



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, APRIL 11, 2019
ROOM 350, PERSONNEL BUILDING – 10:00 A.M.
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, with notice of 72 hours, will provide reasonable accommodation (assistive listening devices, sign language interpretation, and translation services) to ensure equal access to its programs, services and activities.

Digital recordings of Commission Board meetings are kept for 30 days after each meeting. Information on acquiring an audio copy of a meeting may be obtained by contacting the Commission Office at (213) 473-9107. Website: <http://www.lacity.org>

Present:

President Jeanne A. Fugate
Commissioner Erica L. Jacquez
Commissioner Nancy P. McClelland
Deputy City Attorney Jennifer Gregg
General Manager Wendy Macy
Commission Executive Assistant I
Jolene Reyes

Absent:

Vice President Raul Perez
Commissioner Todd Sargent

1. **CALL TO ORDER**

The Commission President called the meeting to order at 10:04 a.m.

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

There was no request for public comment.

3. **APPROVAL OF MINUTES**

The Board unanimously approved the minutes of the regular meeting of Thursday, March 28, 2019, on a motion by Commissioner McClelland, seconded by Commissioner Jacquez.

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

The Board unanimously approved routine and nonappearance matters under Unfinished business, page two, item 5 and 6 and New Business, pages three through nine, items 7 and 8, on a motion by Commissioner McClelland, seconded by Commissioner Jacquez.

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

Dennis M. KETTERLING, Electric Distribution Mechanic, Department of Water & Power. Suspension effective October 1, 2018 to November 9, 2018, inclusive (30-working days). Settlement agreement whereby the Department agreed to reduce the penalty of a 30 working-day suspension and substitute a twenty-five working-day suspension; The Department agreed to make the Appellant whole for the five day difference in the manner required by law; the Appellant agreed to withdraw his appeal from Suspension now pending before the Civil Service Commission; the parties agreed to other terms and conditions. The Commission Office received the signed settlement/withdrawal from Appeal on March 27, 2019.

File No. 55175

COMMISSION ACTION: MADE A MATTER OF RECORD

6. **UNFINISHED CLASSIFICATION ACTIONS**

The General Manager recommends that, after the Board of Civil Service Commissioners gave 10-days' notice on March 28, 2019 of its intention, the Board now:

1. CREATE the new class of **Animal License Canvasser Assistant**, Code 4329;
and
2. ADOPT the Duties Statement for **Animal License Canvasser Assistant**, Code 4329

File No. 55275

COMMISSION ACTION: RECOMMENDATIONS APPROVED

7. **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:

March 22, 2019

Interdepartmental Promotional and Open Competitive

CEMENT FINISHER WORKER

Interdepartmental Promotional

TRAFFIC MARKING AND SIGN SUPERINTENDENT

Open Competitive

PARK SERVICES ATTENDANT

March 29, 2019

Interdepartmental Promotional and Open Competitive

CUSTODIAN SUPERVISOR

Interdepartmental Promotional

SYSTEMS AIDE

Open Competitive

COOK

MARITIME MUSEUM CURATOR

MEDICAL ASSISTANT

METER READER

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

1. **ART INSTRUCTOR**

Amitis MOTEVALLI, Art Center Director I, Department of Cultural Affairs.

2. **AUTO BODY REPAIR SUPERVISOR**

Mark CLARK, Equipment Superintendent, Los Angeles Fire Department.

3. **CONSTRUCTION ESTIMATOR**

Kenneth REESER, Construction and Maintenance Supervisor II, Harbor Department, Nicolas DIAZ, Senior Construction Estimator, Department of General Services and Willis HUFFMAN, Civil Engineer, Department of Public Works, Bureau of Engineering.

4. **CUSTODIAN SUPERVISOR**

Bradley HAYNES, Construction and Maintenance Supervisor, Department of Water & Power, Kevin MCGOURTY, Airport Maintenance Supervisor, Department of Airports and Angelo HOWARD, Chief Custodian Supervisor, Department of General Services.

5. **ELECTRIC SERVICE REPRESENTATIVE**

Cuthberto MEZA, Senior Electric Service Representative and Rodolfo MONROY, Electrical Engineer, Department of Water & Power.

6. **ENVIRONMENTAL SPECIALIST**

Jan GREEN REBSTOCK, Environmental Supervisor II, Department of Public Works, Bureau of Engineering, Craig TRANBY, Environmental Affairs Officer, Department of Water & Power and Lisa DUGAS, Environmental Affairs Officer, Department of Airports.

7. **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):

7. **PARK SERVICES ATTENDANT**

Kimberly COX, Senior Park Services Attendant, Department of Recreation and Parks and Carolyn SHIRK, Park Services Attendant II, Zoo Department.

8. **SECURITY OFFICER**

Izorrie PETRUS, Principal Security Officer, Department of Airports, Ricardo FRIAS, Principal Security Officer, Department of Water & Power and Dennis WILDY, Municipal Police Sergeant, Los Angeles Police Department.

9. **SENIOR COMMERCIAL FIELD REPRESENTATIVE**

Monique HARRELL, Utility Services Manager, Department of Water & Power.

10. **SENIOR PERSONNEL ANALYST**

Maria ASLAN, Senior Personnel Analyst II, Los Angeles Fire Department, Vincent CORDERO, Senior Personnel Analyst II, Personnel Department and Tammy WATSON, Assistant General Manager, Department of Animal Services.

11. **SENIOR PLUMBER**

Troy SCHWEERS, Construction and Maintenance Supervisor, Department of Water & Power and Michael WISE, Plumber Supervisor, Department of Public Works, Bureau of Sanitation.

12. **SENIOR SURVEY SUPERVISOR**

William KNIGHT, Senior Survey Supervisor, Department of Public Works, Bureau of Engineering, Steven COLE, Managing Water Utility Engineer, Department of Water & Power and Brian CHUC, Harbor Engineer I, Harbor Department.

13. **SENIOR UTILITY ACCOUNTANT**

Nasim GHAFARI, Xiaoping “Lisa” YIN and William FENG, Principal Utility Accountants, Department of Water & Power.

14. **STEAM PLANT MAINTENANCE MECHANIC**

James GRADEN and Leland TOOMEY Jr., Steam Plant Maintenance Supervisors, Department of Water & Power.

15. **SUPERVISING TRANSPORTATION PLANNER**

Tomas CARRANZA, Principal Transportation Engineer, Department of Transportation and Tracey ZULIANI, Supervising Transportation Planner II, Department of Airports.

16. **SURVEY PARTY CHIEF**

Cesar BREGAUDIT, Survey Supervisor, Department of Public Works, Bureau of Engineering and Matthew SUMMERS, Survey Supervisor, Department of Water & Power.

17. **UTILITY SERVICES MANAGER**

Armando BOLIVAR, Utility Services Manager IV and Michelle MOORE, Utility Services Manager V, Department of Water & Power.

File No. 55276

c. Approve the change of the test of fitness method for the **Director of Human Resources** (Class Code 9558) examination from 100% Training and Experience Questionnaire to 100% application review and notify the candidates.

File No. 55277

7. ADMINISTRATIVE ACTIONS, (Continued)

- d. Approve the change of the test of fitness method in the open competitive examination for **Meter Reader**. The examination will be comprised of a weighted multiple-choice test (100%).

File No. 55278

- e. Approve the change of the test of fitness method in the interdepartmental promotional examination for **Senior Property Officer**. The examination will be comprised of a 100% training and experience questionnaire.

File No. 55279

- f. Approve the change of the test of fitness method in the open competitive and interdepartmental promotional examination for **Senior Survey Supervisor**. The examination will be comprised of an online advisory essay and a weighted interview (100%).

File No. 55280

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

Suspension

Dante J. HENDERSON, Senior Administrative Clerk, Department of Public Work, Bureau of Street Services. Suspension effective April 8, 2019 to May 17, 2019, inclusive (20-working days) to be served as agreed. Form 77 filed with Records, March 26, 2019.

Cause of Action: 1) Unexcused, excessive or patterned absenteeism;
2) Frequent or unexcused tardiness;
3) Falsely claiming allowed pay, falsifying reasons for absences.
Discipline: Suspension effective April 8, 2019 to May 17, 2019, inclusive (20-working days) to be served as agreed.

In accordance with Charter Section 1016, the Appellant filed an appeal by email with the Office of the Commission on March 27, 2019.

File No. 55281

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

Suspension

AIRPORT POLICE OFFICER II, Department of Airports. Form 77 filed with Records, March 22, 2019 – Revised.

Cause of Action: 1) Misconduct on or off the job, seriously reflecting on City employee or employment;
2) Engaging in illegal behavior or conduct in conflict with job duties on or off the job;
3) Conduct unbecoming an Airport Police employee.
Discipline: Suspension effective October 4, 2018 to January 11, 2019 (30-working days) to be served as agreed.

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

h. Make the following NOTICES a matter of record, (Continued):

Suspension, (Continued)

CARPENTER, Department of Water & Power. Form 77 filed with Records, March 20, 2019.

Cause of Action: 1) Misconduct, on or off the job, seriously reflecting on City employees or employment;
 2) Using City equipment for non-work related purposes without authorization;
 3) Leaving assigned work location without approval or appropriate reason
 4) Violating Department Rules.

Discipline: Suspension effective March 18, 2019 to March 29, 2019, inclusive (10-working days).

MECHANICAL REPAIRER, Department of Recreation and Parks. Form 77 filed with Records, March 20, 2019.

Cause of Action: 1) Causing or contributing to an accident by operating City equipment in an unsafe manner.

Discipline: Suspension effective April 1, 2019 to June 18, 2019, inclusive (20-working days) to be served as agreed.

Discharge

SENIOR ADMINISTRATIVE CLERK, Department of Transportation. Form 77 filed with Records, March 18, 2019.

Cause of Action: 1) Unexcused and excessive absenteeism;

Discipline: Discharge effective March 12, 2019.

COMMISSION ACTION: MADE A MATTER OF RECORD

8. 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>
3191	1	Airport Maintenance Superintendent, 3331
3192	1	Airport Maintenance Supervisor, 3336
3193	1	Airport Maintenance Supervisor, 3336
3194	3	Custodian Supervisor, 3176
3195	88	Custodian, 3156
3196	6	Window Cleaner, 3173
3197	2	Building Repairer, 3333
3198	1	Carpenter, 3344
3199	1	Locksmith, 3393
3200	2	Maintenance Laborer, 3112
3201	2	Painter, 3423
3202	1	Sign Painter, 3428
3203	6	Air Conditioning Mechanic, 3774
3204	4	Elevator Mechanic, 3866
3205	4	Elevator Mechanic Helper, 3869
3206	5	Electrician, 3863
3207	1	Mechanical Repairer, 3773
3208	6	Plumber, 3443
3209	2	Building Operating Engineer, 5923
3210	3	Instrument Mechanic, 3843
3211	3	Mechanical Helper, 3771
3218	2	Data Analyst, 1779

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>
5503	1	93-33005	Locksmith, 3393
5511	1	95-11390	Management Assistant, 1539
5513	1	94-11020	Programmer Analyst, 1431

3. Allocate the following new positions in the Power 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>
5508	1	95-52651	Electrical Services Manager, 5265
5509	1	95-52651	Electrical Services Manager, 5265
5510	2	95-52651	Electrical Services Manager, 5265

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>
5504	1	94-33108	Building Repair Supervisor, 3338
5505	1	94-34109	Senior Painter, 3424
5506	2	95-72462	Civil Engineering Associate, 7246
5507	1	95-91051	Utility Administrator, 9105
5512	1	93-39126	Water Utility Worker, 3912

8. **CLASSIFICATION ACTIONS (Continued):**

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

5. Allocate the following new position in the **Department of General Services**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3188	1	Senior Management Analyst, 9171
3189	1	Custodian Supervisor, 3176
3190	2	Senior Custodian, 3157

6. Allocate the following new position in the **Emergency Management Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3217	4	Emergency Management Coordinator, 1702

7. 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>
3212	1	Chief Street Services Investigator, 4286
3213	2	Senior Street Services Investigator, 4285
3214	18	Street Services Investigator, 4283
3215	1	Management Analyst, 9184
3216	2	Senior Administrative Clerk, 1368

8. 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>
3223	21	Firefighters, 2112

9. Allocate the following new positions in the **Los Angeles Police Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3219	1	Senior Management Analyst, 9171
3220	3	Management Analyst, 9184
3221	2	Management Analyst, 9184
3222	1	Management Analyst, 9184

File No. 55282

8. **CLASSIFICATION ACTIONS (Continued):**

- b. The General Manager recommends that the Board of Civil Service Commissioners give 10-days notice of intention to:
1. CREATE the new class of **City Forest Officer**, Code 3136;
and
 2. ADOPT the duties statement for **City Forest Officer**, Code 3136.

File No. 55283

COMMISSION ACTION: RECOMMENDATIONS APPROVED

9. **ADJOURNMENT**

The Meeting was adjourned by the Commission President at 10:05 a.m.

JEANNE FUGATE,
President

JOLENE REYES,
Commission Executive Assistant I