



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, JANUARY 10, 2019
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. **CALL TO ORDER**

The Commission Vice President called the meeting to order at 10:08 a.m.

2. **PRESENTATION – Recognizing the Service of Former Commissioner Gabriel Esparza**

Commission Vice President and the Board of Civil Service Commissioners, along with Personnel Department General Manager Wendy Macy, presented a plaque to former Commissioner Gabriel Esparza in recognition of more than nine years of outstanding service as a member of the Commission.

3. **APPROVAL OF MINUTES**

- a) 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 will all be present.
- b) The Board unanimously approved the minutes of the regular meeting of Thursday, December 13, 2018, on a motion by Commissioner Sargent, seconded by Commissioner Jacquez.

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

No requests for public comment

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

The Board unanimously approved, as corrected, routine and nonappearance matters under Unfinished Business, page five, item 8 and New Business, pages six through 13, items 9 and 10, on a motion by Commissioner McClelland, seconded by Commissioner Sargent.

6. **GENERAL MANAGER'S REPORT**

The General Manager gave an update on the "Anytime, Anywhere" testing program offered by the Personnel Department. To date, candidates for exams in 24 classifications have been given the option in taking their exam at a time and location of their choice or to come into the Department's Computer Center to take the exam. Of the more than 5,000 candidates, nearly 57% having taken advantage of this innovative initiative. Candidates taking exams in 22 other classifications will be offered the option of Anytime, Anywhere in taking their exams, Before this fiscal year ends in June, the option of taking a City examination "Anytime, Anywhere" will have been offered to more than 10,000 candidates.

7. APPEALS UNDER CHARTER SECTION 1016

- a. **Jimmy FLOWERS**, Security Officer, Department of Airports. Suspension effective January 4, 2018 to January 24, 2018, inclusive (15-working days).

Report and recommendations of the Board's Hearing Examiner Robin Matt following the conduct of hearings held on June 12, 2018 and October 22, 2018 into the subject appeal of Mr. Flowers.

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 refusing to comply with a work instruction;
 - 2) NOT SUSTAIN the cause of action of using abusive language towards a supervisor;
 - 3) NOT SUSTAIN the cause of action of making threats to a supervisor;
 - 4) NOT SUSTAIN the cause of action of recording a supervisor without consent;
 - 5) NOT SUSTAIN the cause of action of failing to save and document a recording;
 - 6) NOT SUSTAIN the cause of action of failing to turn over a recording;
 - 7) NOT SUSTAIN the cause of action of being truthful about the reasons for being late to an Internal Affairs interview on August 29, 2016;
 - 8) NOT SUSTAIN the cause of action of not reporting for an Internal Affairs interview on August 29, 2016
- B. FIND that the Suspension effective January 4, 2018 to January 24, 2018, inclusive (15-working days), was not appropriate and in NOT SUSTAINED.
- C. MAKE A DETERMINATION to adopt the findings and conclusions in the Hearing Examiner's report as its own.

File No. 54951

COMMISSION ACTION:

Discussion:

The Department expressed its disagreement with the findings and conclusions made by the Hearing Examiner, contending that he misconstrued several aspects of the case and misrepresented the Department's position and evidence. Further, the Department stated, the Hearing Examiner failed to follow the law in the consideration of evidence, coming to an incorrect conclusion in his report.

The Appellant's Representative stated that the Appellant supported the finding and conclusions made by the Hearing Examiner, particularly in his findings in cause one and two where he identified the supervisor as clearly the aggressor who elevated the situation unnecessarily.

7. APPEALS UNDER CHARTER SECTION 1016, (Continued)

a. **Jimmy FLOWERS**, Security Officer, Department of Airports, (Continued)

Commissioner McClelland raised the existence of the mutual agreement that resulted in the Appellant receiving a 30-day suspension to be served as 15-unpaid workdays and 15-days where the Appellant reported for work and was paid on Disciplinary Pay Status (DPS). She noted that the Appellant admitted his misconduct on the DPS form and questioned why there was an appeal at all.

The Appellant's Representative stated that the two elements were not related and that the Appellant had every right to appeal the 15-unpaid suspension days, and that the Commission Office agreed with this approach in accepting the appeal.

Both the Board's Counsel and the Commission Executive Director disagreed with this appraisal of the record by the Appellant's Representative, stating that the Appeal from the 15-day unpaid Suspension was done so that the right of appeal in this case could be addressed by the Hearing Examiner, who failed to do so.

Discussion on this point continued for several minutes until Commissioner McClelland suggested that the failure of the Hearing Examiner to address this and other points and his failure to follow both Civil Service Rules and the state code of evidence should compel the Board to remand the case back to the Hearing Examiner for further consideration. At the same time, he can address his seeming confusion between the *Skelly* due process requirement and the Appellant *Weingarten* rights, noting that the Commission is the wrong place to consider a violation of an individual's *Weingarten* rights.

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 for further consideration. A one-day hearing may be held after the Hearing Examiner reviews the record of the case and a transcript of the Board proceedings and consults with the Board's Counsel to take arguments into the appeal rights when a settlement has been agreed upon.

Appearances:

Renee Anderson-Gray, Human Resources Division, Department of Airports

Sandra Bijou, Human Resources Division, Department of Airports

Shirley Lee, Appellant's Representative

Jimmy Flowers, Appellant

7. APPEALS UNDER CHARTER SECTION 1016, (Continued)

b. **Ray FU**, Chemist, Department of Water & Power. Discharge effective February 6, 2018. Report and recommendations of the Board’s Hearing Examiner, Joseph Duffy, following the conduct of hearings held on May 10, 2018 and July 18, 2018 into the subject appeal of Mr. Fu.

The Hearing Examiner recommends that the Board:

- A. FIND that the *Skelly* due process provisions were met;
 - 1) ~~NOT SUSTAIN the cause of action of backdating a log entry;~~
 - 2) ~~NOT SUSTAIN the cause of discarding a glyphosate sample;~~
 - 3) SUSTAIN the cause of action of intentionally falsifying or destroying City records without proper authorization;
 - 4) ~~SUSTAIN the cause of action of failing to carry out assigned work or supervisory responsibility adequately, directly or promptly;~~
- B. FIND that the Discharge effective February 6, 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. 54954

COMMISSION ACTION:

Discussion:

The Department expressed its concurrence with the Hearing Examiner and asked the Board to adopt the report and sustain the discipline. The Department also noted that while the Hearing Examiner made findings as to several charges, there was only one cause of action against the Appellant, “intentionally falsifying or destroying City records without proper authorization,” a charge which the Hearing Examiner Sustained, as he did the penalty of discharge.

The Appellant denied he falsified any test of document and that the Department was presenting false evidence against him.

Commissioner McClelland asked what the Appellant did when he discovered his error; did he go to his supervisor to explain what happened? He said no, he did not go to his supervisor, but went to review the previous days work to be sure the findings were consistent. He said his actions were scientifically correct and he did not falsify anything.

Commissioner Sargent noted that while it is hard to prove intent, the record shows that when the Department discovered him in a corner with samples and that it appeared he was altering them, coupled with his inability or unwillingness to explain fully and clearly just what he was doing, that the Department lost trust in him and his work, and that was the basis of his discharge.

After the Appellant attempted to discuss items not in the record created at hearing, the Board Vice President reminded him that the Board is required to focus on the official record and the report submitted by the Hearing Examiner. He noted that there was no evidence that the Hearing Examiner made any errors to misevaluated any of the evidence or testimony. The Hearing Examiner, after hearing all the evidence made credibility a judgment which favored the Department. The record does not show any credible mitigation that would have excused the Appellant from his actions.

7. **APPEALS UNDER CHARTER SECTION 1016, (Continued):**

b. **Ray FU, Chemist, Department of Water & Power, (Continued):**

Commissioner Jacquez noted that it was not the mistakes made by the Appellant that resulted in his discharge, rather it was his response to those mistakes and subsequent actions that caused his discharge.

The Appellant said the Hearing Examiner was wrong to accept the Department's version of events, that the Department produced false evidence against him. The Department could not show that any of his actions were not scientifically sound; they were simply out to get him after he complained about being assaulted by his supervisor.

Commissioner McClelland reminded the Appellant that the Board can only focus on the record and the single charge against him; that his mistake in making the water test was not the issue but his response to his error that caused the Department to lose confidence in him.

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 intentionally falsifying or destroying City records without proper authorization;

FIND that the Discharge effective February 6, 2018 was appropriate and is SUSTAINED.

Because of some confusion in the Hearing Examiner's report considering charges not pursued by the Department, the Board was not comfortable adopting the report findings.

The matter was continued until a Findings Report could be drafted by Commissioner McClelland, in consultation with the Board's Counsel, and presented to the Board for consideration.

Appearances:

Charles Rogers, Labor Relations, Department of Water & Power

Merrilee Brown, Labor Relations, Department of Water & Power

Ray Fu, Appellant

7. APPEALS UNDER CHARTER SECTION 1016, (Continued)

- c. **Andy LAM**, Senior Administrative Clerk, Los Angeles Police Department. Discharge effective October 13, 2017.

Report and recommendations of the Board’s Hearing Examiner, Jerry Ellner, following the conduct of hearings held on July 24, 2018, August 29, 2018 and October 19, 2018 into the subject appeal of Mr. Lam.

The Hearing Examiner recommends that the Board:

- A. FIND that the *Skelly* due process provisions were met;
- 1) SUSTAIN the cause of action of on or about December 1, 2016, the employee, while off-duty, knew or should have known that he was participating in an illegal activity or transaction;
 - 2) SUSTAIN the cause of on or about February 24, 2017, the employee, while on-duty, made a false statement to a sergeant who was conducting an official investigation;
- B. FIND that the Discharge effective October 13, 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. 54865

COMMISSION ACTION:

Discussion:

The Department stated its agreement with the Hearing Examiner’s Report and asked the Board to adopt it.

The Appellant’s Representative noted that the Appellant was a long-term employee with a sterling record. He did not commit an illegal act; he was simply in the wrong place and the wrong time. The Hearing Examiner made a serious error in considering any evidence drawn from or connected to the Appellant’s detention by the Orange County Sheriff in December 2016. The Department was harsh in its selection of penalty and should not have gone for discharge.

Members of the Board noted that the Appellant did not act like someone in the wrong place at the wrong time. That he went to the meeting with his friend armed with a concealed weapon in violation of City policy as a reserve level III police officer. When the shrink-wrapped package, that turned out to be money, was deposited inside his car, he took no steps to extricate himself from the situation as his police training required, rather was observed exiting his vehicle and speaking with the third party at the meet for some five minutes. Members expressed their sympathy for the Appellant’s situation, but found his version of events not credible.

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

c. **Andy LAM**, Senior Administrative Clerk, Los Angeles Police Department, (Continued):

Commission Action:

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

FIND that the Skelly due process provisions were met;

SUSTAIN the cause of action of on or about December 1, 2016, the employee, while off-duty, knew or should have known that he was participating in an illegal activity or transaction;

SUSTAIN the cause of on or about February 24, 2017, the employee, while on-duty, made a false statement to a sergeant who was conducting an official investigation;

FIND that the Discharge effective October 13, 2017 was appropriate and is SUSTAINED.

ADOPT the findings and conclusions in the Hearing Examiner's report as its own.

Appearances:

Sgt. Amber Morales, Internal Affairs Division, Los Angeles Police Department

Lt. Warner Castello, Commanding Officer, Internal Affairs Division, Los Angeles Police Department

Marc Bender, Appellant's Representative

Andy Lam, Appellant

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

a) **Airport Police Officer III, Department of Airports.** Discharge effective March 19, 2018. Settlement agreement whereby the Department agreed to rescind the penalty of Discharge and would accept the Appellant's resignation from City service; 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 December 4, 2018.

File No. 55092

b) **Dana PITT, Warehouse & Toolroom Worker, Department of Water & Power.** Suspension effective April 23, 2018 to June 1, 2018, inclusive (30-working days). On December 4, 2018, the Appellant submitted via email a signed Commission "Withdrawal of Appeal" form ending his appeal from Suspension.

File No. 55020

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:

December 7, 2018

Interdepartmental Promotional and Open Competitive

CITY PLANNER

Interdepartmental Promotional

COMMERCIAL FIELD REPRESENTATIVE

HARBOR ENGINEER

SENIOR PERSONNEL ANALYST

Open Competitive

WASTEWATER TREATMENT OPERATOR

December 14, 2018

Interdepartmental Promotional and Open Competitive

MECHANICAL ENGINEERING DRAFTING TECHNICIAN

Interdepartmental Promotional

UNDERGROUND DISTRIBUTION CONSTRUCTION SUPERVISOR

WATER UTILITY SUPERINTENDENT

Open Competitive

CABLE TELEVISION PRODUCTION MANAGER

DUPLICATING MACHINE OPERATOR

December 21, 2018

Interdepartmental Promotional

ANIMAL CARE TECHNICIAN SUPERVISOR

SENIOR COMMUNICATIONS OPERATOR

Open Competitive

WATER TREATMENT OPERATOR

December 28, 2018

Interdepartmental Promotional

BUILDING CONSTRUCTION AND MAINTENANCE SUPERINTENDENT

CHIEF CONSTRUCTION INSPECTOR

LINE MAINTENANCE ASSISTANT

SENIOR SECURITY OFFICER

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

1) ADMINISTRATIVE HEARING EXAMINER

Tamara MARTIN, Management Analyst and Phillip WONG, Senior Management Analyst, Department of Transportation.

2) AIRPORT POLICE SERGEANT

Mario PATRICK, Airport Police Captain and John WALLACE, Assistant Airport Police Chief, Department of Airports.

3) BUILDING OPERATING ENGINEER

Manolito MENDAVIA, Senior Building Operating Engineer, Department of Airports.

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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):

4) CHIEF CONSTRUCTION INSPECTOR

John REAMER, Inspector of Public Works and Chris SMITH, Assistant Director Bureau of Contract Administration, Department of Public Works, Bureau of Contract Administration.

5) CITY PLANNER

Ken BERNSTEIN, Principal City Planner and Nicholas HENDRICKS, Senior City Planner, City Planning Department.

6) ELECTRICAL ENGINEER

Jason RONDOU, Power Engineering Manager, Department of Water & Power.

7) EXECUTIVE ADMINISTRATIVE ASSISTANT

Veronica CAVANAUGH, Executive Administrative Assistant III, Personnel Department.

8) GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST

Charles LEE, Geographic Information Systems Supervisor II, City Planning Department and James YANO, Geographic Information Systems Supervisor I, Department of Public Works, Bureau of Engineering.

9) HARBOR ENGINEER

Dina ARYAN-ZAHLAN and Stuart FRICKE, Harbor Engineers II, Harbor Department.

10) IRRIGATION SPECIALIST

Dehava McLAURIN, Park Maintenance Supervisor, Harbor Department and Robert BUENROSTRO, Senior Park Maintenance Supervisor, Department of Recreation and Parks.

11) LABORATORY TECHNICIAN

Hipolito TOLENTINO, Water Microbiologist, Department of Water & Power, Christopher BREYER, Supervising Criminalist, Los Angeles Police Department and Charlie YU, Senior Chemist, Department of Public Works, Bureau of Sanitation.

12) LOCKSMITH

Dean DORANTES, Airports Maintenance Supervisor III, Department of Airports and Walter VELJACIC, Construction and Maintenance Supervisor, Department of Water & Power.

13) MECHANICAL ENGINEERING DRAFTING TECHNICIAN

Ever Moises RODRIGUEZ, Senior Mechanical Engineering Drafting Technician and Arvin Cayas LOPEZ, Mechanical Engineering Associate, Department of Water & Power.

14) OFFICE ENGINEERING TECHNICIAN

Esteban MARTINEZ, Structural Engineer, Department of Public Works, Bureau of Engineering, Eduardo PEREZ, Environmental Engineer, Department of Public Works, Bureau of Sanitation and Faruk SEZER, Building Civil Engineer I, Department of Building and Safety.

15) POLICE PERFORMANCE AUDITOR

Wendy GAMBLE and Sergio SAIS, Police Performance Auditors IV, Los Angeles Police Department.

16) PRINCIPAL CIVIL ENGINEERING DRAFTING TECHNICIAN

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

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):

17) **PRINCIPAL CLERK UTILITY**

Vanessa AQUINO, Utility Administrator, Department of Water & Power.

18) **PRINCIPAL MECHANICAL ENGINEERING DRAFTING TECHNICIAN**

Thomas CASEY, Chief of Drafting Operations and Timothy WHITE, Principal Mechanical Engineering Drafting Technician, Department of Water & Power.

19) **SECURITY AIDE**

Frank RAMIREZ, Principal Security Officer, Department of Airports and Cara DAVIS, Senior Security Officer, Los Angeles Police Department.

20) **SENIOR CHEMIST**

Leslie SIDIO, Wastewater Treatment Laboratory Manager I, Department of Public Works, Bureau of Sanitation and Ray SOLOMON, Director of Material Testing Services, Department of General Services.

21) **SENIOR COMMUNICATIONS OPERATOR**

Dawn SMITH, Chief Communications Operator, Department of Airports, Bryan COWITZ, Management Analyst, Department of Public Works, Bureau of Sanitation, Gracie MADRID, Principal Communications Operator, Department of Water & Power and Rodney SMITH, Senior Traffic Supervisor II, Department of Transportation.

22) **SENIOR LABOR RELATIONS SPECIALIST**

Maritta ASPEN, Senior Labor Relations Specialist II (Retired), Office of the City Administrative Officer.

23) **SENIOR PERSONNEL ANALYST**

Carmen LOPEZ, Senior Personnel Analyst II (Retired), Personnel Department.

24) **SENIOR SAFETY ENGINEER PRESSURE VESSELS**

Matthew R. WOODSON, Electrical Services Manager, Department of Water & Power.

25) **SUPERVISING CRIMINALIST**

Tatiana GARCIA, Police Administrator and Vanessa GOULD, Chief Forensic Chemist, Los Angeles Police Department.

26) **TRAFFIC OFFICER**

Rochel PUCKETT and Miguel PEREZ, Senior Traffic Supervisors, Department of Transportation.

27) **UTILITY BUYER**

Hector LUCERO, Supply Services Manager and Jackie G. ANTONIO, Senior Utility Buyer, Department of Water & Power.

28) **WATER TREATMENT OPERATOR**

Eric NENA and Angelo ANDREWS, Water Treatment Supervisors and Steve TORRES, Water Utility Superintendent, Department of Water & Power.

29) **WATER UTILITY SUPERINTENDENT**

Jeff BRAY, Water Services Manager, Steve COLE, Managing Water Utility Engineer, and Eric SHAVELY, Water Utility Superintendent III, Department of Water & Power.

30) **WATERWORKS ENGINEER**

Alvin BAUTISTA, Razmik MANOUKIAN, Milad TAGHAVI, Jonathan LEUNG, and Evelyn CORTEZ-DAVIS, Managing Water Utility Engineers, Department of Water & Power.

File No. 55228

9. 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 examination:

STREET SERVICES SUPERINTENDENT

Nicholas LOPEZ and John SAPONE, Street Services General Superintendents I, Department of Public Works, Bureau of Street Services.

File No. 55229

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

Suspensions

AIRPORT POLICE OFFICER, Department of Airports. Suspension effective January 9, 2019 to January 25 2019, inclusive, (10-working days) Form 77 filed with Records, January 15, 2019.

Cause of Action: 1) Refusal to perform reasonable work assignments or cooperate with supervisors or management in the performance of duties (insubordination).

Discipline: Suspension effective January 9, 2019 to January 25 2019.

In accordance with Charter Section 1016, the Appellant’s attorneys filed an appeal with the Office of the Commission on December 27, 2018, inclusive (10-working days).

File No. 55230

Beulah M. WILLIAMS, Senior Security Officer, Department of Airports. Suspension effective January 3, 2019 to January 11, 2019, inclusive (six-working days), to be served as agreed. Form 77 filed with Records, December 27, 2018.

Cause of Action: 1) Misconduct, on or off the job, seriously reflecting on City employees;
2) Engaging in conduct in conflict with job duties;
3) Improper behavior in relations with supervisors, fellow employees or the public;
4) Making inappropriate statements to the public or co-worker.

Discipline: Suspension effective January 3, 2019 to January 11, 2019, inclusive (six-working days), to be served as agreed.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on December 19, 2018.

File No. 55231

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

d. Make the following NOTICES a matter of record:

Suspension**MANAGEMENT ANALYST**, Los Angeles City Employees' Retirement System. Form 77 filed with Records, December 4, 2018.

Cause of Action: 1) On or about June 26, 2018, reported for duty under the influence of drugs or alcohol resulting in unfitness to work (second offense);

Discipline: Suspension effective December 17, 2018 to February 22, 2019 (30-working days) to be served as agreed.

SECURITY OFFICER (I), Department of Airports. Form 77 filed with Records, December 6, 2018.

Cause of Action: 1) Job performance below standards;

Discipline: Suspension effective October 28, 2018 to November 16, 2018 (20-working days).

SECURITY OFFICER (II), Department of Airports. Form 77 filed with Records, December 6, 2018.Cause of Action: 1) Falsifying City records or other work related documents;
2) Falsely claiming sick pay.

Discipline: Suspension effective November 25, 2018 to December 22, 2018 (20-working days).

SECURITY OFFICER, Department of Water & Power. Form 77 filed with Records, December 14, 2018.

Cause of Action: 1) Sleeping on the job (third offense).

Discipline: Suspension effective December 17, 2018 to January 4, 2019 (15-working days).

SENIOR AIRPORT ENGINEER I, Department of Airports. Form 77 filed with Records, December 6, 2018.Cause of Action: 1) Unexcused, excessive or patterned absenteeism
2) Failure to follow established procedure for notification of inability to report to work,

Discipline: Suspension effective December 3, 2018 to December 17, 2018 (10-working days).

Discharge**SENIOR CITY PLANNER**, Department of City Planning. Form 77 filed with Records, December 4, 2018.Cause of Action: 1) Failure to perform work assignments adequately or promptly;
2) Failure to carry out supervisory responsibilities adequately;
3) Refusal to perform work assignments or to cooperate with supervisors or management in the performance of duties.

Discipline: Discharge effective December 4, 2018.

COMMISSION ACTION: MADE A MATTER OF RECORD

10. CLASSIFICATION ACTIONS

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

1. Allocate the following new positions in the **Department of Airports**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3115	1	Public Information Director, 1800
3121	1	Chief Special Investigator, 0604
3127	1	Assistant Airport Manager, 7259
3133	1	Real Estate Officer, 1960
3134	1	Airport Labor Relations Advocate, 9210

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>
5416	3	94-15018	Systems Analyst, 1596
5417	1	94-11020	Programmer Analyst, 1431
5418	1	91-11019	Programmer Analyst, 1431
5419	1	94-11020	Programmer Analyst, 1431
5420	1	94-15023	Senior Systems Analyst, 1597
5421	1	94-11032	Programmer Analyst, 1431
5422	1	91-13005	Utility Executive Secretary, 1336
5424	1	94-11019	Programmer Analyst, 1431
5425	12	94-11025	Programmer Analyst, 1431
5426	1	94-15024	Senior Systems Analyst, 1597
5430	1	93-79200	Architect, 7925
5431	2	91-13640	Senior Administrative Clerk, 1368
5433	1	91-17134	Senior Photographer, 1795

3. 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>
5432	1	95-72462	Civil Engineering Associate, 7246
5434	1	95-15390	Management Assistant, 1539

4. Allocate the following new position in the **Department of Neighborhood Empowerment**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3126	1	Senior Systems Analyst, 1597

5. Allocate the following new position in the **Convention and Tourism Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3116	1	Management Assistant, 1539
3117	1	Senior Management Analyst, 9171

6. Allocate the following new position in the **Information Technology Agency**:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3118	1	Senior Communications Operator, 1467

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

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

7. Allocate the following new positions in 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>
3114	1	Storekeeper, 1835
3122	1	Street Lighting Electrician Supervisor, 3840
3123	1	Management Analyst, 9184

8. Allocate the following new positions for the **Harbor Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3120	1	Harbor Planning and Research Director, 9234

9. Allocate the following new positions in the **Department of Public Works, Bureau of Engineering**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3131	1	Civil Engineer, 7237
3132	1	Civil Engineer, 7237

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>
3119	1	Accounting Clerk, 1223	Benefits Specialist, 1203

11. 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>
3091	1	Accounting Clerk, 1223	Accountant, 1513

~~12. Reallocate the following position in the **Housing and Community Investment 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>
3124	2	Accounting Clerk, 1223	Administrative Clerk, 1358 File No. 55232

b. The General Manager recommends that the Board of Civil Service Commissioners:

(a) Allocate the following new position in the **Department of Public Works, Bureau of Street Services**;

and

(b) Exempt the following position 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>
3125	1	Senior Management Analyst, 9171

File No. 55233

10. **CLASSIFICATION ACTIONS (Continued)**

c. The General Manager recommends that the Board of Civil Service Commissioners:

- (a) Allocate the following new position in the **Department of Recreation and Parks**;
and
- (b) Exempt the following position 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>
3130	1	Chief Management Analyst, 9182

File No. 55234

d. The General Manager recommends that the Board of Civil Service Commissioners:

- (a) Approve the exemption of the following existing 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>
3128	1	Senior Project Coordinator, 1538
3129	1	Project Coordinator, 1537

File No. 55235

COMMISSION ACTION: RECOMMENDATIONS APPROVED

11. **ADJOURNMENT**

The Meeting was adjourned by the Commission Vice President at 1:12 p.m.

RAUL PEREZ,
Vice President

BRUCE E. WHIDDEN,
Commission Executive Director