



**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, FEBRUARY 28, 2019
ROOM 350, PERSONNEL BUILDING – 10:00 A.M.
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

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Present:
President Jeanne A. Fugate
Commissioner Erica L. Jacquez
Commissioner Nancy P. McClelland

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

Absent:
Vice President Raul Perez
Commissioner Todd Sargent

1. **CALL TO ORDER**

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

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

There were no requests for public comment.

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

Board unanimously approved routine and nonappearance matters under New Business, pages one through six, items 4 and 5, on a motion by Commissioner McClelland, seconded by Commissioner Jacquez.

4. 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:

February 8, 2019

Interdepartmental Promotional and Open Competitive

AIRPORT INFORMATION SPECIALIST
DEPARTMENTAL AUDIT MANAGER
STREET SERVICES INVESTIGATOR

Interdepartmental Promotional

CHIEF ZONING ADMINISTRATOR
PRINCIPAL MECHANICAL ENGINEERING DRAFTING TECHNICIAN
SENIOR COMMERCIAL FIELD REPRESENTATIVE
SENIOR DUPLICATING MACHINE OPERATOR

Open Competitive

POLICE PERFORMANCE AUDITOR
SAFETY ENGINEER ELEVATORS

February 15, 2019

Interdepartmental Promotional and Open Competitive

CHIEF INFORMATION SECURITY OFFICER
MACHINIST
WELDER

Interdepartmental Promotional

AUTO BODY REPAIR SUPERVISOR
SENIOR PLUMBER
STREET SERVICES SUPERVISOR

Open Competitive

ASSOCIATE COMMUNITY OFFICER

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

1. AIRPORT POLICE SERGEANT

Peter TRANCE, Edward MARTINEZ, Richard HINKLE and Belinda JOSEPH, Airport Police Lieutenants, Department of Airports.

2. COMPLIANCE PROGRAM MANAGER

John L. REAMER, Inspector of Public Works, Department of Public Works, Bureau of Contract Administration.

3. DIRECTOR OF HUMAN RESOURCES

Shannon PASCUAL, Director of Human Resources, Department of Water & Power.

4. GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST

Miguel GRAJEDA, Geographic Information Systems Specialist, Department of Public Works, Bureau of Engineering.

5. LABORATORY TECHNICIAN

Houri MANDJIKIAN, Chemist, Department of Water & Power, Nathan CROSS, Supervising Criminalist, Los Angeles Police Department and Helen LAW, Senior Chemist, Department of Public Works, Bureau of Sanitation.

4. **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):

6. **MARITIME MUSEUM CURATOR**

Marifrance TRIVELLI, Maritime Museum Director and Michael SANBORN, Banning Residence Museum Director, Department of Recreation and Parks.

7. **PARK SERVICES ATTENDANT**

Brenda AGUIRRE, Park Services Supervisor, Department of Recreation and Parks and Esther GUTIERREZ CARRILLO, Senior Park Services Attendant, Los Angeles Zoo.

8. **PARKING ENFORCEMENT MANAGER**

Richard REA, Parking Enforcement Manager II and Brian HALE, Chief of Parking Enforcement Operations (Retired), Department of Transportation.

9. **PERSONNEL RESEARCH ANALYST**

Cinthia FLETES, Senior Personnel Analyst I and Michael GOLD, Senior Personnel Analyst II, Personnel Department.

10. **POLICE SERGEANT**

Ahmad ZAREKANI, Police Captain and Cristina KORNE, Police Lieutenant, Los Angeles Police Department.

11. **PRINCIPAL DETENTION OFFICER**

Joseph HERNANDEZ, Police Lieutenant and Brian VALLE, Police Sergeant II, Los Angeles Police Department.

12. **SENIOR CRIME AND INTELLIGENCE ANALYST**

Theresa L. CARTER, and John NEUMAN, Police Administrators, Los Angeles Police Department.

13. **SENIOR ENVIRONMENTAL ENGINEER**

Hassan RAD, Sanitation Wastewater Manager III and Michael SIMPSON, Principal Environmental Engineer, Department of Public Works, Bureau of Sanitation.

14. **SYSTEMS ANALYST**

Samar DESAI, Information Systems Manager, Department of Water & Power, Tuan NGO, Senior Systems Analyst II, Information Technology Agency and Elias TIRADO, Senior Systems Analyst II, Los Angeles Police Department.

15. **TRANSPORTATION ENGINEERING ASSOCIATE**

Maurice CAMACHO and Rodolfo GUEVARA, Transportation Engineers, Department of Transportation.

16. **WATERWORKS MECHANIC**

Steven HOWE and Michael JACKSON, Waterworks Mechanic Supervisors, Department of Water & Power.

File No. 55251

c. Approve the change of the test of fitness method in the open competitive examination for **Airport Superintendent of Operations**. The examination will be comprised of a weighted multiple-choice test (50%) and a weighted interview (50%).

File No. 55252

d. Approve the change of the test of fitness method in the promotional examination for **Animal Care Technician Supervisor**, from 100% interview to 100% application review and notify the candidates.

File No. 55253

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

- e. Approve the change of the test of fitness method in the open and promotional examination for **Chief of Operations**. The examination will be comprised of an advisory essay (0%) and a weighted interview (100%).

File No. 55254

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

Discharge

Devon LAMBY, Detention Officer, Los Angeles Police Department. Discharge effective February 15, 2019. Form 77 filed with Records, February __, 2019.

Cause of Action: 1) On or about December 11, 2017, the employee, while on duty, used unnecessary force on a detainee resulting in an out of policy Use of Force investigation finding.

Discipline: Discharge effective February 15, 2019.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on February 19, 2019.

File No. 55255

- g. Make the following NOTICES a matter of record:

Suspensions

CEMENT FINISHER, Department of Public Works, Bureau of Street Services. Form 77 filed with Records, February 12, 2019.

Cause of Action: 1) Positive drug or alcohol testing result from a random test administered under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy on or about June 15, 2018.

Discipline: Suspension effective February 11, 2019 to March 11, 2019, inclusive (20-working days).

COMMERCIAL SERVICE SUPERVISOR, Department of Water & Power. Form 77 filed with Records, February 14, 2019.

Cause of Action: 1) Using alcohol or drugs which resulted in unfitness to work as reasonable efficiency or which may endanger the employee, co-workers, City property or the public (second offense);
2) Violation of a Supervisor's Letter of Agreement dated July 19, 2017.

Discipline: Suspension effective March 4, 2019 to April 12, 2019, inclusive (30-working days) with an updated Supervisors Letter of Agreement.

Discharge

CARPENTER, Department of General Services. Form 77 filed with Records, February 6, 2019.

Cause of Action: 1) Unexcused and excessive absenteeism;
2) Job abandonment

Discipline: Discharge effective February 5, 2019.

COMMISSION ACTION: MADE A MATTER OF RECORD

5. CLASSIFICATION ACTIONS

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

1. Allocate the following new position for the **Harbor Department**, as indicated:

| <u>CSC No.</u> | <u>No. of Positions</u> | <u>Class Title and Code</u> |
|----------------|-------------------------|--------------------------------|
| 3171 | 1 | Chief Management Analyst, 9182 |

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> |
|----------------|-------------------------|----------------|--------------------------------|
| 5466 | 1 | 82-17001 | Management Analyst, 9184 |
| 5468 | 1 | 91-11019 | Programmer Analyst, 1431 |
| 5469 | 1 | 91-17010 | Data Analyst, 1779 |
| 5478 | 2 | 93-18008 | Senior Utility Buyer, 1862 |
| 5476 | 1 | 94-11030 | Systems Programmer, 1455 |
| 5001 | 1 | 95-91065 | Utility Services Manager, 9106 |

3. Allocate the following new positions in the Power 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> |
|----------------|-------------------------|----------------|--------------------------------------------------|
| 5470 | 1 | 95-75253 | Electrical Engineering Associate, 7525 |
| 5471 | 17 | 95-72462 | Civil Engineering Associate, 7246 |
| 5472 | 25 | 95-75541 | Mechanical Engineering Associate, 7554 |
| 5473 | 77 | 95-75251 | Electrical Engineering Associate, 7525 |
| 5474 | 8 | 95-79571 | Structural Engineering Associate, 7957 |
| 5475 | 1 | 93-75100 | Electrical Engineering Drafting Technician, 7532 |

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

| <u>DWP No.</u> | <u>No. of Positions</u> | <u>DDR No.</u> | <u>Class Title and Code</u> |
|----------------|-------------------------|----------------|------------------------------------------|
| 5461 | 1 | 93-39109 | Maintenance & Constriction Helper, 3115 |
| 5462 | 2 | 93-39109 | Maintenance & Constriction Helper, 3115 |
| 5463 | 2 | 93-72109 | Hydrographer, 7263 |
| 5464 | 6 | 93-58127 | Water Utility Operator, 5854 |
| 5465 | 2 | 94-38177 | Sr. Electrical Mechanic Supervisor, 3836 |
| 5467 | 1 | 95-72463 | Civil Engineering Associate, 7246 |
| 5477 | 1 | 93-91251 | Management Analyst, 9184 |

5. Allocate the following new position in the **Information Technology Agency**, as indicated:

| <u>CSC No.</u> | <u>No. of Positions</u> | <u>Class Title and Code</u> |
|----------------|-------------------------|-----------------------------|
| 3172 | 1 | Management Assistant, 1539 |

6. Allocate the following new position 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> |
|----------------|-------------------------|-------------------------------|
| 3154 | 1 | Tree Surgeon Supervisor, 3117 |

7. Allocate the following new positions in the **Los Angeles Fire Department**, as indicated:

| <u>CSC No.</u> | <u>No. of Positions</u> | <u>Class Title and Code</u> |
|----------------|-------------------------|-----------------------------|
| 3170 | 9 | Firefighter, 2112 |

Continued...

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

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

8. Reallocate the following positions in the **Department of General Services**, as indicated:

| <u>CSC</u> | <u>No. of</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> |
| 3168 | 1 | Senior Roofer, 3477 | Building Repairer, 3333 |
| 3169 | 2 | Roofer | Building Repairer, 3333 File No. 55256 |

b. The General Manager recommends that the Board extend the exemption in the **Economic and Workforce Development Department** of the following positions from the Civil Service provisions of the Charter for a third and final year, in accordance with Charter Section 1001(d)(4).

| <u>CSC No.</u> | <u>No. of Positions</u> | <u>Class Title and Code</u> |
|----------------|-------------------------|--------------------------------------------|
| 3155 | 1 | Program Aide, 1550 |
| 3156 | 1 | Senior Project Coordinator, 1538 |
| 3157 | 1 | Project Assistant, 1542 |
| 3158 | 1 | Project Coordinator, 1537 |
| 3159 | 1 | Project Coordinator, 1537 |
| 3160 | 1 | Senior Project Assistant, 1546 |
| 3161 | 1 | Senior Project Coordinator, 1538 |
| 3162 | 1 | Project Assistant, 1542 |
| 3163 | 1 | Senior Project Coordinator, 1538 |
| 3164 | 1 | Assistant Chief Grants Administrator, 1577 |
| 3165 | 1 | Senior Project Coordinator, 1538 |
| 3166 | 1 | Senior Project Coordinator, 1538 |
| 3167 | 1 | Senior Project Coordinator, 1538 |

File No. 55257

COMMISSION ACTION: RECOMMENDATIONS APPROVED

6. **ADJOURNMENT**

The Meeting was adjourned by the Commission President at 10:07 a.m.

JEANNE FUGATE,
 President

BRUCE E. WHIDDEN,
 Commission Executive Director