



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

SPECIAL MEETING

DATE & TIME

THURSDAY, NOVEMBER 15, 2018 – 9:00 A.M.

ROOM 350, PERSONNEL BUILDING

700 EAST TEMPLE STREET

LOS ANGELES, CALIFORNIA 90012

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Present:

President Jeanne A. Fugate
Vice President Raul Perez
Commissioner Nancy P. McClelland
Commissioner Todd Sargent

Deputy City Attorney Jennifer Gregg
General Manager Wendy Macy
Commission Executive Director
Bruce Whidden

Absent: Commissioner Erica L. Jacquez

1. **CALL TO ORDER**

The meeting was called to order by Commission President Jeanne Fugate at 9:03 a.m.

2. **APPROVAL OF MINUTES**

a) On a vote of three to zero, Commissioner Sargent abstaining, the minutes of the regular meeting of Thursday, September 27, 2018, were approved on a motion by Commissioner Perez, seconded by Commissioner McClelland.

b) On a vote of three to zero, Commissioner Perez abstaining, the minutes of the regular meeting of Thursday, October 25, 2018, were approved on a motion by Commissioner McClelland, seconded by Commissioner Sargent.

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

No requests for public comment

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

The Board unanimously approved routine and nonappearance matters under Unfinished Business, page five, item 7 and New Business, pages six through 15, items 8, 9, 10, and 11, on a motion by Commissioner McClelland, seconded by Commissioner Perez.

5. **GENERAL MANAGER'S REPORT**

The General Manager gave the Board an update on the City's Targeted Local Hire initiative, providing transitional City jobs to candidates from underserved communities who had background issues that could, under normal circumstances might disqualify them from City employment. So far more than 500 men and women have been hired for positions across the City. Many of the early hires had already transitioned to regular Civil Service positions.

6. APPEALS UNDER CHARTER SECTION 1016

- a. **Alfonso CORONADO**, Security Officer, Department of Airports. Discharge effective November 6, 2017.

Report and recommendations of the Board’s Hearing Examiner Daniel Saling following the conduct of hearings held April 9, 2018 and July 2, 2018 into the appeal of Mr. Coronado.

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 refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination);
 - 2) NOT SUSTAIN the cause of action of failure to comply with a lawful order;
 - 3) NOT SUSTAIN the cause of action of recording conversation with other member of the agency without the express permission of all parties engaged in the conversation;
 - 4) NOT SUSTAIN the cause of action of making threats (verbal or non-verbal) or initiating a confrontation with the public, supervisors or co-workers;
 - 5) NOT SUSTAIN the cause of action of using privately owned vehicles traveling to and from duty station;
 - 6) NOT SUSTAIN the cause of action of making false or misleading statements during an administrative investigation, whether given on or off-duty;
 - 7) NOT SUSTAIN the cause of action of making threats (verbal or non-verbal) or initiating a confrontation with the public, supervisors or co-workers;
 - 8) NOT SUSTAIN the cause of action of disrupting the work of others;
 - 9) NOT SUSTAIN the cause of action of conduct unbecoming an Airport Police Division employee;
 - 10) NOT SUSTAIN the cause of action of refusal to perform reasonable work assignment or to cooperate supervisors or management in the performance of duties (insubordination);
 - 11) NOT SUSTAIN the cause of action of using privately owned vehicles traveling to and from duty station;
 - 12) NOT SUSTAIN the cause of action of making false or misleading statements during an administrative investigation, whether given on or off-duty;
 - 13) NOT SUSTAIN the cause of action of making threats (verbal or non-verbal) or initiating a confrontation with the public, supervisors or co-workers;
 - 14) NOT SUSTAIN the cause of action of disrupting the work of others;
 - 15) NOT SUSTAIN the cause of action of conduct unbecoming an Airport Police Division employee;
 - 16) NOT SUSTAIN the cause of action of refusal to perform reasonable work assignment or to cooperate supervisors or management in the performance of duties (insubordination);
 - 17) NOT SUSTAIN the cause of action of making false or misleading statements during an administrative investigation, whether given on or off-duty;
 - 18) NOT SUSTAIN the cause of action of making threats (verbal or non-verbal) or initiating a confrontation with the public, supervisors or co-workers;
 - 19) NOT SUSTAIN the cause of action of conduct unbecoming an Airport Police Division employee;
- B. FIND that the Discharge effective November 6, 2017 was NOT appropriate and is NOT SUSTAINED. The Appellant should be made whole and returned to his position with the Department of Airports.
- C. MAKE A DETERMINATION to adopt the findings and conclusions in the Hearing Examiner’s report as its own.

File No. 54881

6. APPEALS UNDER CHARTER SECTION 1016, (Continued)

- a. **Alfonso CORONADO**, Security Officer, Department of Airports, (Continued).

COMMISSION ACTION:

Discussion:

The Commission President reviewed the charges filed and employment history of the Appellant. She, with the concurrence of the other Board Members, criticized the Department for the confusing and repetitive nature of the charges filed against the Appellant. Such “piling on” of charges does not serve the Department and raises questions as to some of the motivations behind the actions.

So, too, the Commission President criticized the Hearing Examiner for not providing a table of contents for the more than fifty page report.

When called upon, the Department representative stated that he would stand on his written submissions provided the Board.

A detailed discussion ensued to try to make sense of the 19 causes of action as noted in the agenda, Board members trying to focus on the most serious charges that might support the penalty of Discharge.

The Department stated that the insubordination charges and the Appellant’s refusal to obey a direct order not to use his personal vehicle on the field constituted dischargeable offenses. Also the Appellant threatening his supervisor.

Commissioner Perez questioned that the Appellant threatened his supervisor; rather he seemed to have made provocative remarks during the roll call meeting about job actions through the union that could result in the supervisor being reassigned, as had been done to another sergeant.

The Department said that such talk constituted a confrontation with a supervisor that would support the penalty of Discharge.

The discussion continued based on the record of events at roll call and out in the field that resulted in the action against the Appellant.

The Appellant’s Representative commented that after two days of hearings, the Hearing Examiner made his decisions based on the record that supported the Appellant’s position and urged the Board to adopt it and return the employee to his job.

Then a discussion into if the charges were first or second offenses. The Appellant’s Representative stated that there was nothing in the record at hearing that supported the Department’s position that the charges were second and third offenses, that only an employee record sheet was introduced at the hearing which was not an official record.

Based on the Department’s contention that there had been a previous discipline for similar charges in 2014, the Commission staff checked its records and found that the Appellant received a 15-working day suspension in October 2014 for very similar offenses. The action had been appealed to the Commission and sustained in 2015. The Board voted to take judicial notice of its own records. Copies of the Commission Action and appeal documents were given to all parties.

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

- a. **Alfonso CORONADO**, Security Officer, Department of Airports, (Continued).

After nearly an hour of discussion, it became clear that the Board would not be able to reach a decision based on the report before it. At the suggestion of the Board’s Counsel, the Commission decided that the record needed more attention by the Hearing Examiner to provide credibility findings to testimony and a review of his report where he wrote that there was “no evidence: to support a particular charge where there clearly was exhibits or testimony. He should review the record and his report and revise his statements to qualify his disregard of evidence through its relevance or credibility.

Commission Action:

On a motion by Commissioner McClelland, seconded by Commissioner Sargent, the Board unanimously voted to remand the case back to the Hearing Examiner with instructions to review the case record, hearing transcripts, and the transcript of the Commission meeting including the Board’s action to take judicial notice of its own record as to the Appellant’s disciplinary history. The Hearing Examiner is instructed to provide a revised report with a full credibility assessment of all testimony taken and the weight given to exhibits and testimony in reaching his decisions.

Also, the Hearing Examiner is instructed to provide a detailed table of contents for his supplements report to aide the Board in making its decision.

Appearances:

Thomas Mumau, Human Resources Division, Department of Airports
Melanie Roberts, Human Resources Division, Department of Airports
Shirley Lee, Appellant’s Representative
Alfonso Coronado, Appellant

6. APPEALS UNDER CHARTER SECTION 1016, (Continued)

- b. **Charles PARRA**, Traffic Painter and Sign Poster, Department of Transportation. Discharge effective March 29, 2018.

Report and recommendations of the Board's Hearing Examiner Robin Matt following the conduct of a hearing held on September 19, 2018 into the subject appeal of Mr. Parra.

The Hearing Examiner recommends that the Board:

- A. FIND that the *Skelly* due process provisions were met;
- 1) SUSTAIN the cause of action of misconduct, on or off the job, unfavorably or seriously reflecting on the City or its employees.
- B. FIND that the Discharge effective March 29, 2018 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. 55010

COMMISSION ACTION:

Discussion:

The Commission President noted that the Appellant was not in attendance and that the matter would proceed in his absence.

The Department Representative stated his concurrence with the Hearing Examiner's report and urged the Board to adopt it and sustain the Discharge.

Commissioner Perez asked the Department to confirm that the Appellant had lost his California Commercial Driver's License and that it could not be reinstated prior to 2020 and that the possession of that license was a condition of employment. The Department Representative confirmed both.

Commission Action:

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

FIND that the *Skelly* due process provisions were met;

SUSTAIN the cause of action of misconduct, on or off the job, unfavorably or seriously reflecting on the City or its employees.

FIND that the Discharge effective March 29, 2018 was appropriate and is SUSTAINED.

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

Appearances:

Oliver Quirante, Liaison Services Bureau, Personnel Department for the Department of Transportation
Elizabeth Torres, Liaison Services Bureau, Personnel Department for the Department of Transportation
The Appellant did not attend the Commission Meeting

6. APPEALS UNDER CHARTER SECTION 1016, (Continued)

c. **Marcellus D. TAYLOR**, Security Officer, Department of Airports, Discharge effective April 30, 2018.

Report and recommendations of the Board’s Hearing Examiner Shep Zebberman following the conduct of a hearing held on September 17, 2018 into the subject appeal of Mr. Taylor.

The Hearing Examiner recommends that the Board:

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

- 1) SUSTAIN the cause of action of engaging in illegal behavior in conflict with job duties, on or off the job;
- 2) SUSTAIN the cause of action of conduct unbecoming an Airport Police Division employee;
- 3) SUSTAIN the cause of action of refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination);
- 4) SUSTAIN the cause of action of making false or misleading statements during a criminal, civil or administrative investigation or testimony, whether given on or off-duty.

B. FIND that the Discharge effective April 30, 2018 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. 55032

COMMISSION ACTION:

Discussion:

The Commission President noted that the Appellant was not in attendance and that the matter would proceed in his absence.

The Department Representative stated that the Department agreed with the Hearing Examiner’s report and asked the Board to adopt it and sustain the Discharge. He noted that the Appellant had a significant history of discipline during his City career and that Discharge was the only remedy in this case.

The Board’s Counsel reviewed the necessary steps required to bring discipline against an employee who was arrested but the arrest did not lead to a conviction. The Department confirmed that and an independent investigation was conducted into the conduct that resulted in the Appellant’s arrest and that the record shows that it was that investigation, not the arrest and resulting reports that was used by the Department in determining the discipline.

6. **APPEALS UNDER CHARTER SECTION 1016, (Continued)**
c. **Marcellus D. TAYLOR**, Security Officer, Department of Airports (Continued).

Commission Action:

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

FIND that the Skelly due process requirements were met.

SUSTAIN the cause of action of engaging in illegal behavior in conflict with job duties, on or off the job;

SUSTAIN the cause of action of conduct unbecoming an Airport Police Division employee;

SUSTAIN the cause of action of refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination);

SUSTAIN the cause of action of making false or misleading statements during a criminal, civil or administrative investigation or testimony, whether given on or off-duty.

FIND that the Discharge effective April 30, 2018 was appropriate and is SUSTAINED.

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

Appearances:

Thomas Mumau, Human Resources Division, Department of Airports

Melanie Roberts, Human Resources Division, Department of Airports

The Appellant did not attend the Commission Meeting

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

a) **Marcelino BASULTO, Electric Distribution Mechanic, Department of Water & Power.** Discharge effective October 26, 2017. Settlement agreement whereby the Department agreed to rescind the penalty of Discharge and correct the attendance record to reflect the Appellant working his regular shift from October 24, 2017 through November 13, 2017; the Appellant agreed to submit his resignation in lieu of Discharge effective at the close of shift on November 13, 2017; 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 October 26, 2018.

File No. 54880

b) **Oscar CERVANTES, Systems Analyst, Library Department.** Suspension effective September 24, 2018 to November 2, 2018, inclusive, (15-working days) to be served as agreed. Settlement agreement whereby the Department agreed to reduce the penalty from 15-working days to a suspension of seven (7) - working days; 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 settlement and the Appellant's withdrawal from Appeal on October 30, 2018.

File No. 55174

c) **Allison KALENGA, Management Analyst, Department of Water & Power.** Suspension effective October 2, 2017 to October 27, 2017, inclusive, (20-working days). Settlement agreement whereby the Department agreed to reduce the penalty from 20-working days to a suspension of five (5) - working days; the Appellant agreed to withdraw her appeal from Suspension 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 November 1, 2018.

File No. 54851

d) **Dana L. PITT, Warehouse and Toolroom Worker, Department of Water & Power.** Suspension effective August 21, 2017 to September 8, 2017, inclusive, (15-working days). Settlement agreement whereby the Department agreed to reduce the penalty from 15-working days to a suspension of 10-working days; the Appellant agreed to abide by all Department of Water & Power policies and rules related to the charges against him; 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 settlement and the Appellant's withdrawal from Appeal on October 18, 2018.

File No. 54815

COMMISSION ACTION: MADE A MATTER OF RECORD

8. **CHARTER SECTION 233 – Temporary Transfer of Employees**

Under the provisions of Charter Section 233, the Mayor may make temporary transfers of employees. The City Clerk has notified the Civil Service Commission of the Mayor’s action, which the Board shall make a Matter of Record.

COMMUNICATION FROM THE CITY CLERK

On October 24, 2018, the Mayor notified the City Clerk of this action:

In accordance with provisions of City Charter Section 233, **HELENE ROTOLO** (Employee Number ###601) is to be temporarily transferred from the **Department of City Planning** to the **Office of the City Administrative Officer**, effective October 28, 2018, for a period not to exceed 120 days during the 2018 calendar year, and 120 days during the 2019 calendar year.

<u>No. of Positions</u>	<u>Class Code</u>	<u>Class Title</u>
1	7939-0	Planning Assistant

File No. 55187

COMMISSION ACTION: MADE A MATTER OF RECORD

9. **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:

October 26, 2018

Interdepartmental Promotional and Open Competitive
EMERGENCY MANAGEMENT COORDINATOR
PUBLIC SAFETY RISK MANAGER

Interdepartmental Promotional
ASSOCIATE ZONING ADMINISTRATOR
PARK MAINTENANCE SUPERVISOR
PAYROLL SUPERVISOR
SENIOR AUDITOR

Open Competitive
BACKGROUND INVESTIGATOR

November 2, 2018

Interdepartmental Promotional
PRINCIPAL CIVIL ENGINEERING DRAFTING TECHNICIAN
PRINCIPAL SECURITY OFFICER

Open Competitive
OFFICE ENGINEERING TECHNICIAN

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

- b. Make a matter of record the General Manager's recommendation to approve the use of the following Special Examining Assistants:
- 1) **AIRPORTS MAINTENANCE SUPERVISOR**
Richard MORALES and Conor ROCHE, Airports Maintenance Superintendents, Department of Airports.
 - 2) **ARTS MANAGER**
Timothy McGOWAN, Arts Manager II and Ellen WRIGHT, Chief Aviation Technology, Department of Airports.
 - 3) **ASSOCIATE ZONING ADMINISTRATOR**
Kevin KELLER and Lisa WEBBER, Deputy Directors of Planning, City Planning Department.
 - 4) **BACKGROUND INVESTIGATOR**
Rafael CASILLAS and Thomas WARD, Background Investigation Managers, Personnel Department.
 - 5) **BUILDING OPERATING ENGINEER**
Mark CARREON, Building Maintenance District Supervisor, Department of General Services and Eliazar S. DE LA CRUZ, Senior Building Operating Engineer, Department of Airports.
 - 6) **COMPLIANCE PROGRAM MANAGER**
Hanna P. CHOI, Assistant Director, Department of Public Works, Bureau of Contract Administration.
 - 7) **DUPLICATING MACHINE OPERATOR**
Luis ALDERETE, Industrial Graphics Supervisor, Department of Water & Power and Ron GALLEGOS, Printing Services Superintendent, Department of General Services.
 - 8) **ELECTRICAL SERVICES MANAGER**
David HAERLE, Electrical Services Manager III and Christopher LYNN, Electrical Services Manager VI, Department of Water & Power.
 - 9) **LINE MAINTENANCE ASSISTANT**
Graham PEACE, Transmission and Distribution District Supervisor and Shawn P. MONAHAN, Electric Distribution Mechanic Supervisor, Department of Water & Power.
 - 10) **LOCKSMITH**
John SANDGREN, Airports Maintenance Supervisor III, Department of Airports and Walter VELJACIC, Construction and Maintenance Supervisor, Department of Water & Power.
 - 11) **MECHANICAL ENGINEERING DRAFTING TECHNICIAN**
Diosdado GARIN, Senior Mechanical Engineering Drafting Technician, Yiu-Fai Michael YUNG, Mechanical Engineering Associate and Timothy Barry WHITE, Principal Mechanical Engineering Drafting Technician, Department of Water & Power.
 - 12) **PAINTER**
Lance CROSLEY, Airport Maintenance Superintendent, Department of Airports, Larry MADRID, Building Repair Supervisor and Danilo SIGUENZA, Painter Supervisor, Department of Water & Power.
 - 13) **PERSONNEL ANALYST**
Carmen LOPEZ, Senior Personnel Analyst I (Retired), Personnel Department.

Continued...

9. 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):

14) PRINCIPAL CIVIL ENGINEERING DRAFTING TECHNICIAN

Thomas CASEY, Chief of Drafting Operations, Department of Water & Power.

15) PUBLIC SAFETY RISK MANAGER

Jenny PARK, Fire Administrator and Graham EVERETT, Fire Deputy Chief, Los Angeles Fire Department

16) SECRETARY WATER AND POWER COMMISSION

Harold ARRIVILLAGA, Commission Executive Assistant I, Department of Recreation and Parks.

17) SENIOR PERSONNEL ANALYST

Michael Gold, Senior Personnel Analyst II, Personnel Department.

18) SENIOR SAFETY ENGINEER PRESSURE VESSELS

Christopher WERTHE, Chief Safety Engineer Pressure Vessels, Department of Water & Power and Larry ISIDRO, Principal Inspector, Department of Building and Safety.

19) UTILITY BUYER

Charvon D. TOLSON, Senior Utility Buyer, Department of Water & Power.

20) WASTEWATER TREATMENT LABORATORY MANAGER

Ray SOLOMON, Director of Materials Test Services, Department of General Services and Michael MULLIN, Wastewater Treatment Laboratory Manager III, Department of Public Works, Bureau of Sanitation.

21) WATER TREATMENT SUPERVISOR

Jorge Pineda, Water Treatment Supervisor, Department of Water & Power.

File No. 55188

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:

1) HARBOR PLANNING AND RESEARCH DIRECTOR

Kerry CARTWRIGHT, Traffic Manager, Michael KEENAN, Harbor Planning and Research Director II and Michael GALVIN, Property Manager IV, Harbor Department.

2) ZOO CURATOR OF EDUCATION

Emi YOSHIMURA, Director of Education, Descanso Gardens, Molly PORTER, Director of Education and Laurel ROBINSON DICKOW, Director of Programs, Natural History Museum of Los Angeles County.

File No. 55189

d. Approve the use of interview boards consisting of representatives from inside and outside the City service in the interdepartmental promotional examination for **Air Conditioning Mechanic Supervisor**.

File No. 55190

e. Approve the use of interview boards consisting of representatives from inside and outside the City service in the departmental open and promotional examination for **Chief Security Officer**.

File No. 55191

f. Approve the use of interview boards consisting of representatives from inside the City service in the open competitive examination for **Communications Electrician**.

File No. 55192

9. ADMINISTRATIVE ACTIONS, (Continued)

- g. Approve the use of interview boards consisting of representatives from inside the City service in the interdepartmental promotional examination for **Fiscal Systems Specialist**.
File No. 55193
- h. Approve the use of interview boards consisting of representatives from inside and outside the City service in the open and promotional examination for **Investment Officer**.
File No. 55194
- i. Approve the use of interview boards consisting of representatives from inside the City service in the interdepartmental promotional examination for **Park Maintenance Supervisor**.
File No. 55195
- j. Approve the use of interview boards consisting of representatives from inside and outside the City service in the interdepartmental promotional examination for **Principal Civil Engineering Drafting Technician**.
File No. 55196
- k. Approve the use of interview boards consisting of representatives from inside the City service in the open competitive and promotional examination for **Public Safety Risk Manager**.
File No. 55197
- l. Approve the use of interview boards consisting of representatives from inside the City service in the interdepartmental promotional examination for **Senior Civil Engineering Drafting Technician**.
File No. 55198
- m. Approve the use of interview boards consisting of representatives from inside and outside the City service in the interdepartmental promotional examination for **Supply Services Manager**.
File No. 55199
- n. Approve the use of interview boards consisting of representatives from inside the City service in the open competitive examination for **Utility Accountant**.
File No. 55200
- o. Approve the change of the test of fitness method in the interdepartmental promotional examination for **Airports Maintenance Supervisor**. The examination will be comprised of a qualifying multiple-choice test, an advisory essay and a weighted interview (100%).
File No. 55201
- p. Approve the change of the test of fitness method in the open competitive examination for **Duplicating Machine Operator**. The examination will be comprised of a weighted technical interview (100%).
File No. 55202
- q. Approve the change of the test of fitness method in the interdepartmental promotional examination for **Senior Auditor**. The examination will be comprised of a qualifying multiple-choice test, an advisory essay and a weighted interview (100%).
File No. 55203

9. ADMINISTRATIVE ACTIONS, (Continued)

r. Make the following APPEALS a matter of record:

Discharge

Joyce BANUELOS, Background Investigator, Personnel Department. Discharge effective October 18, 2018. Form 77 filed with Records, October 26, 2018.

Cause of Action: 1) Falsifying City records such as time reports, mileage reports, expense accounts or other work related documents;
2) Failure to perform work assignments adequately or promptly.

Discipline: Discharge effective October 18, 2018.

In accordance with Charter Section 1016, the Appellant's union representative filed an appeal with the Office of the Commission on October 19, 2018.

File No. 55204

s. Make the following NOTICES a matter of record:

Suspensions

AIRPORT POLICE OFFICER II, Department of Airports. Form 77 filed with Records, November 2, 2018.

Cause of Action: 1) Misconduct on or off the job, seriously reflecting on City employee and employment;
2) Engaging in illegal behavior or conduct in conflict with job duties on or off the job;
3) Conduct unbecoming an Airport Police employee.

Discipline: Suspension effective October 4, 2018 to January 4, 2019, inclusive, (30 working days) to be served as agreed.

ELECTRICAL REPAIRER, Department of Water & Power. Form 77 filed with Records, October 11, 2018.

Cause of Action: 1) Using alcohol or drugs which results in unfitness to work at reasonable efficiency or which may endanger the employee, other employees, City property or the public.

Discipline: Suspension effective October 15, 2018 to October 26, 2018, inclusive, (10 working days).

EQUIPMENT OPERATOR, Department of Public Works, Bureau of Sanitation. Form 77 filed with Records, October 19, 2018.

Cause of Action: 1) Positive drug or alcohol test resulting from a random test administered under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy on or about May 8, 2018.

Discipline: Suspension effective October 22, 2018 to December 14, 2018, inclusive, (20 working days) to be served as agreed.

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

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

Suspensions, (Continued)

RECREATION FACILITY DIRECTOR, Department of Recreation and Parks. Form 77 filed with Records, October 19, 2018.

Cause of Action: 1) Refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties;
2) Requiring excessive supervision or instruction in the performance of duties after completion of training for the position;
3) Failure to exercise proper supervisory oversight to protect City assets.

Discipline: Suspension effective October 22, 2018 to November 30, 2018, inclusive, (20 working days) to be served as agreed.

REFUSE COLLECTION TRUCK OPERATOR II, Department of Public Works, Bureau of Sanitation. Form 77 filed with Records, October 16, 2018.

Cause of Action: 1) Positive drug or alcohol test resulting from a random test administered under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy on or about February 22, 2018 [second offense].

Discipline: Suspension effective August 27, 2018 to October 12, 2018, inclusive, (20 working days) to be served as agreed.

REFUSE COLLECTION TRUCK OPERATOR II, Department of Public Works, Bureau of Sanitation. Form 77 filed with Records, October 5, 2018.

Cause of Action: 1) Causing or contributing to an accident by operating City equipment in an unsafe manner.

Discipline: Suspension effective October 15, 2018 to November 9, 2018, inclusive, (10 working days) to be served as agreed.

Discharge

AIR CONDITIONING MECHANIC, Department of Water & Power. Form 77 filed with Records, October 31, 2018.

Cause of Action: 1) Neglect of duty;
2) Unexcused, excessive or patterned absenteeism;
3) Using City time, property or equipment without authorization;
4) Violation of Department and section policies and practices for cellular telephone acquisition and usage.

Discipline: Discharge effective October 26, 2018.

SENIOR ADMINISTRATIVE CLERK, Department of Public Works, Bureau of Engineering. Form 77 filed with Records, October 2, 2018.

Cause of Action: 1) Absent without valid leave;
2) Unexcused, excessive or patterned absenteeism;
3) Failure to follow established procedure for notification of inability to report for work.

Discipline: Discharge effective October 2, 2018.

COMMISSION ACTION: MADE A MATTER OF RECORD

10. **REVISIONS IN THE POLICIES OF THE PERSONNEL DEPARTMENT**

The General Manager recommends that the Board of Civil Service Commissioners give a 21-day notice of its intention to amend **Section 12.3 of the Policies of the Personnel Department** as follows (deletions with strikethrough / additions in **bold**):

Personnel Policy 12.3. Representatives from City departments may serve on interview boards only in examinations where the ~~Board~~ **General Manager or designee** specifically approves the use of inside raters. Staff shall report in each case indicating the reasons for using inside raters.

- a. When the ~~Board~~ **General Manager or designee** approves the use of inside raters, representatives from City operating departments who are at least two levels above the candidates shall be used as raters.
- b. Where there are large numbers of candidates from more than one department, and representatives from City operating departments are used on the interview board, candidates shall be interviewed by a board containing representatives from more than one department, or a board containing a representative from a department other than the one in which the candidate is currently employed. (2-9-62)

File No. 55205

11. **CLASSIFICATION ACTIONS (Continued)**

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>
3070	1	Airports Maintenance Superintendent, 3331

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>
5380	2	91-13637	Administrative Clerk, 1358
5381	1	94-11030	Systems Programmer, 1455
5382	3	94-11031	Systems Programmer, 1455
5383	2	95-75252	Electrical Engineering Associate, 7525
5384	1	95-75252	Electrical Engineering Associate, 7525
5385	1	91-12069	Customer Service Representative, 1230
5386	1	95-75253	Electrical Engineering Associate, 7525
5389	4	91-17123	Public Relations Specialist, 1785
5392	2	91-16044	Meter Reader, 1611
5393	1	91-94112	Legislative Representative, 9482

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>
5371	45	94-38081	Electric Meter Setter, 3822
5372	1	94-75301	Mechanical Engineer, 7558
5373	12	94-38020	Electric Distribution Mechanic, 3879
5374	1	94-75131	Electrical Engineer, 7539
5375	4	94-38185	Electric Trouble Dispatcher, 3828
5376	3	94-38181	Electric Trouble Dispatcher, 3828
5377	1	95-72462	Civil Engineering Associate, 7246
5390	1	93-33104	Cement Finisher Supervisor, 3354

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>
5379	1	93-58111	Aqueduct and Reservoir Keeper, 5813
5387	1	93-13641	Senior Administrative Clerk, 1368
5388	3	93-35125	Equipment Operator, 3525
5391	2	93-33114	Building Repairer, 3333
5360	1	95-39801	Water Utility Superintendent, 3980
5370	1	95-39801	Water Utility Superintendent, 3980

5. Allocate the following new positions for the **Personnel Department** as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3076	1	Senior Personnel Analyst, 9167
3077	2	Personnel Analyst, 1731
3078	2	Administrative Clerk, 1358

Continued...

11. **CLASSIFICATION ACTIONS (Continued)**

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

6. Allocate the following new position for the **Department of General Services**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3069	1	Helicopter Mechanic, 3742

7. Allocate the following new position for the **Department of Public Works, Bureau of Street Lighting**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3071	1	Street Lighting Electrician Supervisor, 3840

8. 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>
3080	1	Accounting Records Supervisor, 1119

9. Allocate the following new position for the **Housing and Community Investment Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3081	1	Senior Housing Investigator, 8517

10. Reallocate the following positions for the **Department of Public Works, Bureau of Sanitation**, 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>
3066	4	Principal Clerk, 1201	Principal Communications Operator, 1458

11. Reallocate the following position for 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>
3075	1	Senior Systems Analyst, 1597	Sr. Management Analyst, 9171

12. Reallocate the following position for the **Personnel Department**, 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>
3085	1	Senior Personnel Analyst, 9167	Personnel Director, 1714 File No. 55206

b. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following position in the **Department of Public Works, Bureau of Sanitation**, in accordance with Charter Section 1001(d)(3). The position will be employed no more than half-time and the salary will not exceed three-fourths of the monthly salary established for entering-level clerical positions.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3082	1	Event Attendant, 3172 File No. 55207

11. CLASSIFICATION ACTIONS (Continued)

c. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following positions in the **Department of Recreation and Parks** in accordance with Charter Section 1001(d)(4), based on the positions being grant-funded for a term not to exceed two years.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3073	3	Senior Project Coordinator, 1538
3074	3	Project Coordinator, 1537
		File No. 55208

d. 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 **Director of Automated People Mover Systems**, Class Code 7266;
2. Adopt the new class specification for **Director of Automated People Mover Systems**, Class Code 7266;

and

3. Allocate one new position in the class of **Director of Automated People Mover Systems**, Class Code 7266 for the **Department of Airports**. [This action will become effective at such time as the City Council adopts a salary for the new class.]

File No. 55209

e. The General Manager recommends that the Board of Civil Service Commissioners give a 10-day notice of intention to:

1. Designate all entry-level positions in the class of **Traffic Officer**, Code 1461 as temporary training positions in accordance with Section 5.30 of the Rules of the Board of Civil Service Commissioners for a maximum duration of six months;

and

2. Approve the revised class specification for **Traffic Officer**, Code 1461.

File No. 55210

COMMISSION ACTION: RECOMMENDATIONS APPROVED

12. ADJOURNMENT

The Meeting was adjourned by the Commission President at 10:41 a.m.

JEANNE FUGATE,
President

BRUCE E. WHIDDEN,
Commission Executive Director