



CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

MINUTES

COMMISSIONERS

VACANT
President

JEANNE A. FUGATE
Vice President

GABRIEL J. ESPARZA
NANCY P. MCCLELLAND
RAUL PEREZ
Commissioners

REGULAR MEETING

THURSDAY, MARCH 8, 2018 – 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: General Manager Wendy G. Macy
Vice President Jeanne A. Fugate Deputy City Attorney Jennifer Gregg
Commissioner Nancy P. McClelland Commission Executive Director
Commissioner Raul Perez Bruce E. Whidden

Absent:
Commissioner Gabriel J. Esparza

1. **CALL TO ORDER**

Meeting was called to order by Commission Vice President Jeanne Fugate at 10:07 a.m.

2. **APPROVAL OF MINUTES**

- a. The Board unanimously approved, as corrected, the minutes of the regular meeting of Thursday, February 8, 2018 on a motion by Commissioner McClelland, seconded by Commissioner Perez.
- b. The Board unanimously approved the minutes of the regular meeting of Thursday, February 22, 2018, but rescinded the action when it was discovered that only two of the three members present attended the February 22, 2018 meeting. Matter was continued to an agenda where all members are expected to attend.

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

The Board unanimously approved routine and non-appearance matters under Unfinished Business, pages five and six, items 9 & 10 and New Business, pages seven through 11, items 11 and 12, on a motion by Commissioner Perez, seconded by Commissioner McClelland.

4. **PRESENTATION – “Employee of the Quarter”**

Commission Vice President Jeanne Fugate, General Manager Wendy Macy, Assistant General Manager William Weeks and Liaison Services Division III Director Dan Yoshimura presented the Personnel Department “Employee of the Quarter” Award for the First Quarter of 2018 to Daisy Bonilla, William “Bill” Gomez and Thomas Trujillo for their outstanding work in the planning, organization and implementation of the City’s first naturalization Event, October 28, 2017.

5. **PRESENTATION – Jacqueline “Jackie” Zarate**

Commission Vice President Jeanne Fugate joined General Manager Wendy Macy and Selection Division Chief Tina Lee Rodriguez in presenting a Commission resolution to Jackie Zarate on her retirement after more than 36 years of service.

6. **GENERAL MANAGER’S REPORT**

The General Manager reported that the Targeted Local Hire Working Group included the Personnel Department contingent lead by Vincent Cordero were recognized by City Council to mark the one-year anniversary of the initiative. To date more than 200 individuals from several underserved communities have been hired. Reports from the employing Department have been uniformly enthusiastic at the work product of the employees. These individuals are on the path to become regular Civil Service employees once they complete their probationary period.

7. **PUBLIC COMMENTS ON MATTERS WITHIN BOARD’S JURISDICTION**

There were no requests for public comment.

8. APPEALS UNDER CHARTER SECTION 1016

- a. **Ricardo BERNAL**, Recreation Coordinator, Department of Recreation and Parks, Suspension effective February 13, 2017 to March 24, 2017, (20-working days) to be served as agreed.

Report and recommendations of the Board's Hearing Examiner Isabelle Gunning following the conduct of a hearing held on October 20, 2017 into the subject appeal of Mr. Bernal.

The Hearing Examiner recommends that the Board:

- A. FIND that the *Skelly* due process requirements were met.
- 1) SUSTAIN the cause of action of falsely claiming sick or allowed pay, falsifying reasons for absence.
- B. FIND that the Suspension effective February 13, 2017 to March 24, 2017 (20-working days) to be served as agreed, was appropriate and is SUSTAINED.
- C. MAKE A DETERMINATION to adopt the findings and conclusions in the Hearing Examiner's report as its own.

File No. 54622

COMMISSION ACTION:

Discussion:

The Executive Director reported that the Appellant had not responded to the office's efforts to confirm his attendance, his union representative informed the Commission Office that it would not be filing exceptions in this case and would not be appearing at the Commission meeting on the Appellant's behalf.

The Department stated its agreement with the Hearing Examiner's report and asked the Board to adopt it and sustain the discipline.

Commissioner Fugate asked the Department to clarify the withdrawal of one of the Department's exhibits. The Department noted that at hearing it found that the exhibit was inaccurate as to the Appellant's past discipline history and felt it should not be used.

Commissioner McClelland asked if the Appellant has followed the proper procedures to get permission from the Department to work as a part-time baseball coach. The Department said that he did and that prior to these incidents, there had not been a problem with it. The Department also confirmed that the Appellant is no longer coaching for any outside organization.

Commissioner Perez asked the Department why it took more than a month for the Department to process a notice to correct deficiency on the Appellant prior to his suspension. The Department stated that it took great care when a discipline document is prepared. Actions are also delayed because of staffing levels; however one month is not considered a significant delay. Commissioner Perez commented that he considered a five-week processing time to be inexcusable and urged the Department to remedy the situation.

8. **APPEALS UNDER CHARTER SECTION 1016, (Continued)**
a. **Ricardo BERNAL**, Recreation Coordinator, Department of Recreation and Parks,
(Continued).

Commission Action:

On a series of motions by Commissioner McClelland, seconded by Commissioner Perez, the Board unanimously voted to:

FIND that the Skelly due process requirements were met.

SUSTAIN the cause of action of falsely claiming sick or allowed pay, falsifying reasons for absence.

FIND that the Suspension effective February 13, 2017 to March 24, 2017 (20-working days) to be served as agreed, was appropriate and is SUSTAINED.

ADOPT the findings and conclusions in the Hearing Examiner's report as its own.

Appearances

Harold Fujita, Personnel Director, Department of Recreation and Parks

Ruby Bravo, Human Resources Division, Department of Recreation and Parks

Neither the Appellant nor his Representative attended the Commission Meeting

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

- b. **Ontoine LEWIS**, Street Services Supervisor I, Department of Public Works, Bureau of Street Services. Suspension effective May 1, 2017 to May 26, 2017 (20-working days).

Report and recommendations of the Board's Hearing Examiner Robin Matt following the conduct of a hearing held on December 12, 2017 into the subject appeal of Mr. Lewis.

The Hearing Examiner recommends that the Board:

- A. FIND that the *Skelly* due process requirements were met.

- 1) NOT SUSTAIN the cause of action of failure to carry out supervisory responsibilities adequately;
- 2) NOT SUSTAIN the cause of action of failure to carry out supervisory responsibilities to ensure a safe work environment.

- B. FIND that the Suspension effective May 1, 2017 to May 26, 2017, inclusive (20-working days) was NOT appropriate and is NOT SUSTAINED.

- C. MAKE A DETERMINATION to adopt the findings and conclusions in the Hearing Examiner's report as its own.

File No. 54697

COMMISSION ACTION:***Discussion:***

The Department expressed its disagreement with the Hearing Examiner. It contended that the Hearing Examiner incorrectly accepted testimony that the crews doing the street sealing in question all knew not to slurry over railroad tracks without being reminded. The Department asserted that the Supervisor on the job needed to remind the crew, in writing, of the special nature of the job they were to do that day. The Department said it believed that the Hearing Examiner's findings were speculative in nature and were not supported by the record created at hearing. The Department asked that the Board reject the Hearing Examiner's report and find that the causes of action and the 20-working day suspension all be sustained.

Commissioner Fugate asked the Department what was an Inspection Report. The Department said it was the written report of the Supervisor's review and inspection of the job site, done on the morning of the work prior to the crew's arrival and start of work. This Appellant as required did not turn it in.

When asked if it could produce a written instruction manual that noted the requirement for the supervisor to provide such a written record to the crews and Department, the Department admitted that no such manual existed; however, it was a long standing and common practice for Supervisors to provide such a report to the crews and Department.

The Appellant's Representative noted that there was testimony at hearing that some supervisors did do such a report and others did not. That the pre-inspection report is not and has never been required. In his more than a decade of service as a supervisor, the Appellant had never filed such a report or heard anything negative back from the Bureau that he should in the future.

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

- b. **Ontoine LEWIS**, Street Services Supervisor I, Department of Public Works, Bureau of Street Services, (Continued).

Commission Action:

In a series of motions by Commissioner Perez, seconded by Commissioner McClelland, the Board unanimously voted to:

FIND that the Skelly due process requirements were met.

NOT SUSTAIN the cause of action of failure to carry out supervisory responsibilities adequately;

NOT SUSTAIN the cause of action of failure to carry out supervisory responsibilities to ensure a safe work environment.

FIND that the Suspension effective May 1, 2017 to May 26, 2017, inclusive (20-working days) was NOT appropriate and is NOT SUSTAINED.

ADOPT the findings and conclusions in the Hearing Examiner's report as its own.

Appearances:

Jose Del Rio, Liaison Services Bureau, Personnel Department

Rizza Abuan, Liaison Services Bureau, Personnel Department

Victor Gordo, Appellant's Representative

Ontoine Lewis, Appellant

8. APPEALS UNDER CHARTER SECTION 1016, (Continued)

- c. **Fernando LOPEZ**, Tree Surgeon Assistant, Department of Public Works, Bureau of Street Services, Discharge effective June 16, 2017.

Report and recommendations of the Board's Hearing Examiner Joseph Duffy following the conduct of a hearing held on January 16, 2018 into the subject appeal of Mr. Lopez.

The Hearing Examiner recommends that the Board:

A. FIND that the *Skelly* due process requirements were met.

- 1) SUSTAIN the cause of action of failure to meet a condition of employment by the loss of a commercial driver's license, which was suspended on February 12, 2017;
- 2) SUSTAIN the cause of action of failure to provide pertinent information to a supervisor by failing to provide reason for absence from January 17, 2017 to January 20, 2017;
- 3) SUSTAIN the cause of action of being absent without leave from March 12, 2017 to present.

B. FIND that the Discharge effective June 16, 2017 was appropriate and is SUSTAINED.

C. MAKE A DETERMINATION to adopt the findings and conclusions in the Hearing Examiner's report as its own.

File No. 54780

COMMISSION ACTION:

Discussion:

The Department stated its agreement with the Hearing Examiner's report and asked the Board to adopt it and sustain the Appellant's Discharge.

The Appellant's Representative, citing her exceptions, asserted that the City did not meet its obligations under the *Skelly* due process decision by failing to provide the Appellant with all of the documents used in making its disciplinary decision against the Appellant. The Board's Counsel noted that the City's obligation under *Skelly* were to inform the employee of the charges against him, it is not required to provide total discovery of the evidence used in making its decision. The parties continued to discuss the evidence offered in support of the second cause of action until Commissioner McClelland reminded the parties that to focus on the lesser charge that did not support discharge in the penalty range was counterproductive. The discussion shifted to the other two charges which do have discharge within the discipline range for a first offense.

The discussion continued with an in-depth review of the City's obligations to enter into the interactive process with the employee simply because he had informed his employer that he was entering a rehabilitation program. The Department noted that the Appellant has been accommodated by the City with time to participate in a rehab program and an FLMA leave.

The Appellant's Representative argued that the City was on notice of his protected disability but failed to follow up. She continued that the loss of the Commercial Driver's License was a direct result of the Appellant's disability and the City was obligated to enter into the interactive process to seek a way to accommodate the employee while he worked through his medical disability.

8. APPEALS UNDER CHARTER SECTION 1016, (Continued)

- c. **Fernando LOPEZ**, Tree Surgeon Assistant, Department of Public Works, Bureau of Street Services, (Continued).

The Department Representative countered that the Appellant had promised to provide medical documentation of his disability at his *Skelly* meeting but never did. Rather, when he lost his Commercial Driver's License, in violation of the Management Expectations Letter, he was already on notice that he was subject to discharge for not meeting a condition of employment. Commissioner McClelland noted that there was no way to accommodate the Appellant's absence of a Commercial Driver's License when it is a requirement of his job. The Appellant's Representative stated that the Department had accommodated the Appellant once as well as many others when the employee has lost a Commercial Driver's License. The Department disagreed, stating that the Appellant had been accommodated when he first lost his Commercial Driver's License because it was a first offense and he had recovered the license by the time discipline was discussed. The other cases cited are not relevant to this case, as the full record is not available to the Board or the Hearing Examiner and in at least one case, a Commercial Driver's License was not a requirement of the job.

Commission Action:

In two motions by Commissioner McClelland, seconded by Commissioner Perez, the Board voted unanimously to:

FIND that the *Skelly* due process requirements were met.

SUSTAIN the cause of action of failure to meet a condition of employment by the loss of a commercial driver's license, which was suspended on February 12, 2017;

Commissioner McClelland then moved, with a second by Commissioner Perez to:

NOT SUSTAIN the cause of action of failure to provide pertinent information to a supervisor by failing to provide reason for absence from January 17, 2017 to January 20, 2017;

The resulting vote was two "yea" votes and one "nay" vote cast by Commissioner Fugate. The motion failed and there was not motion to sustain the charge. The cause of action remained unresolved.

In final motions by Commissioner McClelland, seconded by Commissioner Perez, the Board voted unanimously to:

SUSTAIN the cause of action of being absent without leave from March 12, 2017 to present.

FIND that the Discharge effective June 16, 2017 was appropriate and is SUSTAINED.

ADOPT, as amended to remove elements relevant to the second cause of action, the findings and conclusions in the Hearing Examiner's report as its own.

Appearances:

Karen Nelson, Liaison Services Bureau, Personnel Department
Jose Del Rio, Liaison Services Bureau, Personnel Department
Katie Engst, Appellant's Representative
Fernando Lopez, Appellant

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

Salvador TORRES, Detention Officer, Los Angeles Police Department. Discharge effective October 27, 2017.

DISCUSSION:

On October 26, 2017, Detention Officer Salvador Torres participated in an exit interview with his Captain at which time he resigned from City Service. At the conclusion of the meeting and after Mr. Torres had signed and submitted his resignation papers, his Captain mistakenly issued him a fully executed General Form 77 notifying him of his discharge effective October 27, 2017. Normal procedure would have been for the captain to issue an unsigned General Form 77 informing the resigning employee of the unresolved charges against him that will be included in his employee jacket.

Unsure of the proper procedure and wanting to protect his rights, Mr. Torres appealed his discharge to the Civil Service Commission that same day. The Department informed the Commission that the Appellant had resigned from City service and had been issued a General Form 77 in error. Under case law established by the California Court of Appeals, Second Appellate District, in *Lorna Lowe v. City of Los Angeles Police Commission*, a General Form 77 may not be altered or rescinded by the issuing Department after the effected employee has appealed the discipline to the Civil Service Commission. Civil Service Commission Rule 12.18 whereby the Board retained jurisdiction over an appeal anticipated that a retirement or resignation (in the case of a suspension) be done after an appeal had been filed. The administrative closure of this appeal is appropriate as the Civil Service Commission never actually had jurisdiction to act.

RECOMMENDATION:

Adopt staff recommendation that, as the Department served the employee with a notice of Discharge after he had resigned from City service, the employee's subsequent Appeal to the Commission should be Administratively Closed and made a Matter of Record as the Board never actually held jurisdiction over the Appeal from Discharge of Salvador TORRES.

File No. 54884

COMMISSION ACTION: MADE A MATTER OF RECORD

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

- a. Edgardo EUGENIO**, Criminalist II, Los Angeles Police Department. Suspension effective August 14, 2017 to August 25, 2017.

Settlement agreement whereby the Department agreed to amend the penalty of a 10-working day suspension and impose a five-working day suspension; the personnel complaint against the Appellant was revised to read; “Between October 16, 2014 and June 1, 2016, you while on-duty, failed to adhere to Department policy and procedure regarding the examination documentation of controlled substance related evidence.” The Appellant agreed to accept this charge as proven; the Appellant agreed to withdraw his appeal from Suspension now pending before the Civil Service Commission; The parties agreed to other terms and conditions. The Commission Office received the signed documents on February 20, 2018.

File No. 54800

- b. AIRPORT POLICE OFFICER II**, Department of Airports. Suspension effective September 11, 2017 to October 15, 2017, inclusive, (10-working days) to be served as agreed.

Settlement agreement whereby the Department agreed to amend the penalty of a 10-working day suspension and impose a seven-working day suspension for conduct in conflict with job duties; the Appellant agreed to withdraw his appeal from Suspension now pending before the Civil Service Commission; The parties agreed to other terms and conditions. The Commission Office received the signed documents on February 20, 2018.

File No. 54836

COMMISSION ACTION: MADE A MATTER OF RECORD

11. **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:

February 16, 2018

Departmental Promotional
AIRPORT POLICE CAPTAIN

Interdepartmental Promotional
AIRPORT MAINTENANCE SUPERINTENDENT
PRINCIPAL CLERK
PRINCIPAL CONSTRUCTION INSPECTOR
PRINCIPAL RECREATION SUPERVISOR

February 23, 2018

Interdepartmental Promotional and Open Competitive

ENGINEERING GEOLOGIST
PROCUREMENT ANALYST
REINFORCING STEEL WORKER
SENIOR INDUSTRIAL HYGIENIST

Interdepartmental Promotional
DISTRICT SUPERVISOR ANIMAL SERVICES
PRINCIPAL CIVIL ENGINEER
STREET LIGHTING ELECTRICIAN

Open Competitive
DETENTION OFFICER

- b. Make a matter of record the General Manager's recommendation to approve the use of the following Special Examining Assistants:

1) **ASSISTANT DIRECTOR INFORMATION SYSTEMS**

Flora CHANG, Executive Assistant to General Manager and Louis CARR, Assistant General Manager, Department of Water & Power.

2) **CARPENTER**

Bryce BARNES, Senior Carpenter, Zoo Department, Glenn HOKE, Street Services Supervisor I, Department of Public Works, Bureau of Street Services and Jesse RIVAS, Carpenter Supervisor, Department of Water & Power.

3) **CEMENT FINISHER**

Andrew REZONABLE, Street Services Supervisor I, Department of Public Works, Bureau of Street Services and Curt BEDLION, Carpenter Supervisor, Department of Water & Power.

4) **CHIEF MANAGEMENT ANALYST**

Angela SHERICK-BRIGHT, Assistant General Manager, Department of General Services, Veretta EVERHEART, Chief Management Analyst, Department of Public Works, Bureau of Sanitation, Paula ADAMS, Director of Airports Administration, Department of Airports and Jody YOXSIMER, Assistant General Manager, Personnel Department.

Continued...

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

b. Make a matter of record the General Manager's recommendation to approve the use of the following Special Examining Assistants, (Continued):

5) **DELIVERY DRIVER**

Aprile BENJAMIN, Principal Clerk, Harbor Department and Harold KIMBELL, Senior Store Keeper II, Department of General Services.

6) **DIRECTOR OF COMMUNICATIONS SERVICES**

Anthony MOORE, Assistant General Manager, Information Technology Agency.

7) **DRILL RIG OPERATOR**

Ray SOLOMON, Director of Materials Testing Services and Ricardo VILLACORTA, Material Testing Engineer Associate IV, Department of General Services.

8) **GRAPHICS DESIGNER**

Margaret CORREA, Graphics Designer III, Personnel Department, Diane IMORI-RODGERS, Graphics Supervisor II, Department of Airports and Fernando RAMIREZ, Graphics Designer II, Los Angeles Police Department.

9) **HUMAN RELATIONS ADVOCATE**

Olivia E. MITCHELL, Assistant Chief Grants Administrator, Housing and Community Investment Department.

10) **INTERNAL AUDITOR**

Siri KHALSA, Deputy Director of Auditing, Office of the City Controller and Wedmay LAO, Departmental Chief Accountant III, Housing and Community Investment Department.

11) **MOTION PICTURE AND TELEVISION MANAGER**

Stephanie CLEMENTS, Assistant Director, Department of Public Works, Bureau of Street Services.

12) **MOTOR SWEEPER OPERATOR**

Glenn LACOURE and Steve JACOBELLIS, Street Services Supervisors I, Department of Public Works, Bureau of Street Services.

13) **PRINCIPAL CITY PLANNER**

Kevin KELLER and Lisa WEBBER, Deputy Directors of Planning, City Planning Department.

14) **PRINCIPAL CLERK**

Melinda NOVOA, Management Analyst, Office of the City Clerk, Martha YNIGUEZ, Chief Clerk, Department of Public Works, Bureau of Sanitation, De'eddra HINES, Management Analyst, Department of Public Works, Bureau of Engineering and Kathleen RAYGOZA, Chief Clerk, Department of Building and Safety.

15) **PRINCIPAL TAX COMPLIANCE OFFICER**

Kathleen HO, Chief Tax Compliance Officer I and Robert LEE, Chief Tax Compliance Officer II, Office of Finance.

16) **SUPERINTENDENT OF RECREATION AND PARKS OPERATIONS**

Joe SALAICES and Robert A. DAVIS, Superintendents of Recreation and Parks Operations, Department of Recreation and Parks.

17) **TITLE EXAMINER**

Armando PARRA, Senior Real Estate Officer, Department of General Services and Augusto PARCERO, Senior Real Estate Officer, Department of Public Works, Bureau of Engineering.

Continued...

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

- b. Make a matter of record the General Manager's recommendation to approve the use of the following Special Examining Assistants, (Continued):

18) **TRUCK OPERATOR**

James WINDSOR, Street Services Supervisor I, Department of Public Works, Bureau of Street Services.

19) **WELDER SUPERVISOR**

Randy MOYES, Senior Machinist Supervisor, Department of Water & Power.

File No. 54957

- c. Approve the use of interview boards consisting of representatives from inside City service in the interdepartmental promotional examination for **Civil Engineer**.

File No. 54958

- d. Approve the use of interview boards consisting of representatives from inside City service in the interdepartmental promotional examination for **Financial Analyst**.

File No. 54959

- e. Approve the use of interview boards consisting of representatives from inside and outside the City service in the interdepartmental promotional examination for **Senior Traffic Supervisor**.

File No. 54960

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

Suspension

Gregory WINFREY, Senior Security Officer, Department of Airports. Suspension effective February 19, 2018 to April 29, 2018, inclusive (45-working days). Form 77 filed with Records, February 22, 2018.

Cause of Action: 1) Violation of Department rules by making a false or misleading statement during an administrative investigation;
 2) Refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination);
 3) Using abusive language toward or making inappropriate statements to the public, supervisors or co-workers;
 4) Disrupting the work of other employees;
 5) Demonstrating insensitivity to others by making derogatory comments, epithets, jokes, teasing, remarks or slurs;
 6) Failure to maintain a harassment free workplace for subordinates; failure to foster a discrimination free workplace by one's own individual actions or conduct; allowing subordinates to engage in actions or conduct forbidden under Department rules.

Discipline: Suspension effective February 19, 2018 to April 29, 2018, inclusive (45-working days).

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on February 16, 2018.

File No. 54961

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

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

Suspension (Continued)**Irma VIZCAINO**, Parking Attendant I, Department of General Services. Suspension effective March 5, 2018 to March 30, 2018, inclusive (10-working days) to be served as agreed. Form 77 filed with Records, February 27, 2018.Cause of Action: 1) Unexcused and excessive absenteeism;
2) Frequent and unexcused tardiness (second offense);
3) Leaving assigned work location without proper approval or appropriate reason.

Discipline: Suspension effective March 5, 2018 to March 30, 2018, inclusive (10-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 28, 2018.

File No. 54962

g. Make the following NOTICES a matter of record:

Suspension**MAINTENANCE AND CONSTRUCTION HELPER**, Department of Water & Power. Suspension effective November 13, 2017 to December 1, 2017, inclusive (15-working days). Form 77 filed with Records, February 23, 2018.Cause of Action: 1) Violating safety rules, procedures or accepted practices which results in injury, disability or death; interruption or degradation of electric or water service or damage to equipment or property;
2) Using City time, property or equipment without authorization;
3) Violating Department Rules.

Discipline: Suspension effective November 13, 2017 to December 1, 2017, inclusive (15-working days).

Discharge**MAINTENANCE LABORER**, Department of Public Works, Bureau of Street Services. Discharge effective February 8, 2018. Form 77 filed with Records, February 8, 2018.Cause of Action: 1) Using alcoholic beverages or controlled substances while on duty;
2) Operating City vehicle or other equipment while under the influence of any alcoholic beverage or any drug(s) or narcotic(s) which could impair operating capability;
3) Positive "for cause" Drug or alcohol test;
4) Leaving assigned work location without proper approval or appropriate reason.

Discipline: Discharge effective February 8, 2018.

COMMISSION ACTION: MADE A MATTER OF RECORD

12. CLASSIFICATION ACTIONS

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

1. Allocate the following new position in the Department of City Planning, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2907	1	Public Relations Specialist, 1785

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>
5176	1	82-17001	Management Analyst, 9184
5177	1	94-12111	Principal Clerk Utility, 1202
5178	1	95-75253	Electrical Engineering Associate, 7525
5179	1	94-13640	Senior Administrative Clerk, 1368

File No. 54963

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 **Airport Labor Relations Advocate, 9210;**
and

2. Adopt the new class specification for **Airport Labor Relations Advocate, 9210.**
File No. 54964

c. The General Manager recommends that the Board approve the exemption of the position in the **Emergency Management Department** (EMD) from the Civil Service provisions of the Charter based on the positions being grant-funded for a term not to exceed two years, in accordance with Charter Section 1001(d)(4).

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2901	1	Senior Project Coordinator, 1538

File No. 54965

COMMISSION ACTION: RECOMMENDATIONS APPROVED

13. ADJOURNMENT

The meeting was adjourned by Commission Vice President Jeanne Fugate at 12:18 p.m.

JEANNE FUGATE,
Vice President

BRUCE E. WHIDDEN,
Commission Executive Director