



**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 29, 2018 – 10:00 A.M.

ROOM 350, PERSONNEL BUILDING

700 EAST TEMPLE STREET

LOS ANGELES, CALIFORNIA 90012

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Present:

President Jeanne A. Fugate
Commissioner Erica L. Jacquez
Commissioner Todd Sargent

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

Absent: Vice President Raul Perez
Commissioner Nancy P. McClelland

1. **CALL TO ORDER**

The meeting was called to order by Commission President Jeanne Fugate at 10:01 a.m.

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

No requests for public comment

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

The Board unanimously approved routine and nonappearance matters under Unfinished Business; page one, item 4 and New Business, pages two and three, items 5 and 6, on a motion by Commissioner Sargent, seconded by Commissioner Jacquez.

4. UNFINISHED CLASSIFICATION ACTION

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

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

COMMISSION ACTION: RECOMMENDATIONS APPROVED

5. ADMINISTRATIVE ACTIONS

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

Discharge

Carlos MEJIA, Police Service Representative II, Los Angeles Police Department.

Discharge effective November 20, 2018. Form 77 filed with Records, November 27, 2018.

Cause of Action: 1) Between January 2017 and November 2017, the employee, while off-duty, accessed another employee’s cellphone and obtained private date without their knowledge;
 2) On or about October 2017, the employee, while off-duty, inappropriately sent and image of fellow employee’s buttocks to a third party;
 3) On or about November 2017, the employee, while off-duty, threatened to post inappropriate intimate videos and images of a fellow employee and on the fellow employee’s Facebook page without permission.

Discipline: Discharge effective November 20, 2018.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on November 20, 2018.

File No. 55211

Gerald C. MORALES, Equipment Mechanic, Department of General Services. Discharge effective November 9, 2018. Form 77 filed with Records, November 15, 2018.

Cause of Action: 1) Theft of City property;
 2) Violation of Safety Rules or practices, which endanger the employee or others or damages City property or equipment.

Discipline: Discharge effective November 9, 2018.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on November 14, 2018.

File No. 55212

5. ADMINISTRATIVE ACTIONS, (Continued)

b. Make the following NOTICES a matter of record:

Suspensions

ELECTRIC DISTRIBUTION MECHANIC (I), Department of Water & Power. Form 77 filed with Records, November 2, 2018.

Cause of Action: 1) Falsifying time or mileage reports for absence, expense accounts or similar work-oriented documents: falsely claiming sick or allowed pay;
2) Leaving assigned work location without proper approval or appropriate reason.

Discipline: Suspension effective November 12, 2018 to December 21, 2018, inclusive (30 working days).

ELECTRIC DISTRIBUTION MECHANIC (II), Department of Water & Power. Form 77 filed with Records, November 2, 2018.

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

Discipline: Suspension effective November 12, 2018 to December 21, 2018, inclusive (30 working days).

POLICE SERVICE REPRESENTATIVE II, Los Angeles Police Department. Form 77 filed with Records, November 7, 2018.

Cause of Action: 1) On or about July 17, 2018, the employee, while on duty, was discourteous during a telephone call for service.

Discipline: Suspension effective December 5, 2018 to December 12, 2018, inclusive (10 working days).

SENIOR CUSTODIAN, Department of General Services. Form 77 filed with Records, November 15, 2018.

Cause of Action: 1) Requiring excessive supervision or instruction in performance of duties after completion of training for the position;
2) Violation of safety rules and practices which resulted in damage to City property;
3) Failure to provide information related to work to supervisors.

Discipline: Suspension effective December 3, 2018 to December 14, 2018, inclusive (10 working days).

COMMISSION ACTION: MADE A MATTER OF RECORD

6. CLASSIFICATION ACTION

The General Manager recommends that the Board approve the exemption of the following position in the **Department of City Planning** 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>Class Title and Code</u>
3086	1	City Planner 7944

File No. 55213

COMMISSION ACTION: RECOMMENDATION APPROVED

7. ADJOURNMENT

The Meeting was adjourned by the Commission President at 10:02 a.m.

JEANNE FUGATE,
President

BRUCE E. WHIDDEN,
Commission Executive Director