tonya DURRELL, Public Information Director, Department of Public Works, Bureau of Sanitation.
 - 5) SENIOR COMMERCIAL FIELD REPRESENTATIVE
Joe VILLAREAL, Utility Services Manager, Department of Water & Power.
 - 6) SENIOR CUSTODIAN
William FLOWERS, Airport Maintenance Supervisor III, Los Angeles World Airports, Cherrie BERKLEY, Custodian Supervisor, Department of Water & Power and Lavern CHEATHEAM, Head Custodian Supervisor, General Services Department.
 - 7) SENIOR LIBRARIAN
Emily FATE, Principal Librarian II, and Jene BROWN, Principal Librarian I, Library Department.
 - 8) SENIOR STRUCTURAL ENGINEER
Shailesh PATEL, Principal Civil Engineer, Department of Public Works, Bureau of Engineering and Ara SARGSYAN, Assistant Deputy Superintendent of Building II, Department of Building and Safety.
 - 9) TREE SURGEON SUPERVISOR
Juan MARRUFO, Tree Surgeon Supervisor, Department of Water & Power.
 - 10) WASTEWATER TREATMENT OPERATOR
Robert URREA, Senior Wastewater Treatment Operator and Francisco RAMIREZ, Shift Superintendent Wastewater Treatment, Department of Public Works, Bureau of Sanitation.
 - 11) WATER UTILITY WORKER
Jaime CASTRELLON, Water Utility Supervisor and Noe PIMENTEL, Labor Supervisor, Department of Water & Power.
 - 12) WORKERS' COMPENSATION ANALYST
John HAYASHIDA, Senior Workers' Compensation Analyst, Department of Water & Power and Irene HERRERA Senior Workers' Compensation Analyst, Personnel Department.

File No. 54637

8. ADMINISTRATIVE ACTIONS (Continued)

- 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.
 - 1) VIDEO PRODUCTION COORDINATOR
Leigh SMITH, Principal Public Relations Representative, Harbor Department and Ted LIN, Cable Television Production Manager III, Department of Information Technology Agency.
 - 2) PERSONNEL RESEARCH ANALYST
Michael GOLD, Senior Personnel Analyst II, Personnel Department and Laura TRINER, Senior Personnel Analyst I, Los Angeles City Fire Department.
 - 3) PERFORMING ARTS DIRECTOR
Danielle BRAZELL, General Manager Cultural Affairs and Michael ALEXANDER, Performing Arts Director (Retired), Cultural Affairs Department.

File No. 54638

- d. Approve the use of interview boards consisting of representatives from both inside City service and outside City service in the interdepartmental promotional and open competitive examination for PERFORMING ARTS DIRECTOR.

File No. 54639

- e. Approve the use of interview boards consisting of representatives from inside and outside the City service in the open competitive examination for WATER BIOLOGIST.

File No. 54640

- f. Approve the use of interview boards consisting of representatives from inside City service in the open competitive and interdepartmental promotional examination for WORKERS' COMPENSATION CLAIMS ASSISTANT.

File No. 54641

- g. Approve the use of interview boards consisting of representatives from inside City service in the open competitive and promotional examination for HEAVY DUTY EQUIPMENT MECHANIC.

File No. 54642

- h. Approve the use of performance boards consisting of representatives from inside City service in the open competitive and promotional examination for HEAVY DUTY TRUCK OPERATOR.

File No. 54643

- i. Approve the change of the test of fitness method for the open examination for SECURITY OFFICER. The examination will be comprised of a qualifying written test (multiple-choice), a pass/fail non-cognitive test and a 100% weighted Training and Experience review.

File No. 54644

- j. Approve the change of the test of fitness method in the interdepartmental promotional examination for SENIOR STREET LIGHTING ENGINEER. The examination will be comprised of an advisory job simulation exercise and a weighted interview (100%).

File No. 54645

8. ADMINISTRATIVE ACTIONS, (Continued)

k. Make the following Appeals a matter of record:

Suspension

Bernard DAVIS, Security Officer, Department of Airports. Form 77 filed with Records on March 7, 2017.

Cause of Action: 1) Frequent or unexcused tardiness;
2) Initiating a confrontation with a co-worker;
3) Failure to immediately report misconduct to a supervisor.
Discipline: Suspension effective from March 6, 2017 to March 13, 2017, inclusive (six-working days).

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

File No. 54646

Keawe TOLSON, Principal Security Officer, Department of Airports. Form 77 filed with Records on March 6, 2017.

Cause of Action: 1) Engaging in unwelcomed behavior or conduct in conflict with job duties by kissing a subordinate Security Officer on the cheek;
2) Failure to maintain a harassment free workplace for subordinates.
Discipline: Suspension effective from March 3, 2017 to April 25, 2017, inclusive (30-working days).

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

File No. 54647

Discharge

Able VAZQUEZ, Criminalist II, Los Angeles Police Department. Form 77 filed with Records on March 10, 2017.

Cause of Action: 1) On or about February 24, 2016 and March 2, 2016, the employee, while on duty, sent an e-mail reporting test result that he was not authorized to disclose;
2) On or about January 29, 2016 through March 2, 2016, the employee performed laboratory examination what he was not qualified to perform for DR#12-12-17287;
3) On or about November 19, 2015 to April 22, 2016, the employee, while on duty, failed to complete work tasks in accordance with laboratory policy and procedure.
Discipline: Discharge effective March 10, 2017.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on March 9, 2017.

File No. 54648

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

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

Discharge, (Continued)**Isaac WILLIAMS**, Traffic Officer II, Department of Transportation. Form 77 filed with Records on February 28, 2017.

Cause of Action: Unexcused, excessive or patterned absenteeism.

Discipline: Discharge effective February 27, 2017.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on March 6, 2017.

File No. 54649

COMMISSION ACTION:

1. Make the following NOTICES a matter of record:

Suspension**CUSTOMER SERVICE REPRESENTATIVE**, Department of Water & Power. Form 77 filed with Records on March 2, 2017.Cause of Action: 1) Frequent and inexcused [*sic*] tardiness (third offense);
2) Failing to make a reasonable effort to notify supervisor of inability to report for work.

Discipline: Suspension effective from March 2, 2017 to April 12, 2017, inclusive (30-working days).

GARDENER CARETAKER, Department of Recreation and Parks. Form 77 filed with Records on February 28, 2017.

Cause of Action: Unexcused, excessive or patterned absenteeism.

Discipline: Suspension effective from March 6, 2017 to March 17, 2017, inclusive (10-working days).

GARDENER CARETAKER, Department of Recreation and Parks. Form 77 filed with Records on March 2, 2017.Cause of Action: 1) Unexcused, excessive or patterned absenteeism;
2) Falsely claiming sick or allowed pay, falsifying reasons for absence.

Discipline: Suspension effective from February 20, 2017 to March 17, 2017, inclusive (20-working days).

SECURITY OFFICER, Harbor Department. Form 77 filed with Records on February 27, 2017.Cause of Action: 1) Misconduct, on or off the job, seriously reflecting on City employment when the employee was arrested on June 18, 2016 and subsequently convicted of misdemeanor Driving Under the Influence of Alcohol;
2) Violation of Port Police Division Rules by being arrested and convicted of a misdemeanor criminal complaint after being disciplined for a similar offense on May 12, 2010.

Discipline: Suspension effective from March 1, 2017 to April 29, 2017, inclusive (20-working days) to be served as agreed.

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

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

Suspension

HOUSING INSPECTOR, Housing and Community Investment Department. Form 77 filed with Records on March 2, 2017.

Cause of Action: 1) Failure to perform work assignments adequately or promptly;
2) Misuse or failing to use delegated authority in the performance of duties;
3) Violating Department Rules;
4) Requiring excessive supervision or instruction;
5) Refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination);
6) Unexcused, excessive or patterned absenteeism;
7) Failure to follow established procedure for notification of inability to report for work;
8) Leaving assigned work location without proper approval or appropriate reason;
9) Falsifying City Records such as time report, mileage reports, expense accounts or other work related documents.

Discipline: Suspension effective from March 6, 2017 to March 17, 2017, inclusive (10-working days).

WASTEWATER COLLECTION WORKER II, Department of Public Works, Bureau of Sanitation. Form 77 filed with Records on March 3, 2017.

Cause of Action: 1) Causing or contributing to an accident by operating City equipment in an unsafe manner on or about July 14, 2014;
2) Causing or contributing to an accident by operating City equipment in an unsafe manner on or about April 13, 2015;
3) Causing or contributing to an accident by operating City equipment in an unsafe manner on or about May 19, 2015;
4) Causing or contributing to an accident by operating City equipment in an unsafe manner on or about December 1, 2015.

Discipline: Suspension effective from March 6, 2017 to April 4, 2017, inclusive (20-working days) to be served as agreed.

Discharge

ADMINISTRATIVE CLERK, Library Department. Form 77 filed with Records on February 24, 2017.

Cause of Action: 1) Misconduct, on or off the job, seriously reflecting on City employment or employees when the employee was convicted of two counts under California Penal Code 288;
2) Unexcused absenteeism;

Discipline: Discharge effective February 23, 2017.

8. ADMINISTRATIVE ACTIONS, (Continued)

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

TREE SURGEON, Department of Public Works, Bureau of Street Services. Form 77 filed with Records on February 24, 2017.

Cause of Action: 1) Failure to meet a condition of employment by the loss of Commercial Driver’s License;
 2) Absence without a valid leave since April 26, 2016.
 4) Fraud, dishonesty, theft or falsification of records.

Discipline: Discharge effective February 17, 2017.

9. CLASSIFICATION ACTIONS

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

1) Allocate the following new positions in the Los Angeles World Airport, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2654	2	Traffic Painter and Sign Poster, 3421

2) Allocate the following new position in the Office of the City Controller, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2655	1	Internal Auditor, 1625

3) Allocate the following new position in the Department of Recreation and Parks, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2659	1	Carpenter Supervisor, 3346

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>
4905	1	94-37126	Electrical Craft Helper, 3799
4906	1	94-75034	Principal Electrical Engineering Draft Technician, 7531

File No. 54650

b. That the Board of Civil Service Commissioners exempt the following position in the Housing and Community Investment Department (HCID) in accordance with Charter Section 1001(d)(4), based on the position being grant-funded for a term not to exceed two years.

CSC No.	No. of Positions	Class Title and Code
2656	2	Program Aide, 1550

File No. 54651

c. That the Board of Civil Service Commissioners exempt the following position in the Housing and Community Investment Department (HCID) in accordance with Charter Section 1001(d)(4), based on the position being grant-funded for a term not to exceed two years.

CSC No.	No. of Positions	Class Title and Code
2658	1	Senior Project Coordinator, 1538

File No. 54652

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

- d. The General Manager recommends that the Board of Civil Service Commissioners:
- 1) Approve the change of class title from Senior Electrical Tester, Class Code 7515, to **SENIOR ELECTRICAL TEST TECHNICIAN**, Class Code 7515;
and
 - 2) Approve the change of class title from Electrical Tester, Class Code 7512, to **ELECTRICAL TEST TECHNICIAN, CLASS CODE** 7512;
and
 - 3) Approve the revised class specifications for **SENIOR ELECTRICAL TEST TECHNICIAN**, Class Code 7515, and **ELECTRICAL TESTER**, Class Code 7512.
File No. 54653

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

- 1) Allocate the following position in the Department of Building and Safety:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2660	1	Building Civil Engineer, 7244
- 2) Allocate the following position in the City Planning Department:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2661	1	Principal City Planner, 7946
- 3) Allocate the following position in the Department of Public Works, Bureau of Engineering:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2662	1	Civil Engineer, 7237
- 4) Allocate the following position in the Department of Public Works, Bureau of Street Lighting:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2663	1	Street Lighting Engineer, 7537
- 5) Allocate the following position in the Department of Transportation:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2664	1	Transportation Engineering Associate, 7280

File No. 54654

COMMISSION ACTION: RECOMMENDATIONS APPROVED

10. **ADJOURNMENT**

Meeting was adjourned by Commission Vice President Jeanne Fugate at 10:05 a.m.

JEANNE FUGATE,
Vice President

BRUCE E. WHIDDEN,
Commission Executive Director