



**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, OCTOBER 12, 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 Weiss

Vice President Jeanne A. Fugate

Commissioner Raul Perez

Commissioner Gabriel J. Esparza

Deputy City Attorney Jennifer Gregg

Present in the Board Room:

General Manager Wendy G. Macy

Commission Executive Director

Bruce E. Whidden

Absent:

Commissioner Nancy P. McClelland

1. **CALLED TO ORDER**

Meeting was called to order by Commission Executive Director Bruce Whidden at __:__ a.m.

2. **APPROVAL OF MINUTES**

The Board had not received the draft minutes of the regular meeting of Thursday, September 28, 2017 with their other materials. Action was continued to the next meeting of the Board.

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

On a motion by Commissioner Esparza, seconded by Commissioner Fugate, the Board unanimously approved routine and nonappearance matters under Unfinished Business, page 2, item 5 and New Business, pages 3 through 8, items 6 and 7.

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

There were not requests for public comment.

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

- a. **David F. CURRY**, Communications Electrician, Information Technology Agency.
Discharge effective July 11, 2017.

Settlement agreement whereby the Department agreed to rescind the penalty of discharge imposed effective July 11, 2017; The Department agreed to place the Appellant on sick leave status as of July 12, 2017 until the execution date of this settlement; On the execution date of the settlement agreement, the Department agreed to accept the Appellant's resignation from City service effective on that date; The Appellant agreed to withdraw his appeal pending before the Civil Service Commission; The parties agreed to other terms and conditions. The signed documents were received by the Commission on September 20, 2017.

File No. 54778

- b. **Carlos DEVEAUX**, Window Cleaner Airport, Department of Airports. Discharge effective July 17, 2017.

Settlement agreement whereby the Department agreed to rescind the penalty of discharge imposed effective July 17, 2017; The Department agreed to accept the Appellant's resignation effective July 17, 2017; The Appellant agreed to withdraw his appeal pending before the Civil Service Commission; The parties agreed to other terms and conditions. The signed documents were received by the Commission on October 2, 2017.

File No. 54791

- c. **Angelique PINKSTAFF**, Administrative Clerk, Department of Transportation. Discharge effective December 9, 2016.

On September 22, 2017, the Commission Office received a letter from the Appellant's Attorney withdrawing her appeal pending before the Civil Service Commission.

File No. 54580

COMMISSION ACTION: RECOMMENDATIONS APPROVED

6. ADMINISTRATIVE ACTIONS

The General Manager recommends that:

- a. 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:

September 22, 2017

Interdepartmental Promotional and Open Competitive

PROGRAMMER ANALYST

Interdepartmental Promotional

ELECTRICAL REPAIR SUPERVISOR

WATER SERVICE REPRESENTATIVE

September 29, 2017

Departmental Promotional

POLICE COMMANDER

Interdepartmental Promotional

SENIOR COMPUTER OPERATOR

SENIOR ELECTRIC SERVICE REPRESENTATIVE

SENIOR ELECTRICAL TEST TECHNICIAN

TRANSPORTATION ENGINEER

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

1) AIRPORTS MAINTENANCE SUPERVISOR

Conor ROCHE and Howard HORNING, Airports Maintenance Superintendents, Department of Airports.

2) APPARATUS OPERATOR

Dale DRUMMOND, Fire Battalion Chief, Los Angeles City Fire Department.

3) ARCHITECTURAL DRAFTING TECHNICIAN

Bryan LOW, Architect, Harbor Department, Ruben NAJERA, Senior Architectural Drafting Technician, Department of Water & Power, Erik VILLANUEVA, Architectural Associate II, Department of Public Works, Bureau of Engineering.

4) ASSISTANT COMMUNICATIONS CABLE WORKER

Daniel AUSHERMAN, Jason CONDE and Clarence IRVIN, Senior Communications Cable Workers, William LA ROSA and Paul HANNA, Communications Cable Supervisors, Department of Water & Power.

5) CITY PLANNING ASSOCIATE

Angelica ESPIRTU-WRIGHT, City Planner, Department of Ken BERSTEIN, Principal City Planner, Jane CHOI, Jon FOREMAN, and Luciralia IBARRA, Senior City Planners, City Planning Department.

6) CIVIL ENGINEERING DRAFTING TECHNICIAN

April BASTURO, Senior Civil Engineering Drafting Technician, Department of Water & Power, German CALAS, Engineering Designer, Department of Airports, Mite RISTOVSKI, Principal Civil Engineering Drafting Technician, Department of Public Works, Bureau of Engineering.

Continued...

6. 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)

7) COMMUNICATIONS INFORMATION REPRESENTATIVE

Tyrone JESSAMY, Airport Manager II, Dawn SMITH, Chief Communications Operator, Department of Airports, Cheryl WALKER, Senior Communications Operator, Information Technology Agency.

8) ELECTRIC TROUBLE DISPATCHER

Carlos PASILLAS and William SOLOMAN, Senior Electric Trouble Dispatchers, Department of Water & Power.

9) ELECTRICIAN

Cory MCGEE, Electrician Supervisor, Department of General Services, Ronnie VALDEZ JR., Electrical Repair Supervisor, Department of Water & Power.

10) MECHANICAL ENGINEER

Karen ISERI and John LEVY, Power Engineering Managers, Department of Water & Power.

11) MOTION PICTURE AND TELEVISION MANAGER

Kevin JAMES, Member, Board of Public Works, Department of Public Works.

12) PRINCIPAL TRANSPORTATION ENGINEER

Jay KIM and Daniel MITCHELL, Assistant General Managers, Department of Transportation.

13) SENIOR SYSTEMS ANALYST

Michael SHIMOKOCHI, Information Systems Manager II, Department of Transportation, Remedios AQUINO, Information Systems Manager II, Department of Airports, Jennifer BANOS, Information Systems Manager II, Information Technology Agency.

14) UNDERGROUND DISTRIBUTION CONSTRUCTION MECHANIC

Samuel ADAMS and Robert COOPER, Senior Underground Distribution Construction Supervisors, Department of Water & Power.

File No. 54841

c. Approve the use of interview boards consisting of representatives from inside City service in the open competitive examination for ENGINEERING GEOLOGIST ASSOCIATE.

File No. 54842

d. Approve the use of interview boards consisting of representatives from inside City service in the interdepartmental promotional examination for SENIOR CARPENTER.

File No. 54843

e. Approve the use of interview boards consisting of representatives from inside and outside City service in the open competitive and interdepartmental promotional examination for SENIOR CLAIMS REPRESENTATIVE.

File No. 54844

f. Approve the use of interview boards consisting of representatives from inside City service in the interdepartmental promotional and open competitive examination for TIRE REPAIRER.

File No. 54845

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

- g. Approve the use of interview boards consisting of representatives from inside City service in the interdepartmental promotional examination for **UTILITY SERVICES SPECIALIST**.

File No. 54846

- h. Approve the use of raters consisting of representatives from inside City service in the open competitive performance examination for **ELECTRIC STATION OPERATOR**.

File No. 54847

- i. Approve the change of the test of fitness method in the open and interdepartmental promotional examination for **FINANCIAL DEVELOPMENT OFFICER**. The examination will be comprised of a weighted multiple-choice test (50%), an advisory essay (0%), and a weighted interview (50%).

File No. 54848

- j. Approve the change of the test of fitness method in the interdepartmental promotional examination for **SENIOR ELECTRICAL TEST TECHNICIAN**. The examination will be comprised of a qualifying written multiple-choice test and a weighted interview (100%).

File No. 54849

- k. Make the following APPEALS a matter of record:

Suspension

Reginald SCOTT, Transitional Worker, Department of Recreation and Parks. Suspension effective September 18, 2017 to September 25, 2017, inclusive, (six-working days). Form 77 filed with Records on September __, 2017.

Cause of Action: 1) Requiring excessive supervision or instruction in performance of duties after completion of training for the position;
2) Failure to perform work assignments adequately or promptly.

Discipline: Suspension effective September 18, 2017 to September 25, 2017, inclusive, (six-working days).

In accordance with Charter Section 1016, the Appellant filed an appeal through his attorney with the Office of the Commission on September 21, 2017 via email.

File No. 54850

Allison KALENGA, Management Analyst, Department of Water & Power. Suspension effective October 2, 2017 to October 27, 2017, inclusive, (20-working days). Form 77 filed with Records on September __, 2017.

Cause of Action: 1) Falsifying time or mileage reports, reasons for absence, expense accounts or similar work-related documents;
2) Falsely claiming sick or allowed pay.

Discipline: Suspension effective October 2, 2017 to October 27, 2017, inclusive, (20-working days).

In accordance with Charter Section 1016, the Appellant filed an appeal through his attorney with the Office of the Commission on September 28, 2017 via email.

File No. 54851

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

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

Discharge

Jesus GALVEZ, Maintenance Laborer, Department of Airports. Discharge effective September 22, 2017. Form 77 filed with Records on September __, 2017.

Cause of Action: 1) Engaging in behavior and conduct in conflict with job discretion by using abusive language or making inappropriate statements;
2) Demonstrating insensitivity to others by making derogatory comments, epithets, jokes, teasing, remark or slurs including those of a sexual nature that derogatorily depict or demean people.

Discipline: Discharge effective September 22, 2017.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on September 22, 2017.

File No. 54852

Alex LOAIZA, Building Maintenance Division Supervisor, Department of General Services. Discharge effective September 14, 2017. Form 77 filed with Records on September __, 2017.

Cause of Action: 1) Unexcused and excessive absenteeism (third offense);
2) Failure to carry out supervisory responsibilities adequately (third offense);
3) Failure to follow established procedures for notification on inability to report to work (third offense);
4) Violation of Behavioral Agreement dated February 9, 2017;
5) Violation of February 9, 2017 Disciplinary Pay Status (DPS);
6) Reporting for a return to duty test at Medical Services Division under the influence of alcohol, which resulted in unfitness to report to work.

Discipline: Discharge effective September 14, 2017.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on September 21, 2017. [Served by certified mail received September 19, 2017.]

File No. 54853

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

1. Make the following NOTICE a matter of record

Suspension

GARDENER CARETAKER, Department of Recreation and Parks. Form 77 filed with Records on September 18, 2017.

Cause of Action: 1) Use of alcoholic beverage or controlled substances while on duty;
2) Positive drug or alcohol test resulting for a “for-cause” test.

Discipline: Suspension effective September 18, 2017 to October 13, 2017, inclusive (20-working days).

MAINTENANCE AND CONSTRUCTION HELPER, Department of Public Works, Bureau of Street Services. Form 77 filed with Records on September 27, 2017.

Cause of Action: 1) Positive drug or alcohol test resulting from a random test administered on or about August 25, 2016, under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy;
2) Positive drug or alcohol test resulting from a non-USDOT follow-up test administered on or about March 21, 2017.

Discipline: Suspension effective September 25, 2017 to October 20, 2017, inclusive (20-working days).

OFFICE ENGINEERING TECHNICIAN III, Department of Airports. Form 77 filed with Records on September 19, 2017.

Cause of Action: 1) Conduct in conflict with job duties;
2) Falsifying City records (Family Medical Leave (FMLA) forms and other work-related documents.

Discipline: Suspension effective September 11, 2017 to November 2, 2017, inclusive (20-working days) to be served as agreed.

Discharge

STRUCTURAL ENGINEERING ASSOCIATE II, Department of Building and Safety. Form 77 filed with Records on September 15, 2017.

Cause of Action: 1) Failure to follow work instructions when employee released plans to customers without incorporating the additional required plan check corrections ordered by supervisor on March 31, 2017;
2) Continued violation of LADBS Departmental overtime rules by not submitting completed overtime plans on the next workday after the overtime had been worked;
3) Violation of a Last Chance Agreement dated September 24, 2015, which required the employee to carry out supervisory order and instructions and perform work assignments in a satisfactory manner.

Discipline: Discharge effective September 15, 2017.

COMMISSION ACTION: MADE A MATTER OF RECORD

7. CLASSIFICATION ACTIONS

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

1. Allocate the following new position for the **DEPARTMENT OF AIRPORTS** as indicated:

CSC No.	No. of Positions	Class Title and Code
2809	2	Workers' Compensation Analyst, 1774

2. Allocate the following new positions in the Joint System of the **DEPARTMENT OF WATER & POWER**, as indicated:

DWP No.	No. of Positions	DDR No.	Class Title and Code
4994	3	34-72181	Waterworks Engineer, 7248
5052	1	94-12112	Principal Clerk Utility, 1202
5054	1	95-91051	Utility Administrator, 9105
5055	1	95-93771	Assistant Director of Information Systems, 9377
5056	1	95-94061	Managing Water Utility Engineer, 9406

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
5051	42	94-38020	Electric Distribution Mechanic, 3879

4. Allocate the following new position in the Water System, of the **DEPARTMENT OF WATER & POWER**, as indicated:

DWP No.	No. of Positions	DDR No.	Class Title and Code
5053	1	95-75542	Mechanical Engineering Associate, 7554

5. Allocate the following new position in the **HARBOR DEPARTMENT**, as indicated:

CSC No.	No. of Positions	Class Title and Code
2830	1	Chief Clerk, 1253

5. Reallocate the following position in the **DEPARTMENT OF RECREATION AND PARKS**, as indicated:

CSC No.	No. of Positions	From: Class Title and Code	To: Class Title and Code
2829	1	Senior Civil Engineer, 9485	Principal Civil Engineer, 9489 File No. 54854

b. The General Manager recommends that the Board approve the following Classification actions in connection with the 2017-2018 Budget effective July 1, 2017.

Allocate the following positions in the **DEPARTMENT OF PUBLIC WORKS, BUREAU OF SANITATION**:

CSC No.	No. of Positions	Class Title and Code
17/18-296	1	Principal Environmental Engineer, 7875
17/18-297	1	Environmental Engineer, 7872 File No. 54855

COMMISSION ACTION: RECOMMENDATIONS APPROVED

8. ADJOURNMENT

The meeting was adjourned by Commission President Jonathan Weiss at 10:___ a.m.

JONATHAN M. WEISS,
President

BRUCE E. WHIDDEN,
Commission Executive Director