



**CITY OF LOS ANGELES
BOARD OF CIVIL SERVICE COMMISSIONERS**

MINUTES

COMMISSIONERS

JEANNE A. FUGATE
President

RAUL PEREZ
Vice President

ERICA L. JACQUEZ
NANCY P. MCCLELLAND
TODD SARGENT
Commissioners

REGULAR MEETING

**THURSDAY, SEPTEMBER 27, 2018 – 10:00 A.M.
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

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Present:	Commission Executive Director
President Jeanne A. Fugate	Bruce Whidden
Vice President Raul Perez	Absent:
Commissioner Nancy P. McClelland	Commissioner Erica L. Jacquez
Deputy City Attorney Jennifer Gregg	Commissioner Todd Sargent
General Manager Wendy Macy	

Commissioner Perez participation in this meeting was via telephone from his office at CAPSTONE LAW APC, 1875 Century Park East, Suite 1000, Los Angeles, California 90067
His participation site was posted as required by law.

1. **CALL TO ORDER**
Commission President Jeanne Fugate called the meeting to order at 10:01 a.m.
2. **PUBLIC COMMENTS ON MATTERS WITHIN BOARD'S JURISDICTION**
There were no requests for public comment.
3. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**
On a motion by Commissioner McClelland, seconded by Commissioner Perez, the Board unanimously approved routine and non-appearance matters, Unfinished Business, pages one and two, items 4 & 5 and New Business, pages two through eight, items 6 and 7.
4. **RESIGNATIONS, SETTLEMENTS AND WITHDRAWALS UNDER CHARTER SECTION 1016 TO BE MADE A MATTER OF RECORD**
Carlos ALDANA, Electric Distribution Mechanic, Department of Water & Power. Discharge effective November 14, 2017. Settlement agreement whereby the Department agreed to rescind the penalty of Discharge and remove any reference to it from his personnel file; The Department agreed to correct the Appellant's time roll to show his regular work schedule from November 15, 2017 through January 12, 2018; The Department agreed to accept the Appellant's resignation from City service effective January 12, 2018; the Appellant agreed to withdraw his appeal from Discharge now pending before the Civil Service Commission; the parties agreed to other terms and conditions. The Commission Office received the signed settlement and the Appellant's withdrawal from appeal on September 5, 2018.

File No. 54912

COMMISSION ACTION: MADE A MATTER OR RECORD

5. UNFINISHED CLASSIFICATION ACTIONS

The General Manager recommends that, after giving 10-days’ notice on September 13, 2018, the Board of Civil Service Commissioners now:

1. Create the new classifications of Benefits Analyst, Class Code 9108 and Senior Benefits Analyst, Class Code 9109;
and
2. Adopt the new Class Specifications for Benefits Analyst, Class Code 9108 and Senior Benefits Analyst, Class Code 9109.

File No. 55147

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 7, 2018

Interdepartmental Promotional and Open Competitive

GEOTECHNICAL ENGINEER

Interdepartmental Promotional

LANDSCAPE ARCHITECT

SENIOR FORENSIC PRINT SPECIALIST

STRUCTURAL ENGINEER

UTILITY BUYER

September 14, 2018

Interdepartmental Promotional and Open Competitive

ZOO CURATOR OF EDUCATION

Interdepartmental Promotional

SENIOR ARCHITECTURAL DRAFTING TECHNICIAN

Open Competitive

WAREHOUSE AND TOOLROOM WORKER

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

1) ANIMAL KEEPER

Beth SCHAEFER, Animal Collection Curator and Candace SCLIMENTI, Zoo Curator, Zoo Department.

2) BUILDING INSPECTOR

Andrew CROMER and Yervand CHAPANYAN, Principal Inspectors, Department of Building and Safety.

3) CHIEF FORENSIC CHEMIST

Jeffrey THOMPSON and Tatiana GARCIA, Police Administrators I, Los Angeles Police Department.

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):

4) CHIEF SECURITY OFFICER

James Edward WEST Jr., Director of Security Services, Department of Water & Power, and Alexander CHOGYOJI, Police Lieutenant II, Los Angeles Police Department.

5) DATABASE ARCHITECT

Monique TURNER, Information Systems Manager I, Los Angeles Police Department and Rommel RUFON, Senior Systems Analyst II, Personnel Department.

6) DIRECTOR OF PRINTING SERVICES

Deborah RAMOS, Assistant General Manager, Department of General Services.

7) ELECTRICAL CRAFT HELPER

Eduardo MEZA and Jeffrey ANDERSON, Electrical Mechanic Supervisors, Department of Water & Power.

8) ELECTRICAL SERVICES MANAGER

Jonathan BOYCE, Electrical Services Manager II and Robert FICK, Electrical Services Manager IV, Department of Water & Power.

9) FORENSIC PRINT SPECIALIST

Allan VILLACORTE, Forensic Print Specialist IV, Los Angeles Police Department.

10) HOUSING PLANNING AND ECONOMIC ANALYST

Sally RICHMAN, Senior Housing Planning and Economic Analyst, Housing and Community Investment Department.

11) OFFICE ENGINEERING TECHNICIAN

Kamiar "Kevin" AZARMAHAN, Civil Engineer, Department of Public Works, Bureau of Engineering and Chris DEMONBRUN, Environmental Engineer, Department of Public Works, Bureau of Sanitation.

12) PARK MAINTENANCE SUPERVISOR

Amelito BIBOSO, Construction and Maintenance Supervisor II, Department of Public Works, Bureau of Sanitation and Bill LOPEZ, Senior Park Maintenance Supervisor, Department of Recreation and Parks.

13) PRINCIPAL CLERK UTILITY

Richard AUSTIN, Sandra WALLACE and Yolanda MENDO, Utility Administrators, Department of Water & Power.

14) RISK AND INSURANCE ASSISTANT

Scott GOLDSTEIN, Risk Manager I, Office of the City Administrative Officer.

15) SENIOR FORENSIC PRINT SPECIALIST

Denise WILLIAMS, Principal Forensic Print Specialist, Charles SIEGLER, Senior Management Analyst II and Tatiana GARCIA, Police Administrator I, Los Angeles Police Department.

16) SIGNAL SYSTEMS SUPERVISOR

David SPENCER, Signal Systems Supervisor I, Department of Transportation.

17) STRUCTURAL ENGINEER

Eric HARTMAN, Power Engineering Manager, Department of Water & Power.

18) WHARFINGER

Jack HEDGE, Traffic Manager and Danielle BIJELIC, Management Analyst, Harbor Department.

File No. 55148

7. **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 for the following 2018 examination:

FORENSIC PRINT SPECIALIST

Charles SIEGLER, Senior Management Analyst II, Shanna JOLIVETTE, Jennifer KEIR, and Trang FREDGREN, Senior Forensic Print Specialists, Los Angeles Police Department.
File No. 55149

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

File No. 55150

- e. Approve the use of interview boards consisting of representatives from inside the City service in the interdepartmental promotional and open competitive examination for **Secretary Legal**.

File No. 55151

- f. Approve the use of performance boards consisting of representatives from inside the City service in the open competitive examination for **Electrical Test Technician**.

File No. 55152

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

Discharge

Cheryl MONTANTES, Custodian Supervisor, Department of Airports. Discharge effective September 5, 2018. Form 77 filed with Records, September 5, 2018.

- Cause of Action: 1) Using official position or office for personal gain or advantage;
 2) Engaging in illegal behavior or conduct in conflict with job duties, on or off the job;
 3) Failure to carry out supervisory responsibilities adequately;
 4) Unexcused, excessive or patterned absenteeism;
 5) Leaving assigned work location without approval;
 6) Frequent or unexcused tardiness;
 7) Theft of or aiding or encouraging the theft of cash, City property or equipment, as established by proper investigation;
 8) Falsifying City records such as time reports, mileage reports, expense accounts or other work related documents;
 9) Falsifying claimed sick or allowed pay, falsifying reasons for absence;
 10) Using City time, property or equipment without authorization.

Discipline: Discharge effective September 5, 2018.

In accordance with Charter Section 1016, the Appellant filed an appeal through his attorney with the Office of the Commission on September 4, 2018.

File No. 55153

7. **ADMINISTRATIVE ACTIONS, (Continued):**

h. Make the following NOTICES a matter of record:

Discharge

LAND SURVEYING ASSISTANT, Department of Public Works, Bureau of Engineering.
 Form 77 filed with Records, September 14, 2018.

Cause of Action: 1) Failure to follow established procedure for notification of inability to report for work;
 2) Absence without leave (continuous unexcused absence of at least two weeks) from June 11, 2018 to date of discharge.

Discipline: Discharge effective September 14, 2018.

COMMISSION ACTION: MADE A MATTER OF RECORD

8. **CLASSIFICATION ACTIONS**

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

1. Allocate the following new position for the **Los Angeles City Employees' Retirement System**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3043	1	Senior Accountant, 1523

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>
5309	1	94-11031	Systems Programmer, 1455
5310	3	94-15018	Systems Analyst, 1596
5312	2	94-11031	Systems Programmer, 1455
5313	5	94-11032	Programmer Analyst, 1431
5324	1	02-13111	Utility Executive Secretary, 1336
5325	1	91-12101	Principal Clerk Utility, 1202
5327	1	91-15137	Senior Utility Accountant, 1521
5329	1	94-11030	Systems Programmer, 1455
5331	1	94-11025	Programmer Analyst, 1431
5334	1	95-23310	Senior Industrial Hygienist, 2331
5339	2	91-17020	Management Analyst, 9184
5340	1	95-91051	Utility Administrator, 9105
5342	1	93-18174	Storekeeper, 1835
5343	1	95-75253	Electrical Engineering Associate, 7525

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8. CLASSIFICATION ACTIONS, (Continued)

a. The General Manager recommends that the Board approve the following Classification actions, (Continued):

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>
5306	2	95-75252	Electrical Engineering Associate, 7525
5316	7	95-38531	Electrical Repairer, 3853
5317	1	93-39100	Waterworks Mechanic, 3984
5318	1	82-38302	Electrical Mechanic, 3841
5319	26	95-75121	Electrical Test Technician, 7512
5320	31	42-83703	Apprentice Metal Trades, 3789
5321	12	93-83704	Apprentice Machinist, 3764
5322	1	95-75252	Electrical Engineering Associate, 7525
5323	1	9-75252	Electrical Engineering Associate, 7525

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>
5307	1	93-58102	Aqueduct and Reservoir Keeper, 5813
5311	1	95-75462	Civil Engineering Associate, 7246
5326	1	93-72176	Engineering Designer, 7217
5328	15	93-39130	Water Utility Worker, 3912
5330	5	93-39129	Water Utility Supervisor, 3976
5332	1	95-91052	Utility Administrator, 9105
5333	1	93-39129	Water Utility Supervisor, 3976
5335	9	93-39126	Water Utility Worker, 3912
5336	1	93-39126	Water Utility Worker, 3912
5337	6	93-35124	Equipment Operator, 3525
5338	2	93-33113	Cement Finisher, 3353
5344	2	93-58111	Aqueduct and Reservoir Keeper, 5813

5. Allocate the following new position in the **Department of Public Works, Board of Public Works**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3050	1	Senior Management Analyst, 9171

6. 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>
3044	1	Construction and Maintenance Supervisor, 3127
3045	4	Pile Driver, 3553
3046	1	Senior Plumber, 3444
3047	1	Senior Automotive Supervisor, 3716

7. Allocate the following new position in the **Department of Airports**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3042	1	Assistant Airport Manager, 7259

Continued...

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

a. The General Manager recommends that the Board approve the following Classification actions (Continued):

8. Reallocate the following position in the **Department of General Services**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>From:</u> <u>Class Title and Code</u>	<u>To:</u> <u>Class Title and Code</u>
3052	1	Carpenter Supervisor, 3346	Building Repairer Supervisor, 3338 File No. 55154

b. The General Manager recommends that the Board approve the following Classification actions in connection with the 2018-2019 Budget, effective July 1, 2018:

Allocate the following positions:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department</u> <u>Class Title and Code</u>
18/19-375	2	Department of Public Works, Bureau of Sanitation Principal Communications Operator, 1458
18/19-376	3	Senior Communications Operator, 1467 File No. 55155

c. The General Manager recommends that the Board approve the exemption of 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.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department</u> <u>Class Title and Code</u>
3037	1	Project Assistant, 1542 File No. 55156

COMMISSION ACTION: RECOMMENDATIONS APPROVED

9. **ADJOURNMENT**

The Meeting was adjourned by the Commission President at 10:03 a.m.

JEANNE FUGATE,
President

BRUCE E. WHIDDEN,
Commission Executive Director