



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 – SPECIAL TIME
THURSDAY, DECEMBER 13, 2018
CLOSED SESSION – 9:00 A.M.
OPEN SESSION TO BEGIN AT A SPECIAL TIME
9:30 A.M. or soon thereafter
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

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

1. **CLOSED SESSION**

The Commission Vice President called the closed session of the Board to order at 9:03 a.m., pursuant to Government Code Section 54956.9(b)(1) to confer with legal counsel regarding elements to come before it in item 7b, the Appeal for Discharge of Suren Sahakyan, Accountant, Department of Airports on the public agenda. No votes were taken during the closed session. Closed session meeting was adjourned by the Commission Vice President at 9:35 a.m.

2. **OPEN SESSION**

The Commission Vice President called the open session of the Board meeting to order at 9:39 a.m.

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

Commission Vice President Raul Perez, General Manager Wendy Macy, Assistant General Manager Jody Yoxsimer and Steven Montagna, Chief of the Benefits Division presented the Personnel Department “Employee of the Quarter” Award to Paul Makowski of the Benefits Division.

4. **APPROVAL OF MINUTES**

- a) The Board unanimously approved the minutes of the regular meeting of Thursday, November 15, 2018 on a motion by Commissioner McClelland, seconded by Commissioner Sargent. Commissioner Jacquez abstained.
- b) Approval of the minutes of the special meeting of Thursday, November 29, 2018 was continued to a future meeting when Commissioners Fugate, Jacquez and Sargent would all be present.

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

There were no requests for public comment.

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

The Board unanimously approved routine and nonappearance matters, as amended, under Unfinished Business, page four, items 9, 10 & 11 and New Business, pages five through 12, items 12 and 13 on a motion by Commissioner Jacquez, seconded by Commissioner McClelland.

7. **GENERAL MANAGER'S REPORT**

The General Manager reported on the innovative efforts by the Department's Public Safety Bureau which recently completed production on a groundbreaking Virtual Reality LAPD recruitment video, which is considered the first VR recruitment tool to be used by any law enforcement agency. Using state-of-the-art 360-degree cameras on the ground and in the air the VR experience allows candidates to "live" the challenges of the job and the many career opportunities in the Los Angeles Police Department. The experience highlights several LAPD units including Air Support, Bomb Squad, K-9, Patrol and SWAT which emphasizes the Department's commitment to service to the diverse communities that make up Los Angeles. Created with the support and cooperation of the Mayor's Innovation Commission, the tool has been an immediate success with candidates and helped keep LAPD officer recruitment ahead of the competition. Los Angeles will hire more than 500 new officers this fiscal year keeping the Police Department at its authorized strength of 10,000 plus officers.

Based on the interest level of the Commissioners, a time will be set aside on a future agenda to permit the Board Members to experience the technology for themselves.

8. **APPEALS UNDER CHARTER SECTION 1016**

- a. **Anthony P. LEE**, Gardener Caretaker, Department of Recreation and Parks. Discharge effective February 20, 2018.

Report and recommendations of the Board’s Hearing Examiner Steven Sauer following the conduct of a hearing held on June 27, 2018 into the subject appeal of Mr. Lee.

The Hearing Examiner recommends that the Board:

- A. FIND that the *Skelly* due process requirements were NOT met
- 1) SUSTAIN the cause of action of gross excessive unexcused absenteeism;
- B. FIND that, in light of the Department’s failure to properly manage and investigate the ongoing absence of the Appellant, that discharge would be an ABUSE OF DISCRETION. A penalty is clearly warranted based on the Appellant’s actions, or in-actions, therefore the Department is urged to substitute a penalty less than discharge up to and including a “time served” suspension, returning the Appellant to his employment.
- C. MAKE A DETERMINATION to adopt the findings and conclusions in the Hearing Examiner’s report as its own.

File No. 54982

COMMISSION ACTION:

On October 25, 2018, after a full discussion into the merits of the case, the Board voted to:

- FIND that the *Skelly* due process requirements were met;
- SUSTAIN the cause of action of gross excessive unexcused absenteeism;
- FIND that the Discharge effective February 20, 2018 was appropriate and is SUSTAINED.

Having discarded much of the Hearing Examiners findings and recommendations, the Board President appointed Commissioner Sargent to work with the Board’s Counsel to create a Findings Report for the Board to consider. The draft findings report has been distributed to the parties who were invited to submit a responding brief if they so desired.

The Consideration and adopting of the Board’s Findings Report is the sole item remaining before the Board in this matter.

COMMISSION ACTION: On December 13, 2018

Discussion:

The Commission Vice President reviewed the actions of the Board on October 25, 2018 to address the *Skelly* requirements and sustain the charge and Discharge. Because the Board did not adopt the recommendations of the Hearing Examiner, it was deemed necessary for the Board to create its own Findings. Commissioner Sargent, working with the Board’s Counsel, created the Report. All parties were provided with copies of the Findings Report and none submitted any briefs in response.

8. **APPEALS UNDER CHARTER SECTION 1016, (Continued)**
a. **Anthony P. LEE**, Gardener Caretaker, Department of Recreation and Parks, (Continued).

The Department thanked the Board for its efforts. The Appellant arrived more than thirty minutes after the Board had completed its work on this case. He did not request reconsideration.

Commission Action:

On a motion by Commissioner Sargent, seconded by Commissioner Jacquez, the Board unanimously voted to ADOPT the Findings Report submitted by Commissioner Sargent as its own.

Appearances:

Harold Fujita, Department of Recreation and Parks

Javlin Wells, Department of Recreation and Parks

Anthony Paul Lee, Appellant arrived late and did not address the Board

8. APPEALS UNDER CHARTER SECTION 1016, (Continued)

- b. **Suren SAHAKYAN**, Accountant, Department of Airports. Discharge effective December 5, 2017.

Report and recommendations of the Board's Hearing Examiner Christina Page following the conduct of hearings held on May 1, 2018, May 2, 2018 and May 22, 2018 into the subject appeal of Mr. Sahakyan.

The Hearing Examiner recommends that the Board:

- A. FIND that the *Skelly* due process provisions were met with regard to all charges except to allegations that (1) Appellant engaged in off-duty misconduct in conflict with job duties; 2) after receiving the Copier NTCD, Appellant continued to use the copier machine for improper purposes; FIND that the Appellant is entitled to back pay award from December 5, 2017 until the Board files its decision;
- 1) SUSTAIN the cause of action of engaging in off-duty misconduct in conflict with his job duties;
 - 2) SUSTAIN the cause of action of violating Departmental rules relating to disclosure of outside employment;
 - 3) NOT SUSTAIN the cause of action of continued failure to perform work assignments;
 - 4) NOT SUSTAIN the cause of action of failing to provide information, including notice of his arrest;
 - 5) SUSTAIN the cause of action of falsifying City records;
 - 6) NOT SUSTAIN the cause of action of falsely claiming sick pay;
 - 7) NOT SUSTAIN the cause of action of continued use of City equipment without authorization.
- B. FIND that the Discharge effective December 5, 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. 54914

COMMISSION ACTION: Continued from October 25, 2018

Discussion:

The Commission Vice President reminded the parties that the Board had met with its counsel to discuss the legal requirements of the *Skelly* decision and the Department's responsibilities to adhere to its precepts.

During the open session, a full discussion into the requirements of *Skelly* and the errors committed in this case was held. As the discussion progressed, it touched upon the actual charges against the Appellant. Options were discussed until the presiding officer suggested the parties take an opportunity to consider a mutually agreeable settlement, taking into consideration the discussion and apparent positions of the Commissioners as reviled during the discussion and the ramification to each side should the Board members be forced to make the decision on the issues before it.

A short recess was called to allow the parties to discuss terms.

8. **APPEALS UNDER CHARTER SECTION 1016, (Continued)**
b. **Suren SAHAKYAN**, Accountant, Department of Airports, (Continued).

The parties returned to inform the Board that a settlement had been reached. The parties also asked to memorialize the basic terms of the settlement on the record before the Board.

The Department agreed to rescind the Appellant's Discharge; the Appellant will be returned to the payroll for a period of time sufficient to allow him to reach ten (10) years of service; the Appellant agreed to resign from City service upon reaching ten (10) years of service; the Department agreed to accept the resignation and to permit the Appellant to be restored to any Civil Service eligible list for which he has standing; the Appellant agreed to withdraw his Appeal before the Civil Service Commission.

Commission Action:

The matter was continued pending the parties presenting the signed settlement agreement which the Commission will make a matter of record at the next available opportunity.

Appearances:

Patricia Mor, Department of Airports
Suren Sahakyan, Appellant
Justin Crain, Appellant's Representative

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

Airport Police Officer III, , Department of Airports. a) Suspension effective June 25, 2018 to August 14, 2018, inclusive (30-working days) and b) August 15, 2018 to August 22, 2018, inclusive (5-working days) – Combined Case Appeals - Settlement agreement whereby the Department agreed to rescind the penalty of a 35-working day suspension (combined disciplines) and impose, by mutual agreement, a 15-working days suspension (combined disciplines) and eight days on disciplinary pay status; the Appellant agreed to withdraw his two appeals 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 20, 2018.

File No. 55090 & 55091

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, having given a 21-day notice of its intention to amend **Section 12.3 of the Policies of the Personnel Department** on November 15, 2018, now APPROVE the following revisions (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

COMMISSION ACTION: RECOMMENDATION APPROVED

11. **UNFINISHED CLASSIFICATION ACTIONS**

The General Manager recommends that the Board of Civil Service Commissioners, having given a 10-day notice of intention on November 15, 2018 now:

1. **DESIGNATE** all entry-level positions in the class of **Traffic Officer**, Code 3214 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 3214.

File No. 55210

COMMISSION ACTION: RECOMMENDATION APPROVED

12. 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:

November 9, 2018

Interdepartmental Promotional

SURVEY SUPERVISOR

WASTEWATER TREATMENT LABORATORY MANAGER

November 16, 2018

Interdepartmental Promotional and Open Competitive

SENIOR LABOR RELATIONS SPECIALIST

Interdepartmental Promotional

AIR CONDITIONING MECHANIC SUPERVISOR

AIRPORTS MAINTENANCE SUPERVISOR

COMPLIANCE PROGRAM MANAGER

SENIOR ANIMAL CONTROL OFFICER

Open Competitive

BUILDING OPERATING ENGINEER

EMS ADVANCE PROVIDER

November 30, 2018

Interdepartmental Promotional and Open Competitive

ELECTRICAL ENGINEERING DRAFTING TECHNICIAN

PLUMBER

Interdepartmental Promotional

SENIOR UTILITY SERVICES SPECIALIST

Open Competitive

DETENTION OFFICER

LOCKSMITH

PERSONNEL RESEARCH ANALYST

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

1) **AIR CONDITIONING MECHANIC SUPERVISOR**

Mark CARREON, Building Maintenance District Supervisor, Department of General Services and Valente JIMENEZ, Construction and Maintenance Supervisor, Department of Water & Power.

2) **ANIMAL CARE TECHNICIAN SUPERVISOR**

Christy LOUZAN and Gerald HILL, District Supervisors Animal Services, Department of Animal Services.

3) **ARCHITECTURAL ASSOCIATE**

Marina QUINONEZ, Architect, Department of Public Works, Bureau of Engineering and Sammy Chuck WONG, Senior Architect, Department of Water & Power.

4) **BUILDING INSPECTOR**

Lisa YANCEY, Principal Inspector and David TSAU, Senior Building Inspector, Department of Building and Safety.

Continued...

12. ADMINISTRATIVE ACTIONS, (Continued)

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

5) **CABLE TELEVISION PRODUCTION MANAGER**

Ted LIN, Cable Television Production Manager III, Information Technology Agency.

6) **CITY PLANNER**

Jane CHOI, Senior City Planner, City Planning Department and Robert SCHULTZ, Chief of Airport Planning, Department of Airports.

7) **COMMERCIAL FIELD REPRESENTATIVE**

Christopher MOSER and Luis TERRAZAS, Utility Services Managers, Department of Water & Power.

8) **DATABASE ARCHITECT**

Tam VO, Senior Systems Analyst II, Los Angeles Fire Department and Tung PHAN, Database Architect, Department of Public Works, Bureau of Sanitation.

9) **ELECTRICAL TEST TECHNICIAN**

Fenton WILLIAMS JR. and Steven ANDERSEN, Senior Electrical Test Technicians, Department of Water & Power.

10) **FIELD ENGINEERING AIDE**

Cesar BREGAUDIT, Survey Supervisor, Department of Public Works, Bureau of Engineering and Jon Paul WENINO, Survey Supervisor, Department of Water & Power.

11) **LINE MAINTENANCE ASSISTANT**

Ronald MONAHAN, Transmission and Distribution District Supervisor, Department of Water & Power.

12) **MATERIALS TESTING TECHNICIAN**

Alejandro BECERRA, Civil Engineering Associate I, Department of Water & Power, and Kris PETREVSKI, Materials Testing Engineering Associate II, Harbor Department.

13) **PERSONNEL ANALYST**

Adrienne CHAVEZ, Senior Personnel Analyst II, Andrew JEDLINSKY and DeWanna SHARP, Senior Personnel Analysts I, Personnel Department.

14) **SENIOR PERSONNEL ANALYST**

Sandra BIJOU, Senior Personnel Analyst II, Department of Airports and Elba PALLAIS, Personnel Director I, Personnel Department.

15) **SENIOR SECURITY OFFICER**

Ricardo FRIAS, Principal Security Officer, Department of Water & Power and Sean HECTOR, Principal Security Officer, Los Angeles Police Department.

16) **SIGNAL SYSTEMS SUPERVISOR**

Monique EARL, Assistant General Manager, Department of Transportation.

17) **UNDERGROUND DISTRIBUTION CONSTRUCTION SUPERVISOR**

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

18) **UTILITY ACCOUNTANT**

Nasim GHAFARI and James TAN, Principal Utility Accountants, Department of Water & Power.

19) **WATER TREATMENT OPERATOR**

Jorge PINEDA and James CASTANEDA, Water Treatment Supervisors, Department of Water & Power.

File No. 55214

12. 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:

PARK RANGER

Jose PINEDA and Carl HOLMES, Senior Park Rangers, Joe SALAICES, Superintendent of Recreation and Parks Operations and Sophia PINA-CORTEZ, Assistant General Manager, Department of Recreation and Parks.

File No. 55215

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

File No. 55216

- e. Approve the use of interview boards consisting of representatives from inside the City service in the open competitive examination for **Animal Keeper**.

File No. 55217

- f. Approve the use of interview boards consisting of representatives from inside and outside the City service in the interdepartmental promotional examination for **Principal Detention Officer**.

File No. 55218

- g. Approve the use of interview boards consisting of representatives from both inside and outside the City service in the Departmental promotional examination for **Principal Security Officer**.

File No. 55219

- h. Approve the change of the test of fitness method in the interdepartmental promotional examination for **Building Construction and Maintenance Superintendent**. The examination will be comprised of an advisory essay (0%) and a weighted interview (100%).

File No. 55220

- i. Approve the change of the test of fitness method in the interdepartmental promotional examination for **Compliance Program Manager**. The examination will be comprised of an advisory essay and weighted interview (100%).

File No. 55221

- j. Approve the change of the test of fitness method in the interdepartmental promotional examination for **Senior Utility Services Specialist**. The examination will be comprised of an advisory essay (0%) and a weighted interview (100%).

File No. 55222

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

k. Make the following APPEALS a matter of record:

Discharge

Louisa Marie GAUERKE, Administrative Clerk, Library Department. Discharge effective November 30, 2018. Form 77 filed with Records, November 30, 2017.

Cause of Action: 1) Using abusive language toward or making inappropriate statements to the public, supervisors or coworkers;
 2) Making threats or engaging in a confrontation with the public, supervisors or coworkers;
 3) Engaging in inappropriate behavior with supervisors and coworkers;
 4) Demonstrating insensitivity to others by making derogatory comments, epithets, jokes, teasing, remarks, slurs or suggestive gestures or displaying images or written material that derogatorily demean people;
 5) Violating the City of Los Angeles Workplace Violence Policy.

Discipline: Discharge effective November 30, 2018.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on November 29, 2018.

File No. 55223

Francisco A. PALACIOS, Electrical Mechanic Supervisor, Department of Water & Power. Discharge effective November 26, 2018. Form 77 filed with Records, November 28, 2017.

Cause of Action: 1) Falsifying time by reporting regular and overtime hours worked when conducting activities for private company;
 2) Using City time, Department vehicle and equipment to conduct business for a private company without authorization;
 3) Violating Department rules by participating in unauthorized outside employment.

Discipline: Discharge effective November 26, 2018.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on November 30, 2018.

File No. 55224

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

1. Make the following NOTICES a matter of record:

Suspension

UTILITY ADMINISTRATOR, Department of Water & Power. Form 77 filed with Records, November 28, 2018.

Cause of Action: 1) Failure to make a reasonable effort to notify supervisor of inability to report for work (third offense);
2) Frequent unexcused tardiness.

Discipline: Suspension effective December 3, 2018 to December 21, 2018 to be served as agreed.

Discharge

ADMINISTRATIVE CLERK, Housing and Community Investment Department. Form 77 filed with Records, November 30, 2018.

Cause of Action: 1) Failure to follow established procedure for notification of inability to report for work;
2) Unexcused, excessive or patterned absenteeism;
3) Failure to provide information related to work to supervisors or others requiring the information.

Discipline: Discharge effective November 27, 2018.

MAINTENANCE LABORER, Department of Recreation and Parks. Form 77 filed with Records, November 6, 2018.

Cause of Action: 1) Unexcused, excessive or patterned absenteeism;
2) Refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination).

Discipline: Discharge effective November 6, 2018.

COMMISSION ACTION: MADE A MATTER OF RECORD

13. CLASSIFICATION ACTIONS

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

1. 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>
3064	1	Principal Accountant, 1525
3107	1	Senior Communications Engineer, 7614

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>
5400	10	94-15018	Systems Analyst, 1596
5401	1	94-11025	Programmer Analyst, 1431
5402	1	94-11030	Systems Programmer, 1455
5403	1	94-11030	Systems Programmer, 1455
5404	2	95-14091	Information Systems Manager, 1409
5405	2	94-15024	Senior Systems Analyst, 1597
5406	1	95-93772	Asst. Director Information Systems, 9377
5407	1	95-91051	Utility Administrator, 9105
5408	1	82-17001	Management Analyst, 9184
5409	1	94-12114	Principal Clerk Utility, 1202
5410	2	94-13641	Senior Administrative Clerk, 1368
5411	2	94-11031	Systems Programmer, 1455
5412	6	94-11030	Systems Programmer, 1455
5413	1	94-15023	Senior Systems Analyst, 1597
5414	1	95-14700	Database Architect, 1470
5341	2	95-17863	Principal Public Relations Rep., 1786

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>
5394	2	94-38007	Instrument Mechanic, 3843

4. Allocate the following new positions in the Water System, of the **Department of Water and Power**, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
5395	3	93-39130	Water Utility Worker, 3918
5396	2	93-58138	Water Treatment Operator, 5885
5397	5	93-58108	Water Treatment Operator, 5885
5398	1	94-31110	Construction & Maintenance Super, 3127
5399	1	95-72462	Civil Engineering Associate, 7246
5415	1	93-13641	Senior Administrative Clerk, 1368

5. Allocate the following new position in the **Zoo Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3084	1	Senior Management Analyst, 9171

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

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

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

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3087	1	Investment Officer, 9146

7. Allocate the following new position in the **Department of Recreation and Parks**:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3090	1	Management Assistant, 1539

~~8. Allocate the following new positions in the **Department of Public Works, Bureau of Street Services**, as indicated:~~

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3092	1	Street Services General Superintendent, 4160
3093	2	Street Services Superintendent, 4158
3094	4	Street Services Supervisor, 4152
3095	1	Senior Carpenter, 3345
3096	4	Carpenter, 3344
3097	12	Cement Finisher, 3353
3098	8	Cement Finisher Worker, 3351
3099	4	Equipment Operator, 3525
3100	4	Heavy Duty Truck Operator, 3584
3101	2	Maintenance & Construction Helper, 3115
3102	6	Maintenance Laborer, 3112
3103	2	Plumber, 3443
3104	1	Management Analyst, 9184
3105	1	Accounting Clerk, 1223
3106	1	Administrative Clerk, 1358

9. Allocate the following new positions for the **Cannabis Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3108	1	Accounting Clerk, 1223
3109	3	Management Assistant, 1539
3110	2	Management Analyst, 9184
3111	1	Public Information Director, 1800
3112	1	Senior Accountant, 1523
3113	1	Senior Management Analyst, 9171

10. Reallocate the following position in 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>
3083	1	Sr. Administrative Clerk, 1368	Graphics Designer, 1670 File No. 55225

13. CLASSIFICATION ACTIONS, (Continued)

- b. The General Manager recommends that the Board of Civil Service Commissioners:
 - 1. Reallocate nine positions in the class of **Water Microbiologist** in the Department of Water & Power into the new class of **Utility Microbiologist**, Class Code 7858;
 - 2. Find the individuals listed below with status in the class of **Water Microbiologist** are “legally employed” in the class of **Utility Microbiologist**, Class Code 7858 in the Department of Water & Power, with assignment rights only to the positions properly allocable to the class in which they currently have status:

Pauline NGUYEN	Yuntao PENG
Hipolito TELENTINO	Hung PHAM
Danny CHAWANNAKU	Manely RASHEDAN
Adolfo FELIX	Xu YANG
Regan LAU	

and

- 3. Approve the use of a Charter 1014 Transfer so that the named individuals may obtain status in the class of **Utility Microbiologist**, Class Code 7858.

File No. 55226

- c. The General Manager recommends that the Board of Civil Service Commissioners approve the revised class specifications for **Senior Property Officer**, Class Code 3209, and **Principal Property Officer**, Class Code 3210.

File No. 55227

COMMISSION ACTION: RECOMMENDATIONS APPROVED

14. ADJOURNMENT

The Meeting was adjourned by the Commission Vice President at 11:32 a.m.

RAUL PEREZ,
Vice President

BRUCE E. WHIDDEN,
Commission Executive Director