



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 24, 2019 – 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
Vice President Raul Perez
Commissioner Erica L. Jacquez
Commissioner Nancy P. McClelland
Commissioner Todd Sargent

Deputy City Attorney Phyllis Henderson
General Manager Wendy Macy
Commission Executive Director
Bruce Whidden

1. **CALL TO ORDER**

The Commission President called the meeting to order at 10:06 a.m.

2. **APPROVAL OF MINUTES**

- a) The Board unanimously approved the minutes of the special meeting of Thursday, November 29, 2018, on a motion by Commissioner Sargent, seconded by Commissioner Jacquez. Commissioner McClelland and Perez abstained.
- b) The Board unanimously approved the minutes of the regular meeting of Thursday, January 10, 2019, on a motion by Commissioner McClelland, seconded by Commissioner Sargent. Commissioner Fugate abstained.

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

There were no requests for public comment.

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

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

5. **GENERAL MANAGER'S REPORT**

The General Manager reported the pending retirement of Assistant General Manager Raul Lemus after more than 30 years of service. She outlined the invaluable contribution Mr. Lemus made to the Department particularly his recent leadership in the Department's *Any Time, Any Where* testing initiative, Department Succession Planning and the highly successful *Targeted Local Hire* program. Raul has long been the Department's "go to" guy, always willing to step up and get the job done, whatever it entailed. The Board also expressed its thanks for his service and wished Mr. Lemus every success in his future.

6. APPEALS UNDER CHARTER SECTION 1016

- a. **Pride FRANKLIN**, Senior Custodian, Department of Airports. Discharge effective March 28, 2018.

Report and recommendations of the Board’s Hearing Examiner Shep Zebberman following the conduct of a hearing held on November 29, 2018 in the Appellant’s absence into the subject appeal of Ms. Franklin.

The Hearing Examiner recommends that the Board:

- A. FIND that the *Skelly* due process requirements were met;
- 1) SUSTAIN the cause of action of using official position or office for personal gain or advantage;
 - 2) SUSTAIN the cause of action of engaging in illegal behavior or conduct in conflict with job duties on or off the job;
 - 3) SUSTAIN the cause of action of failure to carry out supervisory responsibilities adequately;
 - 4) SUSTAIN the cause of action of theft of or aiding or encouraging the theft of cash or City property or equipment as established by proper investigation;
 - 5) SUSTAIN the cause of action of falsifying City records such as time reports, mileage reports, expense accounts or other work related documents including but not limited to providing false or misleading statements during fact-finding investigation;
 - 6) SUSTAIN the cause of action of failure to exercise proper supervisory oversight to protect City assets;
- B. FIND that the Discharge effective March 28, 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. 55000

COMMISSION ACTION:

The Board unanimously continued the matter pending the signing of a tentative settlement agreement on a motion by Commissioner McClelland, seconded by Commissioner Perez.

6. APPEALS UNDER CHARTER SECTION 1016, (Continued)

- b. **Thomas HAGEN**, Maintenance and Construction Helper, Department of Water & Power.
Discharge effective August 9, 2018.

Report and recommendations of the Board’s Hearing Examiner, Jerry Ellner, following the conduct of a hearing held on December 7, 2018 into the subject appeal of Mr. Hagen.

The Hearing Examiner recommends that the Board:

- A. FIND that the *Skelly* due process provisions were met;
- 1) SUSTAIN the cause of action of operating City vehicles or other equipment while under the influence of alcohol or drugs which could impair operation capacity (second offense);
 - 2) SUSTAIN the cause of action of using alcohol or drugs which resulted in unfitness to work at reasonable efficiency or which may endanger the employee, other employees, City property or the public (second offense);
- B. FIND that the Discharge effective August 9, 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. 55129

COMMISSION ACTION:

Discussion:

The Department noted that it had not received the Appellant’s exceptions, sent to them January 18 by the Commission Office. The Board took a short recess while the Department advocates reviewed the submission.

After the recess, the Department expressed its agreement with the findings and recommendations of the Hearing Examiner. The Department noted that the record shows that after several denials, the Appellant finally admitted that he did have a drink during working hours. Alcohol was apparent on the Appellant’s breath and was sent to an appropriate facility for a “for cause” alcohol test, which he failed. As this is a second offense for the Appellant; the Department’s Guidelines to Discipline lists Discharge as the only penalty in such cases. In addition, the Last Chance Agreement signed by the Appellant in 2017 clearly states that the Appellant agreed to abide by and follow all policies, rules and regulations of the Department and failure to do so will result in a two-year extension of the Expectations Letter and could result in discipline up to and including Discharge.

Commissioners McClelland and Perez expressed their concern that the Appellant took a drink during his break then, according to the record, got into a DWP pick-up truck to escort contractor’s cement trucks into a work yard. Such a lapse of judgment must carry consequences.

Commissioner Perez noted that the facts of the charges do not seem to be in dispute, but that the Appellant is claiming that the Department and the Hearing Examiner failed to take into consideration the extraordinary measures the Appellant has gone through to battle his disease including two rehabilitation programs, one a 45-day in patient program. Further, the Department delayed in processing his discipline resulting in the 2017 letter of agreement for nearly two years. The letter should have been signed in 2015 and therefore would have expired by this incident.

6. APPEALS UNDER CHARTER SECTION 1016, (Continued)

- b. **Thomas HAGEN**, Maintenance and Construction Helper, Department of Water & Power, (Continued).

Commissioner Perez reminded the Appellant's Representative that the Appellant was not charged with violating his last chance agreement, but with his conduct of drinking on the job.

The Department Representative also noted that the DWP did take the steps the Appellant had taken to overcome his issues before it decided on Discharge as its only option. The Appellant was in a safety sensitive position in yards and job sites, drinking on the job makes him a danger to himself, his fellow employees and the public.

The Appellant's Representative stated that the treatment of the Appellant is not consistent with other DWP employees who were in similar situations, sometime involving accidents, who were not discharged. The Board's Counsel noted that case law established in *Talmo v. Civil Service Commission of Los Angeles County* (1991) 231 Cal.App.3d 210 at p. 252. a public employer when imposing discipline, it is not required to provide the same outcome for similar charges.

The Appellant's Representative stated that the Appellant's actions on that day to drink on the job was a terrible mistake. He has been randomly tested for drug and alcohol at least twice a year and has never failed such a test. Taking into consideration all the steps he has taken to overcome his problem, he asks that he be given another chance, a lengthy suspension, and returned to his job.

Commissioner Perez said that the Appellant knew he was under a last chance agreement, yet he took the drink. He then asked the Department if they would consider such a settlement. The Department Representative said that the Department did consider all the efforts the Appellant has made, and while not unsympatric to his plight, it does not believe the it can take the risk to permit the Appellant to return to his employment where he may endanger himself, fellow employees or the public should he lapse again and drink on the job.

Commission Action:

On a motion by Commissioner Sargent, seconded by Commissioner Perez, the Board voted unanimously to:

FIND that the Skelly due process provisions were met.

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

SUSTAIN the cause of action of operating City vehicles or other equipment while under the influence of alcohol or drugs, which could impair operation capacity (second offense);

SUSTAIN the cause of action of using alcohol or drugs which resulted in unfitness to work at reasonable efficiency or which may endanger the employee, other employees, City property or the public (second offense);

FIND that the Discharge effective August 9, 2018 was appropriate and is SUSTAINED.

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

Appearances

Cynthia Gaudioso, Labor Relations Section, Department of Water & Power
Merrilee Brown, Labor Relations Section, Department of Water & Power
Rita Hagen, Appellant's Representative
Thomas Hagen, Appellant

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

- c. **Bernardo PEREZ**, Gardener Caretaker, Department of Recreation and Parks. Discharge effective July 5, 2018.

Report and recommendations of the Board's Hearing Examiner, Linda Klipsnow, following the conduct of a hearing on November 13, 2018 into the subject appeal of Mr. Perez.

The Hearing Examiner recommends that the Board:

- A. FIND that the *Skelly* due process provisions were met;
- 1) SUSTAIN the cause of action of failure to perform work assignments adequately or promptly;
- B. FIND that the Discharge effective July 5, 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. 55103

COMMISSION ACTION:

Discussion:

The Commission President noted the absence of the Appellant and announced that, as per Civil Service Rules (10.12) the Board will proceed and permit the Appellant an opportunity to request reconsideration at the Board's next meeting.

The Department stated its concurrence with the Hearing Examiner's findings and recommendations and asked the Board to adopt the report and sustain the discipline.

Commission Action:

On 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 failure to perform work assignments adequately or promptly;

FIND that the Discharge effective July 5, 2018 was appropriate and is SUSTAINED.

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

Appearances:

Harold Fujita, Personnel Director, Department of Recreation and Parks

Javlin Wells, Human Resources Division, Department of Recreation and Parks

The Appellant did not attend the Commission Meeting

7. UNFINISHED CLASSIFICATION ACTIONS

a. ~~The General Manager recommends that, after the Board of Civil Service Commissioners gave a ten-day notice of its intension on January 10, 2019, it now:~~

1. ~~Allocate the following new position in the **Department of Public Works, Bureau of Street Services**;~~

and

2. ~~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

b. ~~The General Manager recommends that, after the Board of Civil Service Commissioners gave a ten-day notice of its intension on January 10, 2019, it now:~~

1. ~~Allocate the following new position in the **Department of Recreation and Parks**;~~

and

2. ~~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

c. ~~The General Manager recommends that, after the Board of Civil Service Commissioners gave a ten-day notice of its intension on January 10, 2019, it now:~~

1. ~~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: ITEMS REMOVED FROM THE AGENDA

8. ADMINISTRATIVE ACTIONS

The General Manager recommends that:

2. 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:

January 4, 2019

Interdepartmental Promotional
SUPERVISING CRIMINALIST

January 11, 2019

Interdepartmental Promotional and Open Competitive

ADMINISTRATIVE HEARING EXAMINER

CHIEF AIRPORTS ENGINEER

LABORATORY TECHNICIAN

SERVICE COORDINATOR

Open Competitive

SECURITY AIDE

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

1. ASBESTOS WORKER

Troy D. SCHWEERS, Construction and Maintenance Supervisor and Robert M. MARTINEZ, Mechanical Repair General Supervisor, Department of Water & Power.

2. ASSOCIATE ZONING ADMINISTRATOR

Estineh MAILIAN, Chief Zoning Administrator, City Planning Department.

3. BUILDING CONSTRUCTION AND MAINTENANCE SUPERINTENDENT

David PASCHAL, Assistant General Manager and India GRIFFIN, Building Construction and Maintenance General Superintendent II, Department of General Services.

4. CHIEF AIRPORTS ENGINEER

Cynthia GUIDRY, Deputy General Manager Airports and Bernardo GOGNA, Assistant General Manager Airports, Department of Airports.

5. CHIEF BUILDING OPERATING ENGINEER

Tyrone JESSAMY, Airport Manager II, Department of Airports and Marcelino CARREON, Building Maintenance District Supervisor, Department of General Services.

6. CHIEF ELECTRIC PLANT OPERATOR

Geoff BURNAUGH and Aaron WESTBROOK, Electrical Services Managers, Department of Water & Power.

7. COMMISSION EXECUTIVE ASSISTANT

Regina TENNELLE, Executive Assistant Airports, Department of Airports and David EDER, Senior Management Analyst I, Economic and Workforce Development Department.

8. ELECTRICAL ENGINEER

Sager FARRAJ, Power Engineering Manager, Department of Water & Power.

9. EMERGENCY MANAGEMENT COORDINATOR

Edward BUSHMAN, Airport Manager III, Department of Airports, Quentin FRAZIER, Emergency Management Coordinator II, Harbor Department, Robert FREEMAN, Assistant General Manager, Department of Emergency Management, Lisa HAYES, Emergency Preparedness Coordinator II, Department of Water & Power and Jimmy KIM, Superintendent of Recreation and Parks Operations, Department of Recreation and Parks.

8. **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):

10. **FISCAL SYSTEMS SPECIALIST**

Sue CHEN, Departmental Chief Accountant IV, Department of Transportation.

11. **GARDENER CARETAKER**

Arturo Rios ESQUIVEL, Senior Park Maintenance Supervisor, Department of Airports and Paola JARAMILLO, Park Maintenance Supervisor, Department of Recreation and Parks.

12. **HEATING AND REFRIGERATION INSPECTOR**

Mark J. CASEY and Ronald MYRICK, Principal Inspectors, Department of Building and Safety.

13. **MACHINIST**

Michael BRINK, Senior Machinist Supervisor, Department of Water & Power and Brian McCORMICK, Sanitation Wastewater Manager II, Department of Public Works, Bureau of Sanitation.

14. **MACHINIST SUPERVISOR**

Michael BRINK, Senior Machinist Supervisor, Department of Water & Power and Brian McCORMICK, Sanitation Wastewater Manager II, Department of Public Works, Bureau of Sanitation.

15. **MEDICAL ASSISTANT**

Carolyn ALVAREZ, Medical Records Supervisor and Stephen KALB, Nurse Manager, Personnel Department.

16. **PARK MAINTENANCE SUPERVISOR**

Amelito BIBOSO, Construction Maintenance Supervisor II, Department of Public Works, Bureau of Sanitation.

17. **PLUMBER**

Pedro CHACON, Senior Plumber, Department of Public Works, Bureau of Sanitation; Larry MADRID, Building Repair Supervisor and Walter VELJACIC, Construction and Maintenance Supervisor, Department of Water & Power.

18. **PRINCIPAL COMMUNICATIONS OPERATOR**

Michael SCOLARO, Airport Police Captain, Department of Airports and Mario HALL, Senior Communications Electrician Supervisor, Department of Water & Power.

19. **SENIOR COMMERCIAL FIELD REPRESENTATIVE**

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

20. **SENIOR DUPLICATING MACHINE OPERATOR**

Luis ALDERETE, Industrial Graphics Supervisor, Department of Water & Power and Ron GALLEGOS, Printing Services Superintendent, Department of General Services.

21. **SENIOR PERSONNEL ANALYST**

Lupe ORTIZ, Personnel Director III and Tina Lee Rodriguez, Chief Personnel Analyst, Personnel Department.

22. **SENIOR PLUMBER**

Ricardo CARDONA, Building Repair Supervisor and Timmy PADGETT, Sanitation Wastewater Manager I, Department of Public Works, Bureau of Sanitation.

23. **SENIOR UTILITY SERVICES SPECIALIST**

Gregory HORNSBY and Estela Bueno TIEMAN, Utility Services Managers, Department of Water & Power.

8. **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):

24. **SERVICE COORDINATOR**

Lisa MOWERY, Chief Financial Officer, Department of Public Works, Bureau of Sanitation; Chi Ming GONG, Street Services General Superintendent and Stephanie CLEMENTS, Assistant Director, Department of Public Works, Bureau of Street Services.

25. **UNDERGROUND DISTRIBUTION CONSTRUCTION SUPERVISOR**

Fraser CAMPBELL, Patrick GLEASON, Walter TAKAMURA, Senior Underground Distribution Construction Supervisors, Department of Water & Power.

26. **UTILITIES SERVICE INVESTIGATOR**

Arnold ESQUEDA, Director of Security Services and Christopher VICINO, Executive Assistant to General Manager Water and Power, Department of Water & Power.

File No. 55236

- c. Approve the change of the test of fitness method in the promotional examination for **Principal Communications Operator**. The examination will be comprised of an advisory essay (0%) and a weighted interview (100%).

File No. 55237

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

Suspensions

Reneir V. ORTEGA, Office Engineering Technician, Department of Water & Power. Suspension effective January 7, 2019 to January 18, 2019, inclusive, (10-working days) Form 77 filed with Records, January 7, 2019.

Cause of Action: 1) Frequent and inexcused [*sic*] tardiness;
2) Requiring excessive supervision or instruction in performance of duties after completion of training for the position.

Discipline: Suspension effective January 7, 2019 to January 18, 2019, inclusive, (10-working days).

In accordance with Charter Section 1016, the Appellant's attorneys filed an appeal with the Office of the Commission on January 4, 2018.

File No. 55238

George M. SENTENO, Refuse Collection Truck Operator II, Department of Public Works, Bureau of Sanitation. Suspension effective January 14, 2019 to February 22, 2019, inclusive (20-working days), to be served as agreed. Form 77 filed with Records, January 8, 2019.

Cause of Action: 1) Positive drug or alcohol test results from a random test administered in or about May 18, 2018 under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy (first offense).

Discipline: Suspension effective January 14, 2019 to February 22, 2019, inclusive (20-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 January 7, 2019.

File No. 55239

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

e. Make the following NOTICE a matter of record:

Discharge

CUSTODIAN, Department of General Services. Discharge effective January 2, 2019.
 Form 77 filed with Records, January 15, 2019.

Cause of Action: 1) Unexcused, excessive or patterned absenteeism;
 2) Failure to follow established procedure for notification of inability to report for work.

Discipline: Discharge effective January 2, 2019.

COMMISSION ACTION: MADE A MATTER OF RECORD

9. **CLASSIFICATION ACTIONS**

a. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions:

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

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3135	1	Mechanical Engineering Associate, 7554
3136	1	Electrical Engineering Associate, 7525

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>
5444	1	95-15210	Senior Utility Accountant, 1521
5445	1	95-37553	Utility Services Specialist, 3755

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>
5435	1	93-73003	Environmental Specialist, 7310
5436	1	93-31117	Senior Gardner, 3143
5437	1	95-72463	Civil Engineering Associate, 7246
5438	1	93-58101	Water Treatment Operator, 5885
5439	4	93-37106	Electrical Craft Helper, 3799
5440	1	93-13641	Senior Administrative Clerk, 1368
5441	1	93-72109	Hydrographer, 7263
5442	1	95-75252	Electrical Engineering Associate, 7525
5443	1	93-39103	Waterworks Mechanic Supervisor, 3987

4. 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

9. CLASSIFICATION ACTIONS, (Continued)

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

4. Allocate the following new positions in the **Department of Public Works, Bureau of Street Services**, as indicated, (Continued):

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
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 and 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

5. Allocate the following new position in the **Los Angeles Fire Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3142	1	Public Safety Risk Manager, 7976

6. Allocate the following new position in the **Department of Cultural Affairs**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3141	1	Senior Management Analyst, 9171

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

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3140	1	Senior Management Analyst, 9171

8. Reallocate the following position in the **Information Technology Agency**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>From:</u>	<u>To:</u>
<u>No.</u>	<u>Positions</u>	<u>Class Title and Code</u>	<u>Class Title and Code</u>
3143	1	Senior Systems Analyst, 1597	Senior Management Analyst, 9171 File No. 55240

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

1. Create the new class of **Delivery Driver Assistant**, Code 1124;

and

2. Adopt the Duties Statement for **Delivery Driver Assistant**, Code 1124

File No. 55241

9. CLASSIFICATION ACTIONS, (Continued)

- c. The General Manager recommends that the Board of Civil Service Commissioners give a 10-day notice of their intention to:
 - 1. Create the new class of **Street Services Assistant**, Code 4149;
and
 - 2. Adopt the Duties Statement for **Street Services Assistant**, Code 4149
File No. 55242

- d. The General Manager recommends that the Board of Civil Service Commissioners give a 10-day notice of their intention to:
 - 1. Create the new class of **Warehouse and Toolroom Assistant**, Code 1831;
and
 - 2. Adopt the Duties Statement for **Warehouse and Toolroom Assistant**, Code 1831
File No. 55243

COMMISSION ACTION: RECOMMENDATIONS APPROVED

10. ADJOURNMENT

The Meeting was adjourned by the Commission President at 11:08 a.m.

JEANNE FUGATE,
President

BRUCE E. WHIDDEN,
Commission Executive Director