



**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, MARCH 14, 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 Nancy P. McClelland  
Commissioner Todd Sargent

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

Absent:  
Vice President Raul Perez  
Commissioner Erica L. Jacquez

1. **CALL TO ORDER**

The Commission President called the meeting to order at 10:03 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 seven, items 4 and 5, on a motion by Commissioner Sargent, seconded by Commissioner McClelland.

4. ADMINISTRATIVE ACTIONS, (Continued)

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 22, 2019

Departmental Promotional

POLICE SERGEANT

Interdepartmental Promotional and Open Competitive

STAFF ASSISTANT TO GENERAL MANAGER WATER & POWER

Interdepartmental Promotional

CHIEF BUILDING OPERATING ENGINEER

DIRECTOR OF HUMAN RESOURCES

PARKING ENFORCEMENT MANAGER

Open Competitive

TRANSPORTATION ENGINEERING ASSOCIATE

March 1, 2019

Departmental Promotional

SENIOR CRIME AND INTELLIGENCE ANALYST

Interdepartmental Promotional and Open Competitive

ASSISTANT DIRECTOR INFORMATION SYSTEMS

Interdepartmental Promotional

SENIOR AUTOMOTIVE SUPERVISOR

WASTEWATER TREATMENT ELECTRICIAN SUPERVISOR

Open Competitive

ARCHITECTURAL ASSOCIATE

AUDIO VISUAL TECHNICIAN

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

1. AUDIO VISUAL TECHNICIAN

Daniel KEEFFE, Zoo Curator of Education III, Zoo Department and Mario HALL, Senior Communications Electrician Supervisor, Department of Water & Power.

2. CHIEF OF OPERATIONS

Paul HERRERA, Airport Manager II and Jeff MORT, Airport Manager III, Department of Airports.

3. ENVIRONMENTAL COMPLIANCE INSPECTOR

Howard WONG and Cecile DOMINGUEZ, Chief Environmental Compliance Inspectors I, Arpa BAHARIANCE and Daniel DE LA CRUZ, Senior Environmental Inspectors and Stephen ORTEGA, Environmental Compliance Inspector, Department of Public Works, Bureau of Sanitation and Francisco (Sonny) BERBERABE, Senior Environmental Engineer, Department of Public Works, Board of Public Works.

4. FINANCIAL DEVELOPMENT OFFICER

Yaneli RUIZ and Rick TONTHAT, Financial Development Officers II, Housing and Community Investment Department.

Continued...

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):

5. GARAGE ATTENDANT

Thuong LE, Senior Heavy Duty Equipment Mechanic, Harbor Department, Rolando LOZANO, Automotive Dispatcher, Department of Water & Power, Rudy ROMERO, Senior Equipment Mechanic, Department of General Services and Charles THARP, Automotive Supervisor, Los Angeles Police Department.

6. LEGISLATIVE ASSISTANT

Shannon HOPPES, Executive Officer City Clerk and Patrice LATTIMORE, Chief Management Analyst, Office of the City Clerk.

7. PROGRAMMER ANALYST

Jonathan BITON, Information Systems Manager I, Information Technology Agency and Karina M. CHOW, Programmer Analyst, Department of Water & Power.

8. SENIOR COMPUTER OPERATOR

Debra BYRD, Information Systems Operations Manager, Department of Water & Power and Casey RIGGS, Information Systems Operations Manager II, Information Technology Agency.

9. SERVICE COORDINATOR

Stephanie CLEMENTS, Assistant Director, Department of Public Works, Bureau of Street Services and Janice MURRAY, Community Affairs Advocate, Department of Public Works, Bureau of Sanitation.

10. SYSTEMS AIDE

John TAYS, Senior Systems Analyst I, Department of Water & Power and Rebecca ARIOSIA, Senior Systems Analyst I, Department of Building and Safety.

11. TRAFFIC MARKING AND SIGN SUPERINTENDENT

William NAVARRO and Guillermo VILLALPANDO, Traffic Marking and Sign Superintendents II, Department of Transportation.

File No. 55258

c. Make a matter of record the General Manager's recommendation to approve the use of the following raters for the evaluation of Training and Experience Questionnaires:

POLICE PERFORMANCE AUDITOR

John GROSDIDIER, Police Performance Auditor IV, Camelia NAGUIB and Florence YU, Assistant Inspectors General, Los Angeles Police Department.

File No. 55259

d. Approve the change in the test of fitness method for the promotional examination for **Principal Architect**. The examination will be changed to an Open Competitive and Promotional examination and will be comprised of an Advisory Essay (0%) and a weighted Interview (100%).

File No. 55260

e. Approve the change in the test of fitness method for the open examination for **Security Officer**. The examination will be comprised of a qualifying multiple-choice test and 100% weighted Training and Experience.

File No. 55261

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

f. Make the following APPEALS a matter of record:

Suspensions

**Synthia GORDON**, Commercial Service Supervisor, Department of Water & Power. Form 77 filed with Records, March 4, 2019.

Cause of Action: 1) (50-04, B3) Misuse, or failing to use, delegated authority in the performance of duties;  
2) (50-04, B1) Violation of Department rules.

Discipline: Suspension effective March 11, 2019 to March 22, 2019 (10-working days).

File No. 55262

**PORT POLICE SERGEANT**, Harbor Department. Form 77 filed with Records, March 6, 2019.

Cause of Action: 1) Left an assigned 12-hour shift on July 7, 2017, 2.5 hours early without adjusting reported time records;  
2) Received 8-hours administrative leave on July 5, 2017 to attend annual medical examination that took less than two-hours to complete.

Discipline: Suspension effective February 22, 2019 to May 13, 2019 (10-working days) to be served over several days as agreed.

File No. 55263

Discharges

**ANGELIQUE ANDERSON**, Traffic Officer II, Department of Transportation. Form 77 filed with Records, February 21, 2019.

Cause of Action: 1) Misconduct, on or off the job, unfavorably or seriously reflecting on the City or its employees when on July 12, 2017, the employee left a minor child unsupervised in a personal vehicle in the Department parking garage while on duty;  
2) Leaving assigned work location without proper approval by parking a Traffic Enforcement vehicle near the employee's residence outside the assigned patrol area for nearly two hours, cumulatively, throughout the work shift on July 12, 2017 without prior approval or authorization;

2) Falsifying time reports or similar work oriented documents, falsely claiming allowed pay when on July 12, 2017 the employee issued traffic citations that did not correspond with the geographic location of the assigned City vehicle as established by the Vehicle Status Report. Citations written were on vehicles located two to three miles from the vehicle's location. Employee claimed was she was patrolling on her Daily Field Activities Report, contradicting the Vehicle Status Report which indicated the vehicle was stopped and parked during that period.

Discipline: Discharge effective February 21, 2019.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on February 25, 2019.

File No. 55264

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

f. Make the following APPEALS a matter of record, (Continued):

Discharges, (Continued)

**Sarojini MANBAHAL**, Senior Administrative Clerk, Department of Airports. Discharge effective February 22, 2019. Form 77 filed with Records, March 5, 2019.

Cause of Action: 1) Engaging in conduct in conflict with job duties, on or off the job;  
 2) Conduct unbecoming an Airport Police employee by engaging in sexual activity in the workplace;  
 3) Communicating information to a subject employee involved in an Internal Affairs investigation;  
 4) Inappropriate use of access to confidential information.

Discipline: Discharge effective February 22, 2019.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on February 22, 2019.

File No. 55265

g. Make the following NOTICES a matter of record:

Suspensions

**REHABILITATION PROJECT COORDINATOR**, Housing and Community Investment Department. Form 77 filed with Records, February 24, 2019.

Cause of Action: 1) Misconduct, on or off the job, seriously reflecting on City employees or employment by engaging in an activity which constitutes a conflict of interest;  
 2) Violation of Department rules – Job performance below standard.

Discipline: Suspension effective February 18, 2019 to March 15, 2019, inclusive (20-working days).

**SECURITY OFFICER**, Department of Airports. Form 77 filed with Records, February 21, 2019.

Cause of Action: 1) Failure to perform work assignments adequately or promptly;  
 2) Leaving assigned work location without approval;  
 3) Reporting for duty under the influence of alcohol or drugs which resulted in unfitness for work;  
 4) Operating City vehicle or other equipment while under the influence of any alcoholic beverage, drug or narcotic which will impair operation capacity;  
 5) Positive drug or alcohol test resulting from a “for-cause” test administered under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy.

Discipline: Suspension effective February 25, 2019 to April 5, 2019, inclusive (30-working days) to be served as agreed.

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 **Department of Airports**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3176	1	Senior Airport Planner, 7934

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>
5479	1	95-19641	Property Manager, 1964
5492	1	91-12031	Commercial Service Supervisor, 1213
5484	1	95-91052	Utility Administrator, 9105
5485	4	93-91251	Management Analyst, 9184
5486	1	93-13641	Senior Administrative Clerk, 1368

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>
5480	1	95-75542	Mechanical Engineering Associate, 7554
5481	1	95-75543	Mechanical Engineering Associate, 7554
5482	1	93-13641	Senior Administrative Clerk, 1368
5483	4	93-39109	Maintenance & Construction Helper, 3115
5487	1	95-75253	Electrical Engineering Associate, 7525
5488	1	95-75542	Mechanical Engineering Associate, 7554
5489	2	93-39109	Maintenance & Construction Helper, 3115
5490	1	95-73103	Environmental Specialist, 7310
5491	1	93-13641	Senior Administrative Clerk, 1368

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

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3174	1	Supervising Transportation Planner, 2481

5. Allocate the following new position in the **Department of Public Works, Bureau of Sanitation**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3175	1	Senior Administrative Clerk, 1368

6. Allocate the following new positions in the **Department of Cannabis Regulation**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3178	1	Executive Administrative Assistant, 1117
3179	1	Management Analyst, 9184
3180	1	Management Analyst, 9184
3181	4	Senior Administrative Clerk, 1368
3182	1	Senior Management Analyst, 9171

File No. 55266

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

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

- 1) Allocate the new position noted below in the **Department of Recreation and Parks;**  
and
- 2) Exempt the position noted below in accordance with Charter Section 1001(d)(4), based on the position being grant-funded for a term not to exceed two years.

CSC No.	No. of Positions	Class Title and Code
3173	1	Chief Management Analyst, 9182 File No. 55267

COMMISSION ACTION: RECOMMENDATIONS APPROVED

6. **ADJOURNMENT**

The Meeting was adjourned by the Commission President at 10:04 a.m.

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JEANNE FUGATE,  
President

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BRUCE E. WHIDDEN,  
Commission Executive Director