



CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS MINUTES

COMMISSIONERS

GUY LIPA

President

KARLA M. GOULD

Vice President

JEANNE A. FUGATE

MONIKA KIRENGA

NANCY P. MCCLELLAND

Commissioners

REGULAR MEETING – 10:00 A.M. THURSDAY, SEPTEMBER 12, 2024 IN-PERSON MEETING ROOM 350, PERSONNEL BUILDING 700 EAST TEMPLE STREET LOS ANGELES, CALIFORNIA 90012

In conformance with Government Code § 54950 (The Brown Act) this in-person meeting of the Board of Civil Service Commissioners will permit any person wishing to address the Commission in public comment an opportunity by visiting the posted meeting location of the Commission in-person or by dialing (669) 900-6833, to make a public comment virtually. Follow the prompts and enter the Meeting ID code **864 9767 6523** followed by the pound sign (#). When asked, enter the passcode **108790** and the pound sign (#) again to continue. Public Comment should be within the subject jurisdiction of the Board. Please dial *9 when the Commission reaches “Public Comment,” item three on this Minutes. The caller will be called upon and the phone or device un-muted. Speakers should state and spell their name for the record before beginning their one minute of public comment.

Digital audio 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>

Attending the meeting:

Commission President Guy Lipa
Commission Vice President Karla M. Gould
Commissioner Jeanne Fugate
Commissioner Kirenga
Commissioner Nancy P. McClelland

Deputy City Attorney Jorge Otano
Assistant General Manager Paula Dayes
Commission Executive Director
Bruce E. Whidden

1. CALL TO ORDER

The Commission President called the meeting of the Board to order at 10:05am.

2. PUBLIC COMMENTS ON MATTERS WITHIN BOARD’S JURISDICTION

There were no requests for public comment.

3. COMMISSION ACTION ON ROUTINE AND OTHER MATTERS

The Board unanimously approved routine and non-appearance matters under Unfinished Business, page two, item 5, and New Business, pages five, through 14, items 7 and 8, on a motion by Commissioner Fugate, seconded by Commissioner Gould.

4. GENERAL MANAGER’S REPORT

Assistant General Manager reminded the Board that General Manager Dana Brown would be retiring after more than 37 years before the end of the month. A farewell presentation will be included on the September 26 agenda recognizing Dana’s service to the City. Assistant General Manager Grayce Liu is Acting General Manager until Ms. Brown’s actual retirement date.

5. **UNFINISHED CLASSIFICATION ACTIONS**

The General Manager recommends that, after giving a 10-day notice on August 22, 2024 that the Board of Civil Service Commissioners now:

1. Create the new classifications of **Helicopter Mechanic Trainee**, Class Code 3640, and **Helicopter Mechanic Assistant**, Class Code 3641;
and
2. Adopt the new duties statements for **Helicopter Mechanic Trainee**, Class Code 3640, and **Helicopter Mechanic Assistant**, Class Code 3641.

File No. 55962

COMMISSION ACTION: RECOMMENDTION APPROVED

6. **APPEAL UNDER CHARTER SECTION 1016**

a) **Diane HASSIEN**, Senior Administrative Clerk, Los Angeles Police Department.
Discharge effective December 8, 2022.

Report and recommendations of the Board's Hearing Examiner David Beauvais, following the holding of hearings on July 5, 2023 and April 12, 2024 into the appeal of Ms. Hassiem.

Pursuant to Government Code 54957, the Civil Service Commission may elect to meet in closed session in order to confer with its legal counsel regarding a matter related to pending litigation or the discipline of an employee under Charter Section 1016. No binding votes will be taken.

The Hearing Examiner recommends that the Board:

A. FIND that the City's *Skelly* due process provisions were met.

B. Causes of Action:

1. SUSTAIN the cause of action that between December 1, 2021 and January 5, 2022, the employee, while on duty, on multiple occasions, knowingly wrote false information on the Daily Sign-in Sheets.
2. SUSTAIN the cause of action that between December 1, 2021 and January 5, 2022, the employee while on duty, knowingly entered false information into the Deployment Planning System.

C. FIND that the Discharge effective December 8, 2022, was appropriate and should be SUSTAINED.

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

File No. 55779

COMMISSION ACTION:***Discussion:***

The Department expressed its support for the Hearing Examiner's recommendations and asked the Board to adopt the findings and sustain the discharge.

Commissioner Gould stated her concern that the Department did not use progressive discipline in this case of a long-term employee with a clean discipline record.

The Department noted that command felt that the offence was so egregious, confirmed by video surveillance of the employee's arrival and departures that the discrepancies totaled more than 19 hours and more than \$600 in unearned pay, that discharge was the only appropriate penalty.

Commission McClelland further asked if others in the unit were investigated, as part of the defense was that the unit has a culture of loose timekeeping. No such investigation was done as the unit refuted the claim.

6. APPEAL UNDER CHARTER SECTION 1016, (Continued)

a) Diane HASSIEN, Senior Administrative Clerk, Los Angeles Police Department.
(Continued)

Commissioner Gould asked why the long delay between the completion of the investigation and the discipline.

The delay was because of the investigation and command review prior to scheduling the Skelly meeting

Commissioner Gould also asked if the poor attendance continued during the period prior to discharge.

The Department stated that nothing in the record indicated a change for the good or ill.

The Appellant's representative in his remarks stated that the Department made no effort to help the employee or discover reasons behind the behavior. The Department failed to take care of its own.

Commissioner McClelland noted that as the unit timekeeper, she should understand better than most tools available to her through the City to address her issues and save her job

Commissioner Lipa stated that the facts of the case did not seem to be in question, rather the Department's actions to rush to Discharge with no chance to correct the behavior, seemed inappropriate

Commission Action:

In series of motions by Commissioner Fugate, seconded by Commissioner Kirenga, the Board voted unanimously to:

FIND that the City's *Skelly* due process provisions were met.

SUSTAIN the cause of action that between December 1, 2021 and January 5, 2022, the employee, while on duty, on multiple occasions, knowingly wrote false information on the Daily Sign-in Sheets.

SUSTAIN the cause of action that between December 1, 2021 and January 5, 2022, the employee, while on duty, knowingly entered false information into the Deployment Planning System.

In two final motions by Commissioner Fugate, seconded by Commissioner Kirenga, the Board voted four "yea" votes to one "nay" vote by Commissioner Lipa to:

FIND that the Discharge effective December 8, 2022, was appropriate and is SUSTAINED.

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

Appearances:

Sgt. Peter Pak, Internal Affairs Group, Los Angeles Police Department

Sgt. Daniel Slater, Internal Affairs Group, Los Angeles Police Department

Marc Bender, Appellant's Representative

Appellant

6. **APPEAL UNDER CHARTER SECTION 1016**

b) **Sandra MIRANDA, Custodian Supervisor**, Custodian Supervisor, Department of Water & Power. Discharge effective July 26, 2023.

Discharge effective July 26, 2023.

Pursuant to Government Code 54957, the Civil Service Commission may elect to meet in closed session in order to confer with its legal counsel regarding a matter related to pending litigation or the discipline of an employee under Charter Section 1016. No binding votes will be taken.

The Hearing Examiner recommends that the Board:

A. FIND that the City's *Skelly* due process provisions were met.

B. Causes of Action: Violation of Department Administrative Manual Section 50-04:

- 1) SUSTAIN the cause of action (A-7) Misconduct, on or off the Job, seriously reflecting on City employees and employment.
- 2) SUSTAIN the cause of action (G-5) Withholding work-related information from City of Los Angeles Personnel Department (COLA), supervisors or others who required the information.

C. FIND that the Discharge effective July 26, 2023 was appropriate and should be SUSTAINED.

D. ADOPT the findings and conclusions in the Hearing Examiner's report as the Board's own.
File No. 55881

COMMISSION ACTION:***Discussion***

The Department referenced its support brief to the Board urging the Board to adopt the Hearing Examiner's report and sustain the Discharge.

Commissioner Gould asked if supervisors are permitted to assist employees prior to the taking of an exam.

The Department responded with a resounding yes, stating the managers and supervisors are encouraged to help employees in test taking skills, topic reviews and practice tests, but always in advance of a test never during the administration of an exam.

Commissioner Kirenga asked if it was credible to assert that the Appellant did not know that she was assisting during an actual test.

No, a practice test generally have the answers printed on the test or in the back so it would never be necessary to ask for help reaching an answer.

The Appellant's Representative asserted the Appellant did not know it was an actual exam in progress when she made the call

As an employee with a clean record of more than 40 years, the penalty is far too harsh.

6. **APPEAL UNDER CHARTER SECTION 1016**

b) **Sandra MIRANDA, Custodian Supervisor**, Custodian Supervisor, Department of Water & Power. Discharge effective July 26, 2023.

Commission Action

In a series of motions by Commissioner Fugate, seconded by Commissioner Gould, the Board voted unanimously to:

FIND that the City's *Skelly* due process provisions were met.

SUSTAIN the cause of action of violation of Department Administrative Manual Section 50-04: (A-7) Misconduct, on or off the Job, seriously reflecting on City employees and employment.

SUSTAIN the cause of action of violation of Department Administrative Manual Section 50-04: (G-5) Withholding work-related information from City of Los Angeles Personnel Department (COLA), supervisors or others who required the information.

FIND that the Discharge effective July 26, 2023 was appropriate and is SUSTAINED.

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

Appearance

Lee Turner, Labor Relations, Department of Water & Power

Rhiannon Kirchner, Personnel Department

Edward Lee, Appellant's Representative

The Appellant did not attend the meeting

7. ADMINISTRATIVE ACTIONS

- a. The General Manager recommends that:

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:

August 23, 2024

Open Competitive

AIRPORT SUPERINTENDENT OF OPERATIONS

BOILERMAKER

RECREATION FACILITY DIRECTOR

August 30, 2024

Interdepartmental Promotional and Open Competitive

ELECTRICIAN

HOUSING PLANNING AND ECONOMIC ANALYST

LANDSCAPE ARCHITECTURAL ASSOCIATE

Open Competitive

WASTEWATER TREATMENT OPERATOR

- b. Make a matter of record the General Manager's action in approving the use of the following Special Examining Assistants:

1) **AIRPORT ENGINEER**

Mark VICELJA, Chief Airports Engineer II, and Teresa SARULLO, Senior Airport Engineer II, Department of Airports

2) **EQUIPMENT MECHANIC**

Luis ESPINDOLA, Senior Heavy Duty Equipment Mechanic, Department of Water & Power and Omar BADILLO, Senior Heavy Duty Equipment Mechanic, Harbor Department

3) **LABORATORY TECHNICIAN**

Alejandro VIDAURRI, Forensic Print Specialist IV, Los Angeles Police Department, Jeremy NGUYEN, Senior Chemist, Department of Public Works, Bureau of Sanitation

4) **RISK AND INSURANCE ASSISTANT**

Monica DOVE, Risk Manager II, Department of Transportation and Zernan ABAD, Risk Manager III, Office of the City Administrative Officer

5) **SENIOR COMMUNICATIONS CABLE WORKER**

Paul HANNA, Senior Communications Electrician Supervisor (Retired), and John VANACORE, Electrical Services Manager, Department of Water & Power

6) **SENIOR MANAGEMENT ANALYST**

Sydia REESE, Senior Management Analyst II, Department of Transportation and Charles SHIVERS, Senior Management Analyst II, Los Angeles Police Department

7) **TRANSPORTATION ENGINEERING AIDE**

Silva ELTCHI, Transportation Engineer, and Vincent CHAN, Senior Transportation Engineer, Department of Transportation

File No. 55963

7. ADMINISTRATIVE ACTIONS, (Continued)

- c. The General Manager recommends that the Board of Civil Service Commissioners approve the change of the test of fitness method in the interdepartmental promotional examination for Senior Electrical Inspector. The examination will consist of a weighted interview (100%).

File No. 55964

- d. The General Manager recommends that the Board of Civil Service Commissioners approve the change of the test of fitness method in the interdepartmental promotional examination for Senior Recreation Director. The examination will consist of an advisory essay and weighted interview (100%).

File No. 55965

7. ADMINISTRATIVE ACTIONS, (Continued)

e. Make the following APPEAL a matter of record:

Discharge

Matthew DUNCAN, Department of Public Works, Bureau of Street Lighting. The Department filed the General Form 77 with Personnel Records on August ____, 2024.

Cause of Action:

- 1) Engaging in illegal behavior or conduct in conflict with job duties, on or off the job.
- 2) Absence without valid leave (continuous unexcused absence of at least two weeks).

Discipline: Discharge effective August 20, 2024.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on August 26, 2024.

File No. 55966

Christopher W. FARRAR, Sr., Refuse Collection Truck Operator II, Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on August 19, 2024.

Cause of Action:

- 1) Failure to meet Departmental Standards.

Discipline: Discharge effective August 15, 2024.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on August 18, 2024.

File No. 55967

Kamili S. FIELDS, Custodian, Department of Airports. The Department filed the General Form 77 with Personnel Records on August 13, 2024.

Cause of Action: Violation of Department Manual §5.020:

1. (B-1) Violation of Department Rules.
2. (C-2) Failure to maintain satisfactory attendance or failure to correct attendance deficiencies.

Discipline: Discharge effective August 14, 2024.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on August 14, 2024.

File No. 55968

Stephen GOFF, Senior Administrative Clerk, Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on August 13, 2024.

Causes of Action:

- 1) Attendance and Tardiness: Unexcused, excessive and patterned absenteeism
- 2) Leaving assigned work location without proper approval or appropriate reason
- 3) Absent without valid leave (consecutive for a period of at least two weeks).

Discipline: Discharge effective August 2, 2024.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on August 12, 2024.

File No. 55969

7. ADMINISTRATIVE ACTIONS, (Continued)

e. Make the following APPEAL a matter of record:

Medgar J. PARRISH, Traffic Officer, Department of Transportation. The Department filed the General Form 77 with Personnel Records on August 29, 2023.

Cause of Action:

- 1) Conduct unbecoming a City Employee: Engaging in any employment, activity or enterprise, which constitutes a conflict of interest.
- 2) Fraud, theft or falsification of records: Falsifying time reports, mileage reports, expense accounts or similar work oriented documents, falsely claiming sick or allowed pay; falsifying reason for absence.

Discipline: Discharge effective August 22, 2024.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on August 29, 2024. File No. 55970

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

f. Make the following NOTICE a matter of record:

Suspensions

CARPENTER, Department of Airports. The Department filed the General Form 77 with Personnel Records on July 30, 2024.

Cause of Action Violation of Department Manual 5.020:

- 1) (B-1a) Violation of Department Rules.
- 2) (D-2,3,4) Improper behavior in relations with supervisors, fellow employees or the public.
- 3) (I.1) Discrimination/Harassment.

Discipline: Suspension effective August 11, 2024 to August 19, 2024 (six (6)-working days, to be served as agreed).

MANAGEMENT ANALYST, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on August 20, 2024.

Cause of Action Violation of Department Manual 50-04:

- 1) (B-5) Failure to carry out assigned work or supervisory responsibilities adequately, directly or promptly (second offense).
- 2) (D-2) Failure to cooperate with or use of abusive language toward other employees or the public (second offense).

Discipline: Suspension effective August 26, 2024 to September 6, 2024 (10-working days).

SECURITY OFFICER, Department of Airports. The Department filed the General Form 77 with Personnel Records on August 20, 2024.

Cause of Action Violation of Department Manual 5.020:

- 1) (B-5) Failure to perform work assignments adequately or promptly.
- 2) (D-1) Refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination).

Discipline: Suspension effective August 17, 2024 to August 25, 2024 (six (6)-working days).

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

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

CUSTODIAN, Department of Airports. The Department filed the General Form 77 with Personnel Records on August 15, 2024.

Cause of Action: Violation of Department Manual §5.020:

1. (B-1) Violation of Department Rules.
2. (C-2) Failure to maintain satisfactory attendance or failure to correct attendance deficiencies.
3. (C-3) Failure to follow established procedures for notification of inability to report to work.
4. (C-6) Absent without valid leave for at least seven consecutive days.

Discipline: Discharge effective August 15, 2024.

SYSTEMS ANALYST, Department of Public Works, Bureau of Contract Administration. The Department filed the General Form 77 with Personnel Records on August 21, 2024.

Cause of Action:

1. Absent without valid leave for a period of at least two weeks.

Discipline: Discharge effective August 25, 2024.

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 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>
6913	3	94-17022	Safety Engineer, 1727
6914	9	93-17008	Safety Engineering Associate, 1726
6919	2	94-15018	Systems Analyst, 1596
6920	1	93-13641	Senior Administrative Clerk, 1368
6921	2	95-91031	Fleet Services Manager, 9103
6922	3	93-37116	Equipment Mechanic, 3711
6926	2	95-15302	Risk Manager, 1530
6928	2	93-35160	Construction Equipment Service Worker, 3541
6929	1	93-35144	Heavy Duty Truck Operator, 3584
6930	1	93-35160	Construction Equipment Service Worker, 3541
6931	1	93-35161	Construction Equipment Service Worker, 3541
6932	1	93-35124	Equipment Operator, 3525
6933	1	93-35144	Heavy Duty Truck Operator, 3584

2. 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>
6918	1	82-17001	Management Analyst, 9184
6923	1	94-72022	Senior Architectural Drafting Technician, 7208
6925	1	94-12116	Principal Clerk Utility, 1202
6934	1	93-75120	Mechanical Engineer, 7558

3. Allocate the following new positions in the **Water 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>
6912	1	93-78126	Chemist, 7833
6915	4	93-78126	Chemist, 7833
6916	1	93-39129	Water Utility Supervisor, 3976
6917	1	93-13641	Senior Administrative Clerk, 1368

4. 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>
3919	1	Workers' Compensation Analyst, 1774
3920	1	Personnel Analyst, 1731
3921	1	General Automotive Supervisor, 3718

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 for 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>
3922	1	Programmer Analyst, 1431

6. Allocate the following new position for the **Department of Cannabis Regulation**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3923	1	Community Affairs Advocate, 2496

7. Allocate the following new position for the **Personnel Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3924	1	Senior Personnel Analyst, 9167

8. Allocate the following new positions for the **Information Technology Agency**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3925	1	Systems Analyst, 1596
3926	2	Systems Analyst, 1596

9. Allocate the following new position for the **Economic and Workforce Development Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3927	1	Management Analyst, 9184 File No. 55971

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

b. The General Manager recommends that the Board Civil Service Commissioners approve the following Classification actions in connection with the 2023-2024 Budget, effective July 1, 2023.

1. Allocate the following positions:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department</u> <u>Class Title and Code</u>
<u>Department of Public Works, Bureau of Sanitation</u>		
24/25-158	1	Accounting Clerk, 1223
24/25-159	1	Storekeeper, 1835
24/25-160	1	Sanitation Solid Resources Manager, 4126
24/25-161	1	Geographic Information Specialist, 7213
24/25-162	1	Geographic Information Systems Supervisor, 7214
24/25-163	1	Civil Engineering Associate, 7246
24/25-164	1	Principal Clerk, 1201
<u>Los Angeles Fire Department</u>		
24/25-170	5	EMS Advanced Provider, 2341
24/25-171	1	Systems Administrator, 1455
24/25-172	1	Fire Captain, 2142
24/25-173	2	Firefighter, 2112
24/25-174	26	Wildland Hand Crew Technician, 2105
<u>Department of Building and Safety</u>		
24/25-175	2	Architect, 7925
24/25-176	14	Architectural Associate, 7926
24/25-177	1	Senior Structural Engineer, 9425
24/25-178	1	Electrical Inspector, 4221
24/25-179	1	Fire Sprinkler Inspector, 4240
24/25-180	1	Heating and Refrigeration Inspector, 4245
24/25-181	1	Plumbing Inspector, 4231
24/25-182	1	Principal Inspector, 4226
24/25-183	2	Building Inspector, 4211
24/25-184	1	Senior Building Mechanical Inspector, 4253
24/25-185	1	Senior Management Analyst, 9171

2. Reallocate the following positions:

<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>
<u>Department of Public Works, Bureau of Sanitation</u>			
24/25-165	1	Management Analyst, 9184	Principal Clerk, 1201
24/25-166	1	Systems Analyst, 1596	Programmer Analyst, 1431
24/25-167	1	Senior Painter, 3424	Power Shovel Operator, 3558
24/25-168	13	Maintenance Laborer, 3112	Wastewater Conveyance Operator, 4110
24/25-169	1	Fiscal Systems Specialist, 1555	Sr. Management Analyst, 9171

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

- c. The General Manager recommends that the Board of Civil Service Commissioners:
1. Approve the following class code corrections for:
Maintenance and Construction Helper Trainee, Class Code 3105, to **Maintenance and Construction Helper Trainee**, Class Code **3103**; **Maintenance and Construction Helper Assistant**, Class Code 3106, to **Maintenance and Construction Helper Assistant**, Class Code **3104**; and
 2. Approve the revised class specifications for **Maintenance and Construction Helper Trainee**, Class Code 3103 and **Maintenance and Construction Helper Assistant**, Class Code 3104.
File No. 55972
- d. The General Manager recommends that the Board of Civil Service Commissioners:
Approve the revised class specification for **Airport Guide**, Class Code 0845.
File No. 55973
- e. The General Manager recommends that the Board of Civil Service Commissioners:
Approve the revised class specification for **Photographer**, Class Code 1793
File No. 55974
- f. The General Manager recommends that the Board of Civil Service Commissioners:
Approve the revised class specification for **Public Safety Employee Relations Manager**, Class Code 1721.
File No. 55975

COMMISSION ACTION: RECOMMENDATIONS APPROVED

9. **ADJOURNMENT**

Commissioner Gould moved to adjourn with a second by Commissioner Kirenga; the meeting adjourned without objection at 11:52 a.m.

GUY LIPA,
President

BRUCE E. WHIDDEN
Commission Executive Director