



# 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

## **NOTE CHANGE OF LOCATION**

**REGULAR MEETING – 10:00 A.M.**

**THURSDAY, FEBRUARY 27, 2025**

**IN-PERSON MEETING**

**LOS ANGELES CITY HALL, ROOM 1010**

**200 NORTH SPRING 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 **892 6858 7482** followed by the pound sign (#). When asked, enter the passcode **921690** 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 unmuted. 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 Monika Kirenga

Commissioner Nancy P. McClelland

Deputy City Attorney Jorge Otano

Interim General Manager Grayce Liu

Commission Executive Director

Bruce E. Whidden

### **1. CALL TO ORDER**

The Commission President called the Meeting of the Board to order at 10:08 a.m.

### **2. SPECIAL AGENDA**

#### **a) CALL TO ORDER**

At 10:12 a.m., the Board recessed the regular agenda and opened a special agenda with all members present.

#### **b) REQUEST TO ADD A LATE ITEM TO THE FEBRUARY 27, 2025 AGENDA**

Motion from the Appellant in the Appeal from Discharge of Rodney Rouzan, to permit Appellant to appear virtually before the Board.

**b) REQUEST TO ADD A LATE ITEM TO THE FEBRUARY 27, 2025 AGENDA,****(Continued)**

The Board reviewed the following information:

On February 21, 2025, the Office of the Civil Service Commission received a motion from Appellant Rodney Rouzan entitled REQUEST FOR REMOTE HEARING ACCOMMODATION DUE TO SAFETY THREATS. Due to the shortness of time, the question of the motion was presented to the Board President for consideration and decision in the absence of the full Board. After reviewing all materials provided by the Appellant. The Commission President denied the request on February 24, 2025 at which time Mr. Rouzan was so informed.

The Appellant challenged that the Commission President had the authority to unilaterally decide his request and demanded that the full Board of Civil Service Commissioners review the request and make a decision.

Under the California Open Meetings Act (The Brown Act), a detailed meeting agenda must be posted at least 72 hours prior to a meeting or specifically 10:00 a.m. February 27, 2025.

By the time the Appellant demanded that the full Board consider his request, the regular agenda had been closed and posted as required.

The full Board could not consider the Appellant's request in advance of the February 27, 2025 meeting as; 1) the question had not been agendized and 2) the Brown Act specifically prohibits serial meetings to reach a decision. The matter is being placed before the Board on February 27, 2025, on a special agenda. At which time the Board must determine if the request meets the exceptions provisions stated under the Brown Act, in Government Code, Section 54954.2, subsection (b). Under the section, the Board may take action on items of business not appearing on the posted agenda under any of the conditions specifically stated in the section. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item. The Board must determine whether the item of business falls within the exceptions before adding the items to the agenda. Gov. Code, §54954.2(b).

The material provided by the Appellant were given to the Board for review materials prior to a special agenda on February 27, 2025, when the material could be considered.

During the discussion, the Commission President noted that the Appellant has been aware of the scheduled in-person appearance before the Board since January 17, 2025. Since receiving notice requiring his appearance before the Board on February 27, 2025, two in-person public meetings of the Board were held; the Appellant had several opportunities to communicate his concerns but failed to do so.

The Board determined that the issue raised by the Appellant did not meet the exception requirements of the Brown Act, i.e. that without its consideration, Public health and safety would be severely impaired, or a dire emergency, which is defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity.

The Board unanimously approved a motion by Commissioner McClelland. Seconded by Commissioner Gould to that effect.

The special meeting was adjourned at 10:33 a.m. and the meeting returned to the Regular Meeting Agenda.

**3. APPROVAL OF MINUTES**

The Board unanimously approved the minutes of the Regular Meeting of Thursday, February 13, 2025 on a motion by Commissioner Gould, seconded by Commissioner McClelland, with an abstention by Commissioner Fugate who was not present at the February 13, 2025 meeting,

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

Zachary DeCourse

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

The Board unanimously approved routine and non-appearance matters under Unfinished Business page six item 6 and New Business, pages four through eight, items 8 and 9, on a motion by Commissioner Gould, seconded by Commissioner McClelland,

**6. GENERAL MANAGER'S REPORT**

The Interim General Manager thanked the staff of the Civil Service Commission for facilitating the off-site meeting in an effort to keep the Board and all participants safe. She also extended her gratitude to the Officers of the LAPD who protect the Board at not just this meeting, but all Board meeting throughout the year. The General Manager also reported the Personnel Department's ongoing efforts, as Disaster Service Workers helping provide access to resources as communities rebuild after the devastating wildfires. Few of the Department's budget requests were approved, as the fiscal crisis continued, the Department will have to continue doing more with less.

**7. UNFINISHED CLASSIFICATION ACTIONS**

The General Manager recommends that after giving 10-days' notice on February 13, 2025, the Board of Civil Service Commissioners now:

1. Create the new classifications of **Communications Electrician Trainee**, Class Code 3682 and **Communications Electrician Assistant**, Class Code 3688 and
2. Adopt the new Duties Statements for **Communications Electrician Trainee**, Class Code 3682 and **Communications Electrician Assistant**, Class Code 3688.

File No. 56045

COMMISSION ACTION: RECOMMENDATION APPROVED

8. **APPEAL UNDER CHARTER SECTION 1016**

**Rodney ROUZAN**, Airport Police Officer, Department of Airports.  
Discharge effective March 11, 2024.

(The Meeting of the Board is being held in open session at the Appellant's request)

Report and recommendations of the Board's Hearing Examiner Sheri Ross, following the holding of virtual hearings on July 12, 2024, July 18, 2024, July 19, 2024, August 20, 2024, August 21, 2024, August 22, 2024, September 4, 2024, September 6, 2024, September 30, 2024, October 1, 2024 and October 22, 2024 into the appeal of Mr. Rouzan.

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 of a violation of the Department Administrative Manual §5.020 D-1: Improper behavior in relations with Supervisors, fellow employees or the public. Refusal to perform reasonable work assignments or to cooperate with Supervisors or Management in the performance of duties, (insubordination).
  - 2) SUSTAIN the cause of action of a violation of the Department Administrative Manual §5.020 D-4: Improper behavior in relations with Supervisors, fellow employees or the public. Making threats, (verbal or non-verbal) or initiating a confrontation with the public, Supervisors or co-workers.
- C. FIND that the penalty of Discharge effective March 11, 2024, 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. 55934

**Discussion**

The Appellant had informed the Board that he would not be attending the meeting, understanding his case may be heard in his absence.

The Department Representative gave a brief outline of the case urging the Board to sustain the causes of action and the penalty of discharge.

**8. APPEAL UNDER CHARTER SECTION 1016, (Continued)**

**Rodney ROUZAN**, Airport Police Officer, Department of Airports, (Continued)

**Commission Action:**

On a motion by Commissioner McClelland, seconded by Commissioner Gould, the Board unanimously voted to:

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

On a subsequent series of motions by Commissioner McClelland, seconded by Commissioner Kirenga, the Board unanimously voted to:

SUSTAIN the cause of action of a violation of the Department Administrative Manual §5.020 D-1: Improper behavior in relations with Supervisors, fellow employees or the public. Refusal to perform reasonable work assignments or to cooperate with Supervisors or Management in the performance of duties, (insubordination).

SUSTAIN the cause of action of a violation of the Department Administrative Manual §5.020 D-4: Improper behavior in relations with Supervisors, fellow employees or the public. Making threats, (verbal or non-verbal) or initiating a confrontation with the public, Supervisors or co-workers.

FIND that the penalty of Discharge effective March 11, 2024, was appropriate and should be SUSTAINED.

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

**Appearances**

Karen Majovski, Legal Division, Department of Airports

Mily Huntley, Legal Division, Department of Airports

The Appellant did not attend the meeting of the Board

8. **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:

**February 7, 2025**

**Interdepartmental Promotional**

CHIEF TAX COMPLIANCE OFFICER

**Interdepartmental Promotional and Open Competitive**

TRUCK OPERATOR

CONTROL SYSTEMS ENGINEERING ASSOCIATE

**February 14, 2025**

**Interdepartmental Promotional**

PAYROLL SUPERVISOR

**Interdepartmental Promotional and Open Competitive**

WASTEWATER TREATMENT ELECTRICIAN

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

1. **AUTO BODY REPAIR SUPERVISOR**

Guy PATENAUDE, Equipment Superintendent, Los Angeles Fire Department, Mark WYRICK, General Automotive Supervisor, Los Angeles Police Department.

2. **CHIEF STREET SERVICES INVESTIGATOR**

David RIVERA, Chief Street Services Investigator I, Department of Public Works, Bureau of Street Services.

3. **COMPLIANCE PROGRAM MANAGER**

John REAMER, Inspector of Public Works, Department of Public Works, Bureau of Contract Administration and Hannah CHOI, Assistant Director, Department of Public Works, Bureau of Contract Administration (Retired).

4. **FIRE SPECIAL INVESTIGATOR**

Damon LEACH, Battalion Chief, Los Angeles Fire Department, Florence YU, Assistant Inspector General, Los Angeles Police Department.

5. **GALLERY ATTENDANT**

Hugo CERVANTES, Art Curator and Sarah SHIN, Art Center Director II, Department of Cultural Affairs.

6. **PRINCIPAL ACCOUNTANT**

Rod SALVADOR, Financial Manager II, Department of Airports and Fernando CAMPOS, Assistant General Manager, Economic Workforce Development Department.

7. **PRINCIPAL CLERK**

Dynl MIRANDA, Management Analyst, Department of Public Works, Board of Public Works and Eric JAKEMAN, Assistant Deputy Superintendent of Buildings II, Department of Building and Safety

8. **SECRETARY**

Charles SHIVERS, Senior Management Analyst II, Los Angeles Police Department, Tyrone A. JESSAMY, Airport Manager III, Department of Airports

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

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

**9. SENIOR COMMUNICATIONS OPERATOR**

Ivy GARNETT, Principal Communications Operator, Department of Transportation and Ryan LONG, Principal Communications Operator, Information Technology Agency.

**10. VIDEO PRODUCTION COORDINATOR**

Edwin KRUPP, Observatory Director II, Department of Recreation and Parks and Yana GRACILE, Principal Public Relations Representative, Youth Development Department.

File No. 56046

- c. Approve the change of the test of fitness method in the interdepartmental promotional and open competitive examination for **Watershed Resources Specialist**. The examination will consist of a weighted written technical exercise (100%).

File No. 56047

COMMISSION ACTION: MADE A MATTER OF RECORD

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

d. Make the following APPEAL a matter of record:

**Suspension**

**Toi HARVEY, Senior Administrative Clerk**, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on February 12, 2025

Cause of Action: Violation of Department Manual 50.40:

- 1) (B-5) Failure to carry out assigned work responsibilities adequately, directly or promptly.
- 2) (C-3) Failure to make a reasonable effort to notify a supervisor of inability to report for work.
- 3) (D-1) Non-adherence to the “Work Directive” documents dated February 10, 2022 and May 26, 2023.

Discipline: Suspension effective February 10, 2025 to February 28, 2025 (10-working days, to be served as agreed).

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on February 11, 2025.

File No. 56048

**Raed ELARAJ, Senior Management Analyst**, Community Investment for Families Department. The Department filed the General Form 77 with Personnel Records on February \_\_, 2025

Cause of Action:

- 1) Requiring excessive supervision or instruction in the performance of duties after the completion of training for the position.
- 2) Failure to perform work assignments adequately or promptly.
- 3) Refusal to perform reasonable assignments or to cooperate with supervisors or Management in the performance of duties.

Discipline: Suspension effective February 3, 2025 to February 14, 2025 (10-working days).

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on January 31, 2025.

File No. 56049

**Discharge**

**Jose MUNOZ, Garage Attendant**, Los Angeles Police Department. The Department filed the General Form 77 with Personnel Records on January 29, 2025

Cause of Action:

- 1) On or about December 11, 2023, the employee, while on-duty, failed to obey a direct order given by a Supervisor.

Discipline: Discharge effective January 28, 2025

In accordance with Charter Section 1016, the Appellant’s union representative filed an appeal with the Office of the Commission on January 30, 2025.

File No. 56050



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>
7103	1	93-12106	Principal Clerk Utility, 1202
7104	1	95-75542	Mechanical Engineering Associate, 7554
7105	1	93-12107	Principal Clerk Utility, 1202

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>
7101	1	82-17001	Management Analyst, 9184
7102	1	94-72025	Senior Mechanical Engineering Drafting Technician, 7210

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>
7097	3	95-15390	Management Assistant, 1539
7099	1	93-91251	Management Analyst, 9184
7100	1	95-15080	Management Aide, 1508 File No. 56051

- b. The Interim General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following positions in the **Community Investment for Families Department (CIFD)** 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>
4042	1	Chief Management Analyst, 9182
4043	1	Assistant Chief Grants Administrator, 1577
4044	1	Senior Project Coordinator, 1538
4045	1	Project Coordinator, 1537
4046	1	Project Assistant, 1542
4047	1	Senior Project Assistant, 1546
4048	1	Program Aide, 1550

File No. 56052

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

- c. The Interim General Manager recommends that the Board of Civil Service Commissioners extend the exemption of the following positions in the **Department of Public Works, Board of Public Works** in accordance with Charter Section 1001(d)(4), based on the positions being grant-funded for a third and final year.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4032	1	Principal Project Coordinator, 9134
4033	1	Project Coordinator, 1537

File No. 56053

- d. The Interim General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following position in the **Community Investment for Families Department (CIFD)** 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>
4040	1	Project Assistant, 1542

File No. 56054

- e. The Interim General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following positions in the **Economic and Workforce Development Department (EWDD)** 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>
4034	1	Project Coordinator, 1537
4035	1	Project Coordinator, 1537
4036	1	Senior Project Assistant, 1546
4037	1	Senior Project Assistant, 1546
4038	1	Senior Project Assistant, 1546
4039	1	Senior Project Coordinator, 1538

File No. 56055

- f. The Interim General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following position in the **Youth Development Department (YDD)** 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>
4041	1	Senior Project Coordinator, 1538

File No. 56056

**COMMISSION ACTION: RECOMMENDATIONS APPROVED**10. **ADJOURNMENT**

The meeting was adjourned at 11:09 a.m., without objection, on a motion by Commissioner Gould, seconded by Commissioner McClelland.

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GUY LIPA,  
Commission President

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BRUCE E. WHIDDEN,  
Commission Executive Director