



COMMISSIONERS

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Commissioners

CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

SPECIAL MEETING MINUTES

**REGULAR MEETING – 10:00 A.M.
THURSDAY, DECEMBER 5, 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 **858 4925 4158** followed by the pound sign (#). When asked, enter the passcode **416096** 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

Commissioner Jeanne Fugate

Commissioner Monika Kirenga

Commissioner Nancy P. McClelland (via zoom)

Deputy City Attorney Jorge Otano

Interim General Manager Grayce Liu

Commission Executive Director Bruce Whidden.

Absent from the meet

Commission Vice President Karla M. Gould

1. **CALL TO ORDER**

The Commission President called the meeting to order at 10:08 a.m.

2. **APPROVAL OF MINUTES**

The Board unanimously approved the Minutes of the regular meeting of Thursday, November 14, 2024 on a motion by Commissioner Kirenga, seconded by Commissioner McClelland.

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

There was no request for public comment.

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

The Board unanimously approved routine and non-appearance matters under Unfinished Business page two, items 6 & 7, and New Business, pages three through 10, items 8 and 9 on a motion by Commissioner Kirenga, seconded by Commissioner McClelland.

5. **GENERAL MANAGERS’S REPORT**

The General Manager did not offer a report.

6. UNFINISHED CLASSIFICATION ACTIONS.

The Interim General Manager recommends that after the Board of Civil Service Commissioners gave a 10-day notice of intention on November 14, 2024, the Board now:

1. Create the new classification of **Executive Director of the Charter Reform Commission**, Class Code 9019; and
2. Adopt the Duties Statement for **Executive Director of the Charter Reform Commission**, Class Code 9019.

File No. 56011

COMMISSION ACTION: RECOMMENDATION APPROVED

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

Manuel ELORREAGA, Wastewater Collection Worker Analyst, Department of Public Works, Bureau of Sanitation. Suspension effective September 25, 2023 to October 23, 2024, inclusive (20-working days).

Settlement agreement whereby the Department agreed to reduce imposed 20-day suspension to a five-day suspension. The Appellant will be made whole for lost pay, service credits and benefits. City records will be corrected to reflect the settlement. 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 documents on October 2, 2024.

File No. 55986

Roderick HAMMER, Electrician, Department of Airports. Suspension effective May 9, 2023 to May 20, 2023, inclusive (20-working days).

Settlement agreement whereby the Department agreed to rescind the 20 working day unpaid Suspension and replace it with a paid suspension for the same period recorded as Disciplinary Pay Status (DPS). 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 documents on October 23, 2024.

File No. 55880

COMMISSION ACTION: MADE A MATTER OF RECORD

8. **ADMINISTRATIVE ACTIONS – AWAITING SUBMISSIONS**

- 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:

November 8, 2024

Interdepartmental Promotional

ENVIRONMENTAL AFFAIRS OFFICER

Interdepartmental Promotional and Open Competitive

ADMINISTRATIVE HEARING EXAMINER

AUTO PAINTER

Open Competitive

SOCIAL WORKER

November 15, 2024

Interdepartmental Promotional

MATERIALS TESTING ENGINEER

Interdepartmental Promotional and Open Competitive

DIRECTOR OF COMMUNICATIONS SERVICES

Open Competitive

FIRE SPECIAL INVESTIGATOR

SAFETY ENGINEER ELEVATORS

STEAM PLANT

November 22, 2024

Interdepartmental Promotional

AUTO BODY REPAIR SUPERVISOR

CHIEF STREET SERVICES INVESTIGATOR

LEGISLATIVE ASSISTANT

SENIOR CIVIL ENGINEERING DRAFTING TECHNICIAN

Interdepartmental Promotional and Open Competitive

AIRPORT INFORMATION SPECIALIST

DIRECTOR OF HOUSING

PORT MARKETING MANAGER

Open Competitive

MEDICAL ASSISTANT

VIDEO PRODUCTION COORDINATOR

8. ADMINISTRATIVE ACTIONS – AWAITING SUBMISSIONS

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

1. **ACCOUNTANT**

Wei QIN, Senior Accountant II, Department of Recreation and Parks and Pamela GHARIBJANIAN, Senior Accountant II, City Planning Department.

2. **COMMUNICATIONS ELECTRICIAN SUPERVISOR**

Gary CARIVAU, Electrical Services Manager III, Department of Water & Power and Samar DAS, Senior Communications Engineer, Information Technology Agency.

3. **CONSTRUCTION AND MAINTENANCE SUPERINTENDENT**

Mohamed YACOUT and Philip LEITNER, Electrical Services Managers, Department of Water & Power

4. **GEOGRAPHIC INFORMATION SYSTEMS CHIEF**

Cecile BUNCIO, Sanitation Solid Resources Manager II and Nicolas TRAN, Director of Systems, Department of Public Works, Bureau of Sanitation

File No.56012

- c. The Interim General Manager recommends the Board of Civil Service Commissioners approve the change of the test of fitness method in the open competitive examination for **MEDICAL ASSISTANT** to consist of a 100% weighted Training and Experience Questionnaire (T&E).

File No. 56013

- d. The Interim General Manager recommends the Board of Civil Service Commissioners approve the change of the test of fitness change the test of fitness for the **STEAM PLANT OPERATOR** (5624) examination from 100% Weighted Multiple-Choice test to 100% Interview.

File No. 56014

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

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

Suspension

Ojwan JILES, Construction Equipment Service Worker, Department of Airports. The Department filed the General Form 77 with Personnel Records on November 20, 2024.

Cause of Action Violation of Department Administrative Manual §50.04:

- 1) B-5 Failure to carry out assigned work or supervisory responsibility adequately, directly or promptly.
- 2) A-7 Misconduct, on or off the job, seriously reflecting on City employees or employment.

Discipline: Suspension December 2, 2024 to December 20, 2024, inclusive (15- working days).

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on November 20, 2024.

File No. 56015

Kyei KINGSFORD, Electrical Engineer, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on November 20, 2024.

Cause of Action Violation of Department Administrative Manual §5.020:

- 1) B-1 Violation of Department Rules.
- 2) E.2 Positive Drug or alcohol test resulting from a random test administered under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy.

Discipline: Suspension November 11, 2024 to December 9, 2024, inclusive (10- working days).

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on November 21, 2024.

File No. 56016

Discharge

Beila CASTRO, Animal Care Technician, Department of Animal Services. The Department filed the General Form 77 with Personnel Records on August 7, 2024.

Cause of Action:

- 3) Theft of or aiding in the theft of cash or City property or equipment, as established by proper investigation.
- 4) Using official position or office for personal gain or advantage.
- 5) Violation of Department rules.

Discipline: Discharge effective August 2, 2024.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on August 5, 2024.

File No. 56017

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

g. Make the following NOTICE a matter of record:

Suspensions

PLUMBER, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on November 21, 2024.

Cause of Action: Department of Water & Power §50.04.

- 1) F-6 Violating Department safety rules, procedures or accepted practices which results in damage to equipment or property.
- 2) G-5 Withholding work-related information from supervisors or others requiring the information.
- 3) D-2 Failure to cooperate with, or use of abusive language towards supervisors or others, other employees or the public

Discipline: Suspension effective December 2, 2024 to December 9, 2024, inclusive, (six-working days).

TRUCK AND EQUIPMENT DISPATCHER, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on November 14, 2024.

Cause of Action: Department of Water & Power §50.04.

- 1) B-5 Failure to carry out supervisory responsibility adequately, directly or promptly (second offense).

Discipline: Suspension effective November 14, 2024 to November 21, 2024, inclusive, (six-working days).

WATER UTILITY SUPERVISOR, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on November 14, 2024.

Cause of Action: Department of Water & Power §50.04.

- 1) E-3 Reporting for duty unfit to work due to the use of drugs or alcohol
- Discipline: Suspension effective November 18, 2024 to December 12, 2024, inclusive, (20-working days).

Discharge

STEAM PLANT ASSISTANT Department of Water & Power. The Department filed the General Form 77 with Personnel Records on November 13, 2024.

Cause of Action: Department of Water & Power §50.04.

- 1) C-1 Neglect of Duty.
- 2) D-1 Refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination).

Discipline: Discharge effective October 27, 2024

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 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>
7023	1	93-13641	Senior Administrative Clerk, 1368
7024	1	91-17123	Public Relations Specialist, 1785
7025	1	91-13005	Utility Executive Secretary, 1336
7026	15	93-31001	Security Officer, 3181
7028	1	95-15892	Principal Utility Accountant, 1589
7030	1	95-17863	Principal Public Relations Specialist, 1786
7033	1	95-91052	Utility Administrator, 9105
7034	1	95-91058	Utility Administrator, 9105
7035	2	94-15018	Systems Analyst, 1596
7036	1	95-91051	Utility Administrator, 9105
7037	2	94-11030	Systems Administrator, 1455
7038	1	95-14700	Database Architect, 1470

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>
7031	1	94-75131	Electrical Engineer, 7539
7032	1	72-79119	Civil Engineering Drafting Technician, 7232

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>
7020	1	93-91251	Management Analyst, 9184
7021	2	42-72117	Waterworks Engineer, 7248
7022	2	93-16103	Water Service Representative, 1693
7027	1	95-37553	Utility Services Specialist, 3755
7029	1	93-72006	Senior Civil Engineering Drafting Technician, 7207

4. Allocate the following new positions for the **Department of General Services**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3995	1	Welder Supervisor, 3798
3996	1	Air Conditioning Mechanic, 3774
3997	1	Procurement Analyst, 1859
3998	1	Warehouse and Toolroom Worker, 1832
3999	1	Air Conditioning Mechanic Supervisor, 3781

9. **CLASSIFICATION ACTIONS**

- 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 **Harbor Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4002	1	Maintenance and Construction Helper, 3115

6. 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>
4000	1	Photographer, 1793

7. Reallocate the following position in the **Personnel Department**, as indicated:

<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>
3994	1	Personnel Research Analyst, 1739	Senior Personnel Analyst, 9167

File No. 56018

- b. The General Manager recommends that the Board Civil Service Commissioners approve the following Classification actions in connection with the 2024-2025 Budget, effective July 1, 2024.

DEPARTMENT OF RECREATION AND PARKS

24/25-232	4	Administrative Clerk, 1358
24/25-233	24	Locker Room Attendant, 0844.
24/25-234	6	Open Water Lifeguard, 2420
24/25-235	35	Pool Lifeguard, 2413
24/25-236	13	Seasonal Pool Manager, 2409
24/25-237	6	Swimming Pool Clerk, 1131

File No. 56018

- c. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following positions in the Department of Public Works, Bureau of Street Services (StreetsLA) 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>
3885	2	Project Coordinator, 1537
3886	1	Senior Project Coordinator, 1538

File No. 56019

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

1. Create the new classification of **CHIEF OCCUPATIONAL PSYCHOLOGIST**, Class Code 2387;
and
2. Adopt the Duties Statement for **CHIEF OCCUPATIONAL PSYCHOLOGIST**, Class Code 2387.

File No. 56020

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

- e. The Interim General Manager recommends that the Board of Civil Service Commissioners:
1. Reallocate four (4) positions in the class of **SYSTEMS ADMINISTRATOR** in the Harbor Department, Information Technology Division into the new class of **CYBER SECURITY ANALYST**, Class Code 1444;
 2. Find the individual listed below, with status in the class of **Systems Administrator** be “legally employed” in the class of **Cyber Security Analyst**, Class Code 1444 in the Harbor Department, Information Technology Division, with assignment rights only to the positions properly allocable to the class in which they currently have status
Lam, Thang
Oey, Michael
Victoria, Apollo
Yonemura, Doreen
 3. Approve the use of a status exam so that the named individuals may obtain status in the class of **Cyber Security Analyst**, 1444.

Note: Actions 1 through 3 will have a tentative effective date of December 15, 2024.
File No. 56021

COMMISSION ACTION: RECOMMENDATIONS APPROVED

10. **ADJOURNMENT**

The meeting was adjourned without objection on a motion by Commissioner Fugate, seconded by Commissioner Kirenga.

GUY LIPA,
Commission President

BRUCE E. WHIDDEN,
Commission Executive Director