



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, FEBRUARY 13, 2025
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 **817 7209 3435** followed by the pound sign (#). When asked, enter the passcode **063983** 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 Monika Kirenga
Commissioner Nancy P. McClelland

Deputy City Attorney Jorge Otano
Interim General Manager Grayce Liu
Commission Executive Director
Bruce E. Whidden
Absent: Commissioner Jeanne Fugate

1. CALL TO ORDER

The Commission President called the meeting to order at 10:06 a.m.

2. APPROVAL OF MINUTES

- a) The Board unanimously approved the minutes of the Special Meeting of Thursday, December 5, 2024, on a motion by Commissioner Kirenga, seconded by Commissioner Gould.
- b) The Board unanimously approved, as corrected, the minutes of the Regular Meeting of Thursday, January 23, 2025, on a motion by Commissioner McClelland, seconded by Commissioner Gould.

3. PUBLIC COMMENTS ON MATTERS WITHIN BOARD'S JURISDICTION

Nathan Jackson

4. COMMISSION ACTION ON ROUTINE AND OTHER MATTERS

The Board unanimously approved routine and non-appearance matters under Unfinished Business page three item 6 and New Business, pages nine through 18, items 8 and 9, on a motion by Commissioner McClelland, seconded by Commissioner Kirenga.

5. GENERAL MANAGER'S REPORT

The Interim General Manager (IGM) extended her congratulations to Commission President Guy Lipa on his appointment and confirmation to another term on the Commission. Member of the Personnel Department continue to assist in relief from the recent devastating wild fires and subsequent flooding and mudslides as Disaster Service Workers (DSC) staffing Disaster Relief Centers in the affected areas. Personnel will be meeting with the Mayor and CAO staff to discuss the budget for the next fiscal year. Finally, the search for the next General Manager of the Personnel Department continues. Commissioner Lipa asked about the recently announced reduction in staff of nearly 1,800 employees at the company behind the City's new payroll system, Work Day. Are there any concerns this layoff will affect the system's operation. The IGM stated that the City is aware of the layoffs but does not see any impact on Work Day operations.

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

a. **Brian GIBSON**, Utility Administrator, Department of Water & Power. Suspension effective April 15, 2024 to May 10, 2024, inclusive (20-Working Days). Settlement agreement whereby the Department agreed to reduce the imposed discipline imposed from a 20-day unpaid suspension to a 10-day unpaid suspension. The Department will make the employee whole for lost pay, service credits and benefits. The Appellant agreed to retire from City Service effective September 1, 2024, 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 September 27, 2024.

File No. 55920

b. **James SMITH**, Traffic Officer, Department of Transportation. Suspension effective February 7, 2024 to February 14, 2024, inclusive (six-Working Days). Settlement agreement whereby the Department agreed to reduce the imposed discipline from a six (6) day unpaid suspension to a two (2)-day unpaid suspension. The Department will make the employee whole for lost pay, service credits and benefits. 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 January 15, 2025.

File No. 55678

c. **Gerardo MARTINEZ-LUNA**, Tree Surgeon, Department of Water & Power. Suspension effective September 23, 2024 to September 30, 2024, inclusive (six-Working Days). On December 12, 2024, the Appellant delivered a signed withdrawal of appeal form in the Commission Office ending his appeal from Suspension.

File No. 55984

d. **Salvador NERI**, Administrative Clerk, Los Angeles Police Department. Discharge effective January 14, 2022.

Withdrawal of Appeal. On February 19, 2023, Commission Staff received an email from the Appellant's legal representative withdrawing the Appeal of Salvador Neri.

File No. 55595

COMMISSION ACTION: MADE A MATTER OF RECORD

7. APPEAL UNDER CHARTER SECTION 1016

a. **Julio PONCE**, Custodian, Department of Airports.

Suspension effective February 12, 2023, to March 11, 2023, inclusive, (20-working days).

On November 14, 2024, the Board of Civil Service Commissioners did not agree with the recommendations of the Hearing Examiner and voted to:

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

SUSTAIN the cause of action of a violation of the Department Administrative Manual §5.020 B-1: Violation of Department rules.

SUSTAIN the cause of action of a violation of the Department Administrative Manual §5.020 F-5: Positive Drug test resulting from any for-cause test administered under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy.

FIND that the 20-day Suspension was appropriate and is Sustained.

NOT ADOPT the findings and conclusions in the Hearing Examiner's report as the Board's own.

By not adopting the Hearing Examiner's report, the Board assigned Commissioner McClelland and the Board's Counsel to draft a Findings and Conclusions report reflecting the Board's Action on November 14, 2024.

ADOPT the Findings and Conclusions Report created by Commissioner McClelland, and the record of the Board's discussion on November 14, 2024, as the Board's own.

File No. 55696

COMMISSION ACTION:

The approval of the Findings and Conclusions report was the only item on the agenda related to this case.

The Board unanimously approved a motion by Commissioner McClelland, seconded by Commissioner Gould

ADOPT the Findings and Conclusions Report created by Commissioner McClelland, and the record of the Board's discussion on November 14, 2024, as the Board's own.

No representative from either party was required to attend the meeting

7. APPEAL UNDER CHARTER SECTION 1016

b. **Philip CARTER**, Security Officer, Department of Water & Power.

Discharge effective April 19, 2024.

Report and recommendations of the Board's Hearing Examiner Stephen Biersmith, following the holding of a hearing on September 10, 2024, into the appeal of Mr. Carter.

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 §50.04 D-4: Using threats or attempting to harm another employee or the public.
2. SUSTAIN the cause of action of a violation of the Department Administrative Manual §50.04 B-5: Failing to carry out assigned work adequately, directly or promptly.
3. NOT SUSTAIN the cause of action of a violation of the Department Administrative Manual §50.04 B-1: Violating Department rules.

C. FIND that the penalty of Discharge effective April 19, 2024, was appropriate [and within the recommended range.]. However, the Hearing Examiner highly recommends that the Department reconsider its decision and assess a lower level of discipline, taking into consideration the fact that the Appellant was remorseful and one of the allegations was not supported by the record as well as the Appellant's length and record of service free from any prior disciplinary action.

D. ADOPT the findings and conclusions in the Hearing Examiner's report as the Board's own.
File No. 55321

COMMISSION ACTION:***Discussion:***

The Department Representative expressed the Department's basic support for the Hearing Examiner's report and urged the Board to sustain the charges and uphold the Discharge. The Department further stated that had the Appellant still been in uniform the incident might never have happened

The Appellant express his regret that the incident occurred and detailed the mitigating circumstance with lead to the incident. He freely admitted he "lost his cool" when he was assaulted by a member of the public with a long history of causing trouble at the DWP office.

The Appellant presented his side of the case in detail, expressing his remorse repeatedly that the matter escalated.

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

- a. **Philip CARTER**, Security Officer, Department of Water & Power (Continued).

During the discussion, several Board members expressed their concern that the penalty of Discharge was too harsh a penalty.

The matter was continued to March 13, 2025 to allow the parties to discuss settlement imposing a penalty less than discharge.

Appearances

Katherine Taylor, Labor Relations, Department of Water & Power

Niko Dulay, Labor Relations, Department of Water & Power

Philip Carter, Appellant

7. APPEAL UNDER CHARTER SECTION 1016

c. **Sung-An (Tori) CHEN**, Senior Civil Engineering Drafting Technician, Department of Water & Power.

Discharge effective January 11, 2024.

Report and recommendations of the Board's Hearing Examiner Sheri Ross, following the holding of a hearing on August 6, 2024, into the appeal of Ms. Chen.

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 violation of Department Administrative Manual §50.04 B-5: Failing to carry out assigned work or supervisory responsibilities adequately, directly or promptly (Third Offense).
2. SUSTAIN the cause of action of violation of Department Administrative Manual §50.04 B-1: Violating Department Rules (second offense).
3. SUSTAIN the cause of action of violation of Department Administrative Manual §50.04 D-1: Refusal to adhere to Supervisor's directives – Insubordination – [Work Directive/Cease and Desist] document.

C. FIND that the Discharge effective January 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. 55666

COMMISSION ACTION:***Discussion:***

The Department Representative expressed support for the Hearing Examiners recommendations. The Appellants refusal to follow Department rules and procedures lead to the action. Her insistence on coming into the office when she was not scheduled was not just a refusal to follow the rules, but it actually could have been placing her in danger, if she were in the office when not scheduled, no one would be looking for her should an emergency arise.

The Appellant's Representative argued that the Appellant was a dedicated Civil Servant who demanded the best of herself and her Department. She believes that she was discharged for being a whistle blower who had filed several complaints against Department supervisors and managers. The Appellant's Representative admitted the Appellant could be brusque in her manner, but her work product was always outstanding.

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

- b. **Sung-An (Tori) CHEN**, Senior Civil Engineering Drafting Technician, Department of Water & Power, (Continued).

In two motions by Commissioner McClelland, 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 of violation of Department Administrative Manual §50.04 B-5: Failing to carry out assigned work or supervisory responsibilities adequately, directly or promptly (Third Offense).

In four additional motions by Commissioner McClelland, seconded by Commissioner Gould, the Board voted unanimously to:

SUSTAIN the cause of action of violation of Department Administrative Manual §50.04 B-1: Violating Department Rules (second offense).

SUSTAIN the cause of action of violation of Department Administrative Manual §50.04 D-1: Refusal to adhere to Supervisor's directives – Insubordination – [Work Directive/Cease and Desist] document.

FIND that the Discharge effective January 11, 2024, was appropriate and is sustained.

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

Appearances

Katherine Taylor, Labor Relations, Department of Water & Power

Niko Dulay, Labor Relations, Department of Water & Power

Tori Chen, Appellant

William Weldon, Appellant's Representative

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:

January 17, 2025

Interdepartmental Promotional

CHIEF OF DRAFTING OPERATIONS

DEPARTMENTAL CHIEF ACCOUNTANT

Interdepartmental Promotional and Open Competitive

ENVIRONMENTAL COMPLIANCE INSPECTOR

Open Competitive

EVENT ATTENDANT

NUTRITIONIST

January 24, 2025

Interdepartmental Promotional

PRINCIPAL CLERK

SENIOR COMMUNICATIONS ELECTRICIAN SUPERVISOR

WATER UTILITY OPERATOR SUPERVISOR

Interdepartmental Promotional and Open Competitive

HOUSING INVESTIGATOR

PRINCIPAL ENVIRONMENTAL ENGINEER

TREE SURGEON SUPERVISOR

Open Competitive

ELECTRICAL TEST TECHNICIAN

OCCUPATIONAL HEALTH NURSE

January 31, 2025

Interdepartmental Promotional

TRANSMISSION AND DISTRIBUTION DISTRICT SUPERVISOR

Interdepartmental Promotional and Open Competitive

ELECTRICAL ENGINEERING DRAFTING TECHNICIAN

PRINCIPAL ARCHITECT

SENIOR HOUSING PLANNING AND ECONOMIC ANALYST

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:

1) **ELECTRIC DISTRIBUTION MECHANIC**

Sean NICKLAW and Rodney CAMPBELL, Transmission and Distribution District Supervisor, Department of Water & Power.

2) **MEDICAL ASSISTANT**

Carolyn ALVAREZ, Medical Records Supervisor, Personnel Department.

3) **SENIOR CIVIL ENGINEERING DRAFTING TECHNICIAN**

Jack COOK, Principal Civil Engineering Drafting Technician, Department of Public Works, Bureau of Engineering and Susan RENTERIA, Principal Civil Engineering Drafting Technician, Harbor Department.

4) **SENIOR COMMERCIAL FIELD REPRESENTATIVE**

Tara GOLDEN and Patrice BOOKER, Commercial Field Supervisors, Department of Water & Power.

5) **SENIOR COMMERCIAL FIELD REPRESENTATIVE**

Raul MONTENEGRO, Utility Services Manager III and Michael JIMENEZ, Commercial Field Supervisor, Department of Water & Power.

6) **SENIOR FIRE STATISTICAL ANALYST**

Michael GOLD, Senior Personnel Analyst II, Personnel Department and Eric ROBERTS, Fire Battalion Chief, Los Angeles Fire Department

7) **STEAM PLANT OPERATOR**

Jake Kyle RODRIGUEZ, Jose GODINEZ, and Travis WHELCHER, Steam Plant Operating Supervisors, Department of Water & Power

File No. 56028

c. Approve the change of the test of fitness method in the interdepartmental promotional examination for **PAYROLL SUPERVISOR**. The examination will consist of a qualifying multiple-choice test and a weighted interview (100%).

File No. 56029

d. Approve the change of the test of fitness method in the interdepartmental promotional examination for **SENIOR ACCOUNTANT**. The regular examination will be comprised of an advisory essay and 100% weighted interview.

File No. 56030

e. Approve the change of the test of fitness method in the promotional examination for **TRAFFIC MARKING AND SIGN SUPERINTENDENT** to consist of a 100% weighted Interview.

File No. 56031

f. Approve the change of the test of fitness method in the interdepartmental promotional and open competitive examination for **TRUCK OPERATOR**. The examination will be comprised of a weighted performance test (100%).

File No. 56032

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

g. Make the following APPEAL a matter of record:

Discharge

PORT POLICE CAPTAIN, Harbor Department. Department filed the General Form 77 with Personnel Records on January 15, 2025.

- 1) Falsifying City records such as time reports, mileage reports, expense accounts or other work related documents.
- 2) Falsely claiming sick or allowed time.
- 3) Dishonesty.
- 4) Using City time, property or equipment without authorization.
- 5) Using official position or office for personal gain or advantage.
- 6) Refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties.
- 7) Violation of Departmental rules.
- 8) Engaging in any activity, which constitutes a conflict of interest.
- 9) Leaving assigned work location without proper approval or appropriate reason

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on January 17, 2024.

File No. 56033

Brian MACKLIN, Refuse Collection Truck Operator II, Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on December 23, 2024.

Cause of Action:

- 1) Falsely claiming sick or allowed time.
- 2) Falsifying reasons for absence
- 3) Providing forged medical documents.

Discipline: Discharge effective December 6, 2024.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on December 11, 2024.

File No. 56034

Adda MURILLO, Police Service Representative, Los Angeles Police Department. The Department filed the General Form 77 with Personnel Records on January ___, 2025.

Cause of Action: Violation of Department Manual

- 1) On or about January 1, 2023 to November 19, 2023, the employee, while on duty, obtained compensation she was not entitled to receive.
- 2) On numerous dates in 2023, the employee, while on and off duty inappropriately adjuster her work hours.

Discipline: Discharge effective January 21, 2025.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on January 22, 2025.

File No. 56035

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

g. Make the following APPEAL a matter of record, (Continued)

Discharge, (Continued)

Destiny PANTOJA, Administrative Clerk, Department of Fire and Police Pensions. The Department filed the General Form 77 with Personnel Records on December 19, 2024.

Cause of Action: Violation of Department Manual

- 1) Engaging in behavior or conduct in conflict with job duties, on or off the job
- 2) Unexcused, excessive or patterned absenteeism without valid leave in excessive of two weeks.

Discipline: Discharge effective December 18, 2024.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on December 19, 2024.

File No. 56036

Dana PITT, Warehouse and Toolroom Worker, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on January 18, 2025.

Cause of Action: Violation of Department Manual

- 1) § 50-04 C-6: Sleeping on the Job (fourth offense)
- 2) Violation of a Last Chance Agreement on Conditions of Employment dated November 16, 2018.

Discipline: Discharge effective December 19, 2024.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on December 18, 2024.

File No. 56037

Edward STAPLETON, Senior Real Estate Officer, Department of Airports. The Department filed the General Form 77 with Personnel Records on December 20, 2024.

Cause of Action: Violation of Department Manual

- 1) § 5.020 §§ A.1/A-6: Misconduct on or off the job seriously reflecting on City employees or employment
- 2) § 5.020 §§ B.1: Violation of Departmental rules (5.150 Failure to prevent fraud, waste and abuse.
- 3) § 5.020 §§ D-1: Improper behavior in relations with supervisors, fellow employees or the public (Insubordination)
- 4) § 5.020 §§ F-8: Failure to follow safety rules by creating unsanitary conditions.
- 5) § 5.020 §§ G-9/G-10) Fraud, dishonesty, theft or falsification of records.

Discipline: Discharge effective January 9, 2025.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Office of the Commission on January 9, 2025.

File No. 56038

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

g. Make the following APPEAL a matter of record, (Continued)

Discharge, (Continued)

Simon ZEWDU, Power Engineering Manager, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on December 20, 2024.

Cause of Action: Violation of Department Manual

- 1) § 50-04.020 §§ B-5: Failure to carry out assigned work or supervisory responsibilities adequately, directly or properly.
- 2) § 50-04 §§ A-7: Misconduct on or off the job seriously reflecting on City employees or employment.

Discipline: Discharge effective December 20, 2024.

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

File No. 56039

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

Suspensions

AIRPORT POLICE OFFICER II, Department of Airports. The Department filed the General Form 77 with Personnel Records on December 5, 2024

Cause of Action: Violation of Department Manual

- 1) (A-5) Engaging in unlawful behavior or conduct, while on duty or representing the City or Department as outlined in the California Vehicle Code Section 1808.45, wilful unauthorized disclosure of information from any Department record to any person.
- 2) (A-7) Failure to abide by state or federal laws which undermines the public's trust in the Department or City.
- 3) (B-1) Violation of Department rules: Conduct unbecoming an Airport Police Division employee.
- 4) (H-3) Dishonesty, misrepresentation of known facts or omission of facts the employee has a duty to disclose.

Discipline: Suspension effective December 8, 2024 to February 14, 2025 (30-working days, to be served as agreed).

BUS DRIVER, Department of Airports. The Department filed the General Form 77 with Personnel Records on December 4, 2024.

Cause of Action Violation of Department Manual 5.020:

- 1) (A-8) Failure to maintain a California Driver's License, security badge or other job-related license or credential.
- 2) (B-1) Violation of Department rules.

Discipline: Suspension effective December 5, 2024 to December 19, 2024. (10-working days.)

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

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

Suspension, (Continue)

MATERIALS TESTING ENGINEERING ASSOCIATE I, Department of General Services. The Department filed the General Form 77 with Personnel Records on January 15, 2025.

Operating a City vehicle under the influence of any alcoholic beverage, which will impair operative capability.

Discipline: Suspension effective February 3, 2025 to February 28, 2025. (10-working days.)

REFUSE COLLECTION TRUCK OPERATOR II (I), Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on December 20, 2024.

Causing or contributing to an accident by operating City equipment in an unsafe manner.

Discipline: Suspension effective December 17, 2024 to January 29, 2025. (10-working days.) to be served as agreed.

REFUSE COLLECTION TRUCK OPERATOR II (II), Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on December 19, 2024.

- 1) Causing or contributing to an accident by operating City equipment in an unsafe manner;
- 2) Failure to report an accident
- 3) Failure to provide information related to work to supervisors or others requiring the information.

Discipline: Suspension effective January 6, 2025 to January 9, 2025. (Eight-working days.)

SECURITY POLICE OFFICER, Department of Airports. The Department filed the General Form 77 with Personnel Records on December 5, 2024.

Cause of Action Violation of Department Manual 5.020:

- 1) (A-5) Engaging in unlawful behavior or conduct, while on duty or representing the City or Department as outlined in the California Vehicle Code Section 1808.45, wilful unauthorized disclosure of information from any Department record to any person.
- 2) (A-7) Failure to abide by state or federal laws, which undermines the public's trust in the Department or City.
- 3) (B-1) Violation of Department rules: Conduct unbecoming an Airport Police Division employee.
- 4) (H-3) Dishonesty, misrepresentation of known facts or omission of facts the employee has a duty to disclose.

Discipline: Suspension effective December 8, 2024 to February 14, 2025 (30-working days, to be served as agreed).

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

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

Discharge, (Continued)

ADMINISTRATIVE CLERK, Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on January 6, 2025.

Unexcused, excessive or patterned absenteeism.

Discipline: Discharge effective December 17, 2024.

CUSTODIAN (I), Department of Airports. The Department filed the General Form 77 with Personnel Records on January 6, 2025.

Cause of Action; Violation of Department Manual 5.020:

- 1) (B-1) Job performance below standard.
- 2) (C-3/C-6) Absenteeism and Tardiness.

Discipline: Discharge effective September 20, 2024.

CUSTODIAN (II), Department of General Services. The Department filed the General Form 77 with Personnel Records on December 18, 2024.

Cause of Action:

Job Abandonment.

Discipline: Discharge effective September 6, 2024.

CUSTODIAN (III), Department of General Services. The Department filed the General Form 77 with Personnel Records on December 18, 2024.

Cause of Action:

Job Abandonment.

Discipline: Discharge effective September 6, 2024.

CUSTODIAN (IV), Department of General Services. The Department filed the General Form 77 with Personnel Records on December 18, 2024.

Cause of Action:

Job Abandonment.

Discipline: Discharge effective September 6, 2024.

CUSTODIAN (V), Department of Airports. The Department filed the General Form 77 with Personnel Records on January 16, 2025.

Cause of Action; Violation of Department Manual 5.020:

- 1) (B-1) Job performance below standard. Violation of Department Rules.
- 2) (C-1) Unexcused, excessive or patterned absenteeism.
- 3) (C-2) Failure to maintain a satisfactory attendance record or failure to correct attendance deficiencies.
- 4) (C-3) Failure to follow established procedures for notification of inability to report for work.
- 5) (C-6) Absent without valid leave in excess of seven consecutive days

Discipline: Discharge effective January 16, 2025

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

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

Discharge, (Continued)

EMERGENCY MANAGEMENT COORDINATOR, Emergency Management Department. The Department filed the General Form 77 with Personnel Records on December 11, 2024.

Cause of Action:

Absent without valid leave since July 6, 2024.

Discipline: Discharge effective December 6, 2024

MAINTENANCE LABORER, Department of Public Works, Bureau of Street Services. The Department filed the General Form 77 with Personnel Records on December 24, 2024.

Absent without valid leave for a period in excess of two weeks

Discipline: Discharge effective December 27, 2024.

PORT POLICE CAPTAIN, Harbor Department. Department filed the General Form 77 with Personnel Records on January 15, 2025.

- 1) Falsifying City records such as time reports, mileage reports, expense accounts or other work related documents.
- 2) Falsely claiming sick or allowed time.
- 3) Dishonesty.
- 4) Using City time, property or equipment without authorization.
- 5) Using official position or office for personal gain or advantage.
- 6) Refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties.
- 7) Violation of Departmental rules.
- 8) Engaging in any activity, which constitutes a conflict of interest.
- 9) Leaving assigned work location without proper approval or appropriate reason

Discipline: Discharge effective January 14, 2025.

REFUSE COLLECTION TRUCK OPERATOR II, Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on December 24, 2024.

- 1) Positive drug or alcohol test resulting from a random test under the provisions of the United States Department of Transportation Drug and alcohol Testing Policy administered on or about February 21, 2023.
- 2) Second positive drug or alcohol test resulting from a follow-up test administered under the provisions of the United States Department of Transportation Drug and alcohol Testing Policy administered on or about June 20, 2023

Discipline: Discharge effective December 12, 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>
7088	1	93-35100	Garage Attendant, 3531
7094	1	94-73001	Environmental Supervisor, 7304
7098	1	91-13005	Utility Executive Secretary, 1336

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>
7092	1	93-18174	Storekeeper, 1835
7095	1	94-73003	Environmental Specialist, 7310
7096	1	95-52654	Electrical Services Manager, 5265

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>
7084	5	95-72462	Civil Engineering Associate, 7246
7085	1	93-16100	Supervising Water Service Representative, 1697
7086	1	38-31006	Labor Supervisor, 3126
7087	1	95-75543	Mechanical Engineering Associate, 7554
7089	1	95-37553	Utility Services Specialist, 3755
7090	5	93-13641	Senior Administrative Clerk, 1368
7091	1	95-15390	Management Assistant, 1539
7093	3	93-72176	Engineering Designer, 7217

File No. 56040

- b. The Interim General Manager recommends that the Board of Civil Service Commissioners:
1. Reallocate one (1) position in the class of **Systems Administrator** in the Personnel Department, Systems Division into the new class of Cyber Security Analyst, Class Code 1444;
 2. Find **Arin Abedian** (Employee ID#362991), with status in the class of Systems Administrator, “legally employed” in the class of Cyber Security Analyst, Class Code 1444 in the Personnel Department, Systems Division, with assignment rights only to the position properly allocable to the class in which they currently have status;
and
 3. Approve the use of a status exam so that the named individual may obtain status in the class of **Cyber Security Analyst**, 1444.

Note: Actions 1 through 3 will have a tentative effective date of February 23, 2025.

File No. 56041

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

- c. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following positions in the **Office of the City Administrative Officer (CAO)** 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>
4027	1	Principal Project Coordinator, 9134
4028	5	Senior Project Coordinator, 1538

File No. 56042

- d. The 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>
4029	1	Senior Management Analyst, 9171
4030	1	Senior Management Analyst, 9171
4031	1	Project Coordinator, 1537

File No. 56043

- e. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following positions in the **Office of the City Administrative Officer (CAO)** 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>
4027	1	Principal Project Coordinator, 9134
4028	5	Senior Project Coordinator, 1538

File No. 56044

- f. The General Manager recommends that the Board of Civil Service Commissioners give a 10-day notice of intention to:
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. 26045

10. **ADJOURNMENT**

The Commission President adjourned the meeting, without objection, at 12:03 p.m., on a motion by Commissioner Gould, seconded by Commissioner McClelland.

GUY LIPA,
Commission President

BRUCE E. WHIDDEN,
Commission Executive Director