



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, MARCH 27, 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 **869 7291 4017** followed by the pound sign (#). When asked, enter the passcode **454958** 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 available for download on detachable storage device 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

CALL TO ORDER

The Commission President called the meeting to order at 10:09- a.m.

PUBLIC COMMENTS ON MATTERS WITHIN BOARD’S JURISDICTION

There were no requests for public comment,

COMMISSION ACTION ON ROUTINE AND OTHER MATTERS

The Board unanimously approved routine and non-appearance matters under Unfinished Business page two, item 6 and New Business, page four thru seven, items 8 and 9 on a motion from Commissioner Gould, seconded by Commissioner Fugate.

GENERAL MANAGER’S REPORT

The Interim General Manager reported on the appointment of a new permanent General Manager, Malaika Billups. She is currently working her way through the confirmation process. The current state of the City budget is of great concern; the Personnel Department is slated to lose several staff positions in the coming fiscal year, as the City addresses the current budget deficient.

1. UNFINISHED CLASSIFICATION ACTIONS

- a. The Interim General Manager recommends that, having given a 10-day notice of intention on March 13, 2025, the Board of Civil Service Commissioners now:
 1. Create the new classification of **Corporate Services Manager**, Class Code 9107,
and
 2. Adopt the new Class Specification for **Corporate Services Manager**, Class Code 9107.

File No. 56065

- b. The Interim General Manager recommends that, having given a 10-day notice of intention on March 13, 2025, the Board of Civil Service Commissioners now:
 1. Create the new classification of **Utility Maintenance and Construction Helper**, Class Code 9110.

and
 2. Adopt the new class specifications for **Utility Maintenance and Construction Helper**, Class Code 9110.

File No. 56064

**COMMISSION ACTION:
RECOMMENDATIONS APPROVED**

6. APPEAL UNDER CHARTER SECTION 1016

a. 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:

No action required; the parties report that a settlement had been reached. The signed agreement would be made a matter of record on a future agenda.

6. **APPEAL UNDER CHARTER SECTION 1016**

b. Dan ROBINSON III, Custodian, Department of Airports.

Discharge effective May 2, 2023.

Report and recommendations of the Board's Hearing Examiner Shep Zebberman, following the holding of a hearing on December 5, 2024, into the appeal of Mr. Robinson.

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. NOT SUSTAIN the cause of action of a violation of the Department Administrative Manual §5.020 B-E: Violation of Department rules.
2. NOT SUSTAIN the cause of action of a violation of the Department Administrative Manual §5.020 E-3: Operating a City vehicle or other equipment while under the influence of an alcoholic beverage or any other drug or narcotic, which will impair the operation capability.
3. NOT SUSTAIN the cause of action of a violation of the Department Administrative Manual §5.020 E-5: Positive drug or alcohol test resulting from any 'For Cause' under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy.
4. SUSTAIN the cause of action of a violation of the Department Administrative Manual §05.020 F-2: causing or operating a motor vehicle in a unsafe manner.

C. FIND that the imposed penalty of Discharge effective May 2, 2023, was an abuse of discretion by the Department based on the facts presented and the single cause of action is recommended to be sustained.

[Hearing Examiner's Recommendation: If a penalty were to be it should be one on the lower end of the recommended ranged recommended for the charge sustained, such as a 10 working day suspension. If the Board agrees, the Appellant should be reinstated to his position and made whole]

D. ADOPT the findings and conclusions in the Hearing Examiner's report as the Board's own.
File No. 55617

COMMISSION ACTION:

No action required; the parties report that a settlement had been reached. The signed agreement has been received and will be made a matter of record on a future agenda.

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:

March 7, 2025

Interdepartmental Promotional and Open Competitive

MECHANICAL ENGINEERING DRAFTING TECHNICIAN

REAL ESTATE OFFICER

TRAFFIC PAINTER AND SIGN POSTER

Interdepartmental Promotional

PRINCIPAL CLERK UTILITY

SANITATION WASTEWATER MANAGER

March 14, 2025

Interdepartmental Promotional

SENIOR TITLE EXAMINER

UTILITY LINE CLEARANCE TREE TRIMMER SUPERINTENDENT

UTILITY LINE CLEARANCE TREE TRIMMER SUPERVISOR

Interdepartmental Promotional and Open Competitive

HYDROGRAPHER

WELDER: 3796

Open Competitive

ARTS EDUCATION COORDINATOR

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

1) **TREE SURGEON SUPERVISOR**

Bryan RAMIREZ and Hector BANUELOS, Street Tree Superintendents, Department of Public Works, Bureau of Street Services.

2) **WATER SERVICE MANAGER**

Breonia LINDSEY, Water Services Manager A, Department of Water & Power and Milad TAGHAVI, Managing Water Utility Engineer, Department of Water & Power

File No. 56066

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>
7121	1	95-93771	Assistant Director of Information Systems, 9377
7126	1	91-13005	Utility Executive Secretary, 1336
7131	1	95-91053	Utility Administrator, 9105
7132	1	95-75253	Electrical Engineering Associate, 7525
7133	3	95-75252	Electrical Engineering Associate, 7525
7140	2	91-13641	Senior Administrative Clerk, 1368
7141	1	94-11032	Programmer Analyst, 1431

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>
7129	1	94-72024	Senior Electrical Drafting Technician, 7209
7130	1	94-72009	Senior Electrical Drafting Technician, 7209
7134	1	95-94532	Power Engineering Manager, 9453
7135	1	95-72463	Civil Engineering Associate, 7246
7136	2	95-75253	Electrical Engineering Associate, 7525
7137	2	38-31006	Labor Supervisor, 3126
7138	1	95-72463	Civil Engineering Associate, 7246
7139	2	95-38241	Electric Meter Setter Supervisor, 3824
7142	1	82-75138	Electrical Engineer, 7539

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>
7114	2	95-72463	Civil Engineering Associate, 7246
7115	1	95-37553	Utility Services Specialist, 3755
7116	1	95-37551	Utility Services Specialist, 3755
7117	1	93-91251	Management Analyst, 9184
7118	1	95-72462	Civil Engineering Associate, 7246
7119	1	95-75542	Mechanical Engineering Associate, 7554
7120	1	95-72463	Civil Engineering Associate, 7246
7122	1	95-91052	Utility Administrator, 9105
7123	1	95-91051	Utility Administrator, 9105
7124	1	95-37552	Utility Services Specialist, 3755
7127	1	95-15390	Management Assistant, 1539
7128	1	95-72462	Civil Engineering Associate, 7246

File No. 56067

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

- b. The Interim General Manager recommends that the Board of Civil Service Commissioners:
1. Reallocate three (3) positions in the class of **Tree Surgeon**, Class Code 3114 in the **Department of Water & Power** into the new class of **Utility Line Clearance Tree Trimmer**, Class Code 3105;
 2. Find the individuals listed below with status in the class of **Tree Surgeon** “legally employed” in the class of **Utility Line Clearance Tree Trimmer**, Class Code 3105 in the **Department of Water and Power**, with assignment rights only to the positions properly allocable to the class in which they currently have status
NAME, CLASS TITLE & CODE
Chavarria, Jeffrey, Tree Surgeon, 3114
Felix, Victor, Tree Surgeon, 3114
Granados, Genara, Tree Surgeon, 3114
 3. Approve the use of a status exam so that the named individuals may obtain status in the class of **Utility Line Clearance Tree Trimmer**, Class Code 3105.

File No. 56068

- c. The Interim General Manager recommends that the Board of Civil Service Commissioners give 10-day notice of intention to:
1. Create the new classification of **Instructional Designer**, Class Code 9604
and
 2. Adopt the new class specifications for **Instructional Designer**, Class Code 9604.

File No. 56069

9. **ADJOURNMENT**

The meeting was adjourned, without objection, on a motion by Commissioner Gould, seconded by Commissioner Kirenga, at 10:17 a.m.

GUY LIPA,
Commission President

BRUCE E. WHIDDEN,
Commission Executive Director