



**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
TELEPHONIC**

**THURSDAY, APRIL 26, 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 on the telephone:
Vice President Jeanne A. Fugate
Commissioner Gabriel J. Esparza
Commissioner Nancy P. McClelland
Commissioner Raul Perez
Deputy City Attorney Jennifer Gregg

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

1. **CALL TO ORDER**

The meeting was called to order at 10: 00 a.m. by Commission Vice President Jeanne Fugate.

2. **APPROVAL OF MINUTES**

a. Unanimous approval of the minutes of the regular meeting of Thursday, March 8, 2018 on a motion by Commissioner McClelland, seconded by Commissioner Perez. Commissioner Esparza abstained.

b. In a separate action, the Board unanimously approved the minutes of March 26, 2018 on a motion by Commissioner Esparza, seconded by Commissioner McClelland.

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

The Board unanimously approved, as amended, routine and non-appearance matters under Unfinished Business, page two, item 5 and New Business, pages three through eight, items 6 and 7, on a motion by Commissioner Esparza, seconded by Commissioner McClelland.

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

No requests for public comment.

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

a. **David G. GUAJARDO**, Tree Surgeon Assistant, Department of Public Works, Bureau of Street Services, Discharge effective August 22, 2016.

Settlement agreement whereby the Department agreed to rescind the penalty of Discharge and accept the employee's resignation from City service effective August 22, 2016; the Appellant agreed to withdraw his appeal from Discharge now pending before the Civil Service Commission; The Commission Office received the signed documents on April 10, 2018.

File No. 54489

b. **Vladimir MARTINOV**, Safety Engineer Pressure Vessels, Department of Water & Power. Discharge effective January 12, 2018.

On April 11, 2018, the Office of the Commission received an email from the Appellant withdrawing his appeal.

File No. 54934

COMMISSION ACTION: MADE A MATTER OF RECORD

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:

April 6, 2018

Interdepartmental Promotional and Open Competitive

DIRECTOR OF FIELD OPERATIONS

Interdepartmental Promotional

SENIOR MANAGEMENT ANALYST

WATER SERVICE WORKER

April 12, 2018

Open Competitive

ARCHITECTURAL ASSOCIATE

April 13, 2018

Interdepartmental Promotional and Open Competitive

SENIOR CONSTRUCTION ESTIMATOR

SENIOR REAL ESTATE OFFICER

Interdepartmental Promotional

EQUIPMENT SUPERVISOR

PERSONNEL RECORDS SUPERVISOR

SENIOR COMMUNICATIONS ELECTRICIAN SUPERVISOR

SENIOR PAINTER

Open Competitive

FIRE PROTECTION ENGINEERING ASSOCIATE

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

1) CHIEF OF OPERATIONS

Tyrone JESSAMY and Timothy IHLE, Airport Managers II, Department of Airports.

2) DIRECTOR OF AIRPORT MARKETING

Trevor DALEY, Deputy General Manager Airport II, Department of Airports.

3) DISTRICT SUPERVISOR ANIMAL SERVICES

Dana BROWN, Senior Labor Relations Specialist III, Office of the City Administrative Officer.

4) ELECTRICAL INSPECTOR

Mike PACKARD, Chief Inspector and Eric BANE, Senior Electrical Inspector, Department of Building and Safety.

5) FIRE CAPTAIN

Gregg AVERY, Jesse CISNEROS, Kenneth MILLER and David SPENCE, Fire Battalion Chiefs, Los Angeles Fire Department.

6) HEAD CUSTODIAN SUPERVISOR

Angelo HOWARD, Chief Custodian Supervisor II, Department of General Services and Irving CHOU, Construction and Maintenance Superintendent, Department of Water & Power.

Continued...

6. 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):

7) POLICE DETECTIVE

Robert BINDER, David BLUESTEIN, Jay MASTICK, Mario MOTA, Stacy SPELL and Craig VALENZUELA Police Lieutenants II and Jennifer THOMAS, Police Captain II, Los Angeles Police Department.

8) POLICE LIEUTENANT

Synthia LEE, Maureen RYAN, Cory PALKA, Alfred PASOS and Arturo SANDOVAL, Police Captains III and Jennifer THOMAS, Police Captain II, Los Angeles Police Department.

9) REAL ESTATE OFFICER

Ron J. DAVIS, Senior Real Estate Officer, Department of Water & Power and Yu Tea CHOW, Senior Real Estate Officer, Department of Airports.

10) SECRETARY, WATER & POWER COMMISSION

Barbara MOSCHOS, Secretary Water & Power Commission, Department of Water & Power and Iris DAVIS, Commission Executive Assistant II, Department of Recreation and Parks.

11) SENIOR ACCOUNTANT

Amy CHANG, Principal Accountant II, Department of Public Works, Board of Public Works.

12) SENIOR SAFETY ENGINEER ELEVATORS

Peter CALLAS, Chief Inspector and Darla ABEL, Senior Safety Engineer Elevators, Department of Building and Safety.

13) SHOPS SUPERINTENDENT

Michael WOODING, Construction and Maintenance Superintendent and Richard David, Shops Superintendent, Department of Water & Power.

14) STEAM PLANT ASSISTANT

Andrew GUTIERREZ, Steam Plant Maintenance Mechanic and Shenouda ABDELKODDOUS, Instrument Mechanic, Department of Water & Power.

File No. 55005

c. Approve the use of interview boards consisting of representatives from inside and outside the City service in the departmental promotional examination for **Airport Police Captain**.

File No. 55006

d. Approve the use of interview boards consisting of representatives from inside and outside the City service in the interdepartmental promotional examination for **Engineering Geologist**.

File No. 55007

e. Approve the change in test method in the open and interdepartmental promotional examination for **Director of Communications Services** from 100% Training and Experience Questionnaire to 100% Interview with an advisory essay.

File No. 55008

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

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

Discharge

Eduardo MELCHOR., Electric Distribution Mechanic, Department of Water & Power. Discharge effective April 12, 2018. Form 77 filed with Records, April 17, 2018.

Cause of Action: 1) Falsifying time or mileage reports, reasons for absence, expense accounts or similar work-oriented documents; falsely claiming sick or allowed pay;
2) Misconduct, on or off the job, seriously reflecting on City employee or employment;
3) Leaving assigned work location without proper approval or appropriate reason.

Discipline: Discharge effective April 12, 2018.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on April 13, 2018.

File No. 55009

Charles S. PARRA, JR., Traffic Painter and Sign Poster I, Department of Transportation. Discharge effective March 29, 2018. Form 77 filed with Records, March 30, 2018.

Cause of Action: 1) Misconduct, on or off the job, unfavorably or seriously reflecting on the City or its employees – Loss of required Class B Commercial Driver's License, a condition of employment.

Discipline: Discharge effective March 29, 2018.

In accordance with Charter Section 1016, the Appellant filed an appeal via email to the Office of the Commission on April 6, 2018 after being served his Discharge papers by certified mail received April 5, 2018.

File No. 55010

- g. FIND that the following Late Appeal was filed within the jurisdictional authority provided under Charter Section 1016 and make its filing a matter of record:

Suspension

Rosie Lee HOOKS, Art Center Director II, Department of Cultural Affairs. Suspension effective April 9, 2018 to April 27, 2018. Form 77 filed with Records on April 6, 2018.

Cause of Action: 1) Violation of Department Rules: Initiating a mural installation without approval;
2) Refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties.

Discipline: Suspension effective April 9, 2018 to April 27, 2018, inclusive (15-working days).

The union representative for the appellant filed an appeal with the Office of the Commission on April 13, 2012, after the prescribed five calendar days but within the jurisdictional authority of the Commission as prescribed in Charter Section 1016.

File No. 55011

6. ADMINISTRATIVE ACTIONS, (Continued)

h. Make the following NOTICES a matter of record:

Suspension

HEAVY DUTY EQUIPMENT MECHANIC, Harbor Department. Suspension effective April 9, 2018 to June 22, 2018, inclusive (30-working days) to be served as agreed. Form 77 filed with Records, April 3, 2018.

Cause of Action: 1) Requiring excessive supervision or instruction in performance of duties after completion of training for the position;
2) Operating City equipment unsafely;
3) Causing and contributing to an accident by operating City equipment in an unsafe manner;
4) Violation of safety rules or practices which endangers the employee or others or damages City property or equipment.

Discipline: Suspension effective April 9, 2018 to June 22, 2018, inclusive (30-working days) to be served as agreed.

HELICOPTER PILOT, Department of Water & Power. Suspension effective April 9, 2018 to April 20, 2018, inclusive (10-working days). Form 77 filed with Records, April 3, 2018.

Cause of Action: 1) Violation of Safety rules, procedures or accepted practices which results in injury, disability or death or degradation of electrical or water services or damages equipment or property (first offense).

Discipline: Suspension effective April 9, 2018 to April 20, 2018, inclusive (10-working days).

MAINTENANCE AND CONSTRUCTION HELPER, Department of Airports.

Suspension effective April 2, 2018 to April 20, 2018, inclusive (15-working days). Form 77 filed with Records, April 4, 2018.

Cause of Action: 1) Operating City equipment unsafely;
2) Causing an accident;
3) Endangering self and other City employees;
4) Failure to remain alert or responsive while on duty;
5) Unexcused, excessive or pattern absenteeism.

Discipline: Suspension effective April 2, 2018 to April 20, 2018, inclusive (15-working days).

MAINTENANCE LABORER, Department of Airports. Suspension effective September 22, 2017 to March 17, 2018, inclusive (178-working days) as part of a settlement and last chance agreement. Form 77 filed with Records, April 3, 2018.

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

Discipline: Suspension effective September 22, 2017 to March 17, 2018, inclusive (178-working days).

COMMISSION ACTION: MADE A MATTER OR 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:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2950	1	Management Analyst, 9184

2. 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>
5092	1	95-91062	Utility Services Manager, 9106
5208	1	95-91052	Utility Administrator, 9105
5209	1	94-11022	Applications Programmer, 1429
5210	1	94-11026	Systems Programmer, 1455
5211	1	94-11031	Systems Programmer, 1455
5212	1	94-11026	Systems Programmer, 1455
5213	1	95-15110	Utility Accountant, 1511
5214	2	94-11026	Systems Programmer, 1455
5215	1	38-31006	Labor Supervisor, 3126
5224	6	91-15022	Systems Analyst, 1596

3. 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>
5216	1	94-38008	Instrument Mechanic Supervisor, 3844
5217	2	95-75252	Electrical Engineering Associate, 7525
5219	3	95-75252	Electrical Engineering Associate, 7525
5220	1	95-91053	Utility Administrator, 9105
5221	1	95-91051	Utility Administrator, 9105
5222	3	82-17001	Management Analyst, 9184
5218	1	95-37552	Utility Services Specialist, 3755

4. Allocate the following new positions in the Water 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>
5183	1	95-72462	Civil Engineering Associate, 7246
5207	1	95-72032	Land Surveying Assistant, 7283
5223	1	95-91051	Utility Administrator, 9105

~~5. Allocate the following new position for the **Information Technology Agency** as indicated:~~

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2952	1	Chief Information Security Officer, 1404

~~6. Allocate the following new position for the **Los Angeles Fire and Police Pensions**, as indicated:~~

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2951	1	Management Analyst, 9184

File No. 55012

7. CLASSIFICATION ACTIONS

- b. The General Manager recommends that the Board of Civil Service Commissioners give 10 days' Notice of its Intention to:
1. Create the new classifications of **Airport Planner**, Class Code 7930, and **Senior Airport Planner**, Class Code 7934;
 2. Adopt the new class specifications for **Airport Planner**, Class Code 7930, and **Senior Airport Planner**, Class Code 7934;
 3. Reallocate four positions in the class of **City Planner**, Class Code 7944 in the Department of Airports into the new class of **Airport Planner**, Class Code 7930;
 4. Allocate two new positions in the class of **Senior Airport Planner**, Class Code 7934 for the Department of Airports.
 5. Find the individuals listed below, with status in the class of **City Planner** "legally employed" in the class of **Airport Planner**, Class Code 7930 in the Department of Airports, with assignment rights only to the positions properly allocable to the class in which they currently have status;
Angelica Espiritu
Vinita Waskow
 6. Approve the use of a Charter Section 1014 Transfer so that the named individuals may obtain status in the classes of **Airport Planner**, Class Code.

Note: Actions 3 through 6 will become effective at such time as the City Council adopts a salary for the new class.

File No. 55012

COMMISSION ACTION: RECOMMENDATIONS APPROVED

8. ADJOURNMENT

The meeting was adjourned at 10:03 a.m. by Commission Vice President Jeanne Fugate

JEANNE FUGATE,
Vice President

BRUCE E. WHIDDEN,
Commission Executive Director