



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 26, 2026
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: **ID: 898 3957 3246**, followed by the pound sign (#). When asked, enter the passcode **649314** 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.

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Attending the meeting:
Commission President Guy Lipa
Commission Vice President Karla M. Gould
Commissioner Monika Kirenga
Commissioner Nancy P. McClelland

Absent Commissioner Jeanne Fugate
Deputy City Attorney Jorge Otano
Assistant General Manager Leticia Ortiz
Commission Executive Director
Bruce E. Whidden

1. CALL TO ORDER

The Commission president called the meeting to order at 10:04 a.m.

2. COMMISSION ACTION ON ROUTINE AND OTHER MATTERS

The Board unanimously approved routine and non-appearance matters under New Business, pages four thru 20 items 7 & 8 on a motion by Commissioner McClelland, seconded by Commissioner Gould.

3. PUBLIC COMMENTS ON MATTERS WITHIN BOARD’S JURISDICTION

Linda Lee

4. GENERAL MANAGER’S REPORT

Personnel had started the budget process for next fiscal year, requesting funds to restore position lost

5. RECOGNITION OF EMPLOYEE SERVICE & RETIREMENT

- Angela Witts, Personnel Records Supervisor, presented with a 25-year service pin
- Dale Pieplow, Chief Clerk, Personnel presented with a 25-year service pin as well as a Commission Resolution in recognition of her retirement from City Service.

6. APPEAL UNDER CHARTER SECTION 1016

a) Richard HAYES, Plumber, Department of Airports.

Report and recommendations of the Board’s Hearing Examiner Natalie Panossian-Bassler, following the holding of a hearing on March 4, 2025 into the appeal of Mr. Hayes.

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 met its *Skelly* due process obligations.

B. Causes of Action:

1. §5.020 (B-1) a violation of Departmental rules.
2. SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (B-7) Failure to remain alert and responsive while on duty, including but not limited to sleeping on the job.
3. SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (D-2) using abusive language toward or making inappropriate statements to the public, supervisors or co-workers.
4. SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (D-4) making threats (verbal or non-verbal) or initiating a confrontation with the public, supervisors or co-workers.
5. SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (F-2) causing or contributing to an accident by operating City equipment in an unsafe manner.

C. FIND that the penalty of Discharge, effective August 20, 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. 55898

COMMISSION ACTION

The Department expressed its agreement with the Hearing Examiner’s report asking that the Board sustain all of the causes of Action and uphold the penalty of Discharge.

6. APPEAL UNDER CHARTER SECTION 1016, (Continued)

a) Richard HAYES, Plumber, Department of Airports.

The Appellant’s advocate stated that he was concerned at the treatment Richard Hayes received from the Department. Hayes told him he felt discriminated against because of his age and medical disabilities. Many of the younger co-workers seemed to resent him.

Commissioner McClelland emphasized that the Board was not indifferent to Mr. Hayes’ plight but felt that he could have done much more to help himself by using the tools available through the Department. His Discharge is a result of his actions and behavior.

Commission Action:

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

FIND that the City met its *Skelly* due process obligations.

In an additional series of motions by Commissioner McClelland, seconded by Commissioner Kirenga, the Board voted unanimously to:

SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (B-1) a violation of Departmental rules.

SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (B-7) Failure to remain alert and responsive while on duty, including but not limited to sleeping on the job.

SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (D-2) using abusive language toward or making inappropriate statements to the public, supervisors or co-workers.

SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (D-4) making threats (verbal or non-verbal) or initiating a confrontation with the public, supervisors or co-workers.

SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (F-2) causing or contributing to an accident by operating City equipment in an unsafe manner.

In two final motions by Commissioner McClelland, seconded by Commissioner Kirenga, the Board voted unanimously to:

FIND that the penalty of Discharge, effective August 20, 2023, was appropriate and should be SUSTAINED.

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

Appearances:

Jorge Sanchez, Human Resources, Department of Airports

Farah Vasquez, Human Resources, Department of Airports

Hector Rosales, Appellant’s Advocate

Richard Hayes did not attend the meeting of the Board

6. APPEAL UNDER CHARTER SECTION 1016, (Continued)

b) Jashauna SCOTT, Customer Service Specialist, Office of Finance.

Report and recommendations of the Board’s Hearing Examiner Natalie Panossian-Bassler, following the holding of a hearing on March 20, 2025 into the appeal of Ms. Scott.

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 met its *Skelly* due process obligations.
- B. Causes of Action:
 - 1. SUSTAIN the cause of action of unexcused, excessive or pattern absenteeism.
 - 2. SUSTAIN the cause of action of failure to follow established procedure for notification of inability to report for work
- C. FIND that the penalty of Discharge, effective May 12, 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. 55845

COMMISSION ACTION

Discussion:

Neither the Appellant nor a representative attended the Commission meeting.

The Department Advocate stated agreement with the recommendations of the Hearing Examiner asking the Board to sustain the causes of action and uphold the discharge.

Commissioner McClelland asked why the case took so long; staff explained the difficulty scheduling after the Hearing examiner suffered a family emergency delaying both hearings and the production of the final report as well as the Appellant not being responsive. The hearing was finally held in the Appellant’s absence

6. APPEAL UNDER CHARTER SECTION 1016, (Continued)

b) **Jashauna SCOTT, Customer Service Specialist, Office of Finance, (Continued)**

Commission Action:

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

FIND that the City met its *Skelly* due process obligations.

SUSTAIN the cause of action of unexcused, excessive or pattern absenteeism.

SUSTAIN the cause of action of failure to follow established procedure for notification of inability to report for work

FIND that the penalty of Discharge, effective May 12, 2023, was appropriate and should be SUSTAINED.

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

Appearances:

Erica Hillard, Client Services Division II, Personnel Department for the Office of Finance

Jashauna Scott did not attend the Commission Board Meeting.

7. ADMINISTRATIVE ACTIONS

a. The General Manager recommends that:

Pursuant to Civil Service Rule 4.2, the Board of Civil Service Commissioners shall make the significant changes in the following bulletins promulgated on the date noted, a matter of record.

January 16, 2026

Open Competitive

CHEMIST

Interdepartmental Promotional

REAL ESTATE TRAINEE

SENIOR COMMUNICATIONS ENGINEER

SENIOR DUPLICATING MACHINE OPERATOR

STREET LIGHTING ENGINEER

January 23, 2026

Interdepartmental Promotional

SENIOR CARPENTER

Interdepartmental Promotional and Open Competitive

ZOO CURATOR OF REPTILES

January 30, 2026

Interdepartmental Promotional and Open Competitive

MAINTENANCE AND CONSTRUCTION HELPER

Open Competitive

ASBESTOS WORKER

February 6, 2026

Interdepartmental Promotional

FLEET SERVICES MANAGER

HEAVY DUTY EQUIPMENT MECHANIC

WATERWORKS MECHANIC

Interdepartmental Promotional and Open Competitive

CONSTRUCTION ESTIMATOR

EQUIPMENT OPERATOR

Open Competitive

WASTEWATER TREATMENT OPERATOR

February 13, 2026

Departmental Promotion

FIRE CAPTAIN: 2142

Interdepartmental Promotional

ACCOUNTING RECORDS SUPERVISOR

SENIOR PORT ELECTRICAL MECHANIC

Interdepartmental Promotional and Open Competitive

APPRENTICE MACHINIST

PROTECTIVE COATING WORKER

SAFETY ADMINISTRATOR

UTILITY LINE CLEARANCE TREE TRIMMER

Open Competitive

ANIMAL KEEPER

7. ADMINISTRATIVE ACTIONS, (Continued)

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

1) **CHIEF FINANCIAL OFFICER**

Noel WILLIAMS, Chief Financial Officer, Department of Recreation and Parks, Sarai BHAGA, Chief Financial Officer, Department of Public Works, Bureau of Sanitation.

2) **CHEMIST**

Darryl GUENTHER, Senior Chemist, Department of Public Works, Bureau of Sanitation, Aristotle BRAGASIN, Chemist IV, Department of Water & Power.

3) **CONSTRUCTION ESTIMATOR**

Juan GARAFE, Construction & Maintenance Supervisor, Department of Water Power, Herbert GUEVARA, Architectural Associate IV, Los Angeles Housing Department.

4) **ELECTRICAL ENGINEER**

Brian CAST, Power Engineering Manager and Freddy MENDEZ, Electrical Engineer, Department of Water & Power.

5) **HUMAN RELATIONS ADVOCATE**

Sheldon CRUZ, Community Affairs Advocate, Youth Development Department, Mayra MEDEL, Senior Project Coordinator, Civil + Human Rights and Equity Department.

6) **REAL ESTATE TRAINEE**

Tanya CHYTKA, Real Estate Officer II, Department of Water & Power, Michael CHAM, Property Manager III, Economic Workforce and Development Department.

7) **SENIOR CLAIMS REPRESENTATIVE**

Brandon PARIS, Utility Administrator and Wendy SANCHEZ, Senior Claims Representative, Department of Water & Power.

8) **SENIOR COMPUTER OPERATOR**

Jennifer HARVEY and Tyrone FLOWERS, Information Systems Operations Managers, Department of Water & Power.

9) **SENIOR LOAD DISPATCHER**

Anton VU and Tony SKOURTAS, Electric Services Managers, Department of Water & Power.

File No. 56219

c. Make a matter of record the General Manager’s action in approving the use of the following Special Examining Assistants:

1) **CHEMIST**

Dustin WATANABE, Materials Testing Engineering Associate IV, Department of General Services, Eileen WONG, Chemist IV, Department of Water & Power.

2) **CHIEF CLERK PERSONNEL**

Vincent CORDERO and Steve RIVERA, Chief Human Resource Specialists, Personnel Department.

File No. 56220

7. ADMINISTRATIVE ACTIONS, (continue)

d. Make the following APPEALS a matter of record:

Suspension

Aaron S. BOOKER, Electric Substation Operator, Department of Water & Power. Form 77 filed with Records January 21, 2026.

Cause of Action: Violation of Department Manual Section 50-04:

- 1) §F-6z: Violating safety rules, procedures accepted practices which results in interruption or degradation of electric service

Discipline: Suspension effective January 26, 2026 to February 22, 2026, inclusive (20-working days)

In accordance with Charter Section 1016, the Appellant filed an appeal through his legal representative with the Office of the Commission on January 21, 2026

File No. 56221

Discharge

Jorge A. PENNA, Security Officer, Department of Airports. Form 77 filed with Records December 23, 2025.

Cause of Action: Violation of Department Manual Section 5.020:

- 1) CA-6: Misconduct, on or off the job, seriously reflecting on City employees or employment – engaging in unlawful behavior or conduct in conflict with job duties as outlined in California penal code section 647(f): public intoxication.
- 2) §F-7: Misconduct, on or off the job, seriously reflecting on City employees or employment – Failure to abide by state or federal laws as outlined in Penal Code 25850(a)(c)7 Negligently carrying a concealed firearm.
- 3) §A-7: Misconduct, on or off the job, seriously reflecting on City employees or employment – Failure to abide by state or federal laws as outlined in Penal Code 26230: carrying a concealed weapon in a prohibited location
- 4) §B-1: Job performance below standard: violation of Department rules as outlined in Los Angeles Airport Police Policy and procedures manual section 5/8.20 Mandating notification of the patrol service section watch commander regarding off duty incidents involving outside law enforcement agencies

Discipline: Discharge effective December 18, 2025.

In accordance with Charter Section 1016, the Appellant filed an appeal through his legal representative with the Office of the Commission on December 19, 2025.

File No. 56222

7. ADMINISTRATIVE ACTIONS, (continued)

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

Alejandro SALVADOR, Electrical Engineer. Department of Water & Power. Form 77 filed with Records September 26, 2025.

Cause of Action: Violation of Department Administrative manual section 50-04:

- 1) §B-5: Failure to carry out assigned work adequately, directly or promptly.
- 2) §G-6: Falsifying time or mileage reports. Reasons for absences, expense accounts or similar work-oriented documents.
- 3) §A-9: Unauthorized possession of City equipment or property.

Discipline: Discharge effective September 26, 2025.

In accordance with Charter Section 1016, the Appellant filed an appeal through his legal representative with the Office of the Commission on October 1, 2025

File No. 56223

7. ADMINISTRATIVE ACTIONS, (Continued)

- e. Make the following NOTICES a matter of record

Suspension

AIRPORT SUPERINTENDENT OF OPERATIONS III, Department of Airports. The Department filed the General Form 77 with Personnel Records on June 17, 2025.

Cause of Action:

Violation of Department Administrative Manual §5.020

- 1) B-1 Violation of Department rules: Airside Motor Vehicle Operations.
- 2) F-3 Causing or contributing to an accident on the Airfield or Airport Operation Center (ACA).

Discipline: Suspension effective July 16, 2025 to August 2, 2025, inclusive, (20-working days).

BUILDING REPAIRER, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on October 2, 2025.

Cause of Action:

Unexcused, excessive or patterned absenteeism.

Discipline: Suspension effective June 30, 2025 to October 10, 2025, inclusive, (10-working days).

CHIEF ELECTRIC PLANT OPERATOR, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on June 17, 2025.

Cause of Action:

Violation of Department Administrative Manual §50.04

- 1) D-1 Non-adherence to the issued “Work Directive” dated October 13, 2022.
- 2) D-1 Failure to cooperate with other employees and management.

Discipline: Suspension effective June 2, 2025 to June 13, 2025, inclusive, (10-working days).

COMMERCIAL FIELD REPRESENTATIVE, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on June 4, 2025.

Cause of Action:

Violation of Department Administrative Manual §50.04

- 1) F-6 Violation of Department safety rules, procedures or accepted practices which results in damage to equipment or property.
- 2) G-5 Failure to provide information related to work to supervisors or others requiring the information.

Discipline: Suspension effective June 16, 2025 to June 24, 2025, inclusive, (7-working days).

7. ADMINISTRATIVE ACTIONS, (Continued)

e. Make the following NOTICES a matter of record. (Continued)

Suspension. (Continued)

CUSTODIAN, Department of Airports. The Department filed the General Form 77 with Personnel Records on October 14, 2025.

Cause of Action:

Violation of Department Administrative Manual §5.020

- 1) B-1 Violation of Department rules: violation of the Guest Experience Initiative, health, safety and security.
- 2) D-2 Using abusive language toward or making inappropriate statements to the public, supervisors or co-workers. Failure to provide information related to work to supervisors or others requiring the information.
- 3) D-3 Making threats (verbal or non-verbal) or engaging in a confrontation with the public, supervisors or coworkers.

Discipline: Suspension effective October 19, 2025 to December 8, 2025, inclusive, (20-working days).

COMMUNICATIONS INFORMATION REPRESENTATIVE, Department of Airports. The Department filed the General Form 77 with Personnel Records on September 25, 2025.

Cause of Action:

Violation of Department Administrative Manual §5.020

- 1) C-1 Attendance/Tardiness: Unexcused, excessive or patterned absenteeism.

Discipline: Suspension effective September 7, 2025 to September 14, 2025, inclusive, (6-working days).

ELECTRICIAN SUPERVISOR, Zoo Department. The Department filed the General Form 77 with Personnel Records on October 9, 2025.

Cause of Action:

- 1) Failure to comply with City policies on Equal Employment Opportunity.
- 2) Demonstrating insensitivity to others by making derogatory comments, epithets, jokes, teasing, remarks, and slurs.
- 3) Failure to maintain a harassment free workplace for subordinates.

Discipline: Suspension effective October 27, 2025 to November 7, 2025, inclusive, (10-working days).

HEAVY DUTY EQUIPMENT MECHANIC, Department of General Services. The Department filed the General Form 77 with Personnel Records on July 31, 2025.

Cause of Action:

Positive results from a follow-up random drug test.

Discipline: Suspension effective July 1, 2025 to September 2025, inclusive, (20-working days – 10 unpaid days; 10 Disciplinary Pay Status,).

7. ADMINISTRATIVE ACTIONS, (Continued)

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

Suspension. (Continued)

MANAGEMENT ASSISTANT, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on November 18, 2025.

Cause of Action: Violation of Department Administrative Manual §50-04

- 1) B-5 Failing to carry out work assignments adequately, directly or promptly. (Third offense).
- 2) C-3 Failure to make a reasonable effort to notify supervisor of inability to report for work or to report for work in a timely manner (Third offense).
- 3) B-2 Requiring excessive supervision of instruction in performance of duties after completion of training for the position. (Second offense)
- 4) B-1 Violation of Department Rules.

Discipline: Suspension effective December 2, 2025 to January 12, 2026, inclusive, (30-working days).

PARK RANGER, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on August 22, 2025.

Cause of Action:

Engaging in illegal behavior in conflict with job duties, on or off the job.

Discipline: Suspension effective August 25, 2025 to September 26, 2025, inclusive, (15-working days).

RECREATION COORDINATOR, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on November 7, 2025.

Cause of Action:

- 1) Engaging in illegal behavior in conflict with job duties, on or off the job.
- 2) Use of alcohol or controlled substance while on duty.

Discipline: Suspension effective November 10, 2025 to January 2, 2026, inclusive, (15-working days).

REFUSE COLLECTION TRUCK OPERATOR, Department of Public Workers, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on December 5, 2025.

Cause of Action:

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

Discipline: Suspension effective January 27, 2026 to March 12, 2026, inclusive, (12-working days).

7. ADMINISTRATIVE ACTIONS, (Continued)

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

Suspension. (Continued)

REFUSE COLLECTION TRUCK OPERATOR, Department of Public Workers, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on October 27, 5, 2025.

Cause of Action:

Causing or contributing to an accident.

Discipline: Suspension effective October 30, 2025 to December 5, 2025, inclusive, (12-working days).

REFUSE COLLECTION TRUCK OPERATOR, Department of Public Workers, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on December 5, 2025.

Cause of Action:

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

Discipline: Suspension effective January 27, 2026 to March 12, 2026, inclusive, (10-working days).

SECURITY OFFICER, Department of Airports. The Department filed the General Form 77 with Personnel Records on November 12, 2025.

Cause of Action:

Violation of Department Administrative Manual 5.020:

§B-1 Conduct unbecoming of an Airport Police Division employee.

Discipline: Suspension effective November 17, 2025 to December 5, 2025, inclusive, (20-working days).

SECURITY OFFICER, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on November 21, 2025.

Cause of Action: Violation of Department Administrative Manual 50-04:

- 1) §C-6 Sleeping on the job.
- 2) §B-1 Violation of Department Rules.

Discipline: Suspension effective November 21, 2025 to December 11, 2025, inclusive, (15-working days).

7. ADMINISTRATIVE ACTIONS, (Continued)

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

Suspension. (Continued)

SENIOR ADMINISTRATIVE CLERK, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on November 12, 2025.

Cause of Action: Violation of Department Administrative Manual 50-04:

- 1) §E-3 Reporting for duty unfit to work due to the use of drugs or alcohol (second offense).
- 2) §B-1 Violation of Supervisor’s Letter of Agreement signed May 20, 2024.

Discipline: Suspension effective September 8, 2025 to November 21, 2025, inclusive, (30-working days).

SENIOR LIBRARIAN, Library Department of Water & Power. The Department filed the General Form 77 with Personnel Records on November 12, 2025.

Cause of Action: Violation of Department Administrative Manual 50-04:

- 1) Failure to take appropriate action to correct and eliminate sexual harassment from the workplace by personal action or conduct.
- 2) Unwelcome touching, rubbing or any type of physical contact and/or inappropriate conduct toward other employees.

Discipline: Suspension effective October 21, 2025 to December 4, 2025, inclusive, (30-working days).

SENIOR MANAGEMENT ANALYST, Harbor Department. The Department filed the General Form 77 with Personnel Records on July 3, 2025.

Cause of Action: Violation of Department Manual §2.130

- 1) §2 using abusive language toward or making inappropriate statements to the public, supervisors or co-workers.
- 2) §4 Making threats (verbal or non-verbal) or engaging in a confrontation with the public, supervisors or co-workers.

Discipline: Suspension effective July 14, 2025 to October 24, 2025, inclusive, (25-working days).

7. ADMINISTRATIVE ACTIONS, (Continued)

Discharge

- e. Make the following NOTICES a matter of record, (Continued)

ACCOUNTING CLERK, Los Angeles Housing Department. The Department filed the General Form 77 with Personnel Records on October 9, 2025.

Cause of Action:

- 1) Unexcused, excessive or patterned absenteeism
- 2) Failure to follow established procedure for notification of inability to report for work
- 3) Frequent or unexcused tardiness.

Discipline: Discharge effective October 6, 2025.

ADMINISTRATIVE CLERK, Los Angeles Police Department. The Department filed the General Form 77 with Personnel Records on November 20, 2025.

Cause of Action:

On or about July 20, 2024, the employee, while off-duty, physically assaulted another person during a domestic incident.

Discipline: Discharge effective September 16, 2025.

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>
7550	1	93-13013	Utility Executive Secretary, 1336
7551	2	95-34351	Asbestos Worker, 3435
7552	1	93-37116	Equipment Mechanic, 3711
7553	1	95-15302	Risk Manager, 1530
7554	1	95-15303	Risk Manager, 1530
7555	1	93-37116	Equipment Mechanic, 3711
7556	1	95-91031	Fleet Services Manager, 9103
7557	1	94-15018	Systems Analyst, 1596
7558	4	91-12069	Customer Service Representative, 1230
7559	1	91-12069	Customer Service Representative, 1230
7560	1	93-37116	Equipment Mechanic, 3711
7562	1	94-11025	Programmer Analyst, 1431
7563	1	91-11019	Programmer Analyst, 1431
7576	1	94-15023	Senior Systems Analyst, 1597
7577	1	91-11019	Programmer Analyst, 1431
7578	1	93-38103	Senior Electrician, 3864
7592	1	93-61002	Audio Visual Technician, 6147
7593	2	93-13013	Utility Executive Secretary, 1336
7594	2	95-91051	Utility Administrator, 9105
7595	2	93-37134	Heavy Duty Equipment Mechanic, 3743
7596	1	95-94532	Power Engineering Manager, 9453
7597	1	94-33110	Building Repairer, 3333
7598	2	95-37553	Utility Services Specialist, 3755
7599	1	94-11020	Programmer Analyst, 1431
7600	1	95-91052	Utility Administrator, 9105
7601	1	95-91051	Utility Administrator, 9105
7616	1	91-11019	Programmer Analyst, 1431
7617	1	93-31106	Maintenance and Construction Helper, 3115
7619	52	91-31001	Security Officer, 3181
7620	1	93-11144	Principal Clerk Utility, 1202
7621	2	95-91051	Utility Administrator, 9105

8. CLASSIFICATION ACTIONS, (Continued)

- a. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions:
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>
7485	2	95-91062	Utility Services Manager, 9106
7579	4	94-38062	Senior Electrical Mechanic, 3834
7580	40	93-38000	Electrician, 3863
7581	1	94-37126	Electrical Craft Helper, 3799
7582	1	82-52128	Electric Station Operator, 5224
7583	2	94-52053	Electric Station Operator, 5224
7584	3	93-17023	Safety Engineering Associate, 1726
7585	1	94-12116	Principal Clerk Utility, 1202
7586	2	95-37553	Utility Services Specialist, 3755
7587	2	82-34002	Painter, 3423
7588	3	94-52061	Load Dispatcher, 5233
7589	1	95-75253	Electrical Engineering Associate, 7525
7606	1	93-37109	Structural Steel Fabricator, 3794
7607	2	95-52371	Chief Electric Plant Operator, 5237
7608	6	93-37146	Machinist, 3763
7609	4	94-38007	Instrument Mechanic, 3843
7610	3	95-75181	Electrical Test Technician Supervisor, 7518
7611	1	82-13009	Utility Executive Secretary, 1336
7612	1	95-75543	Mechanical Engineering Associate, 7554
7613	1	72-75356	Electrical Engineer, 7539
7614	1	94-52150	Electric Station Operator, 5224
7641	1	91-17010	Data Analyst, 1779

8. CLASSIFICATION ACTIONS, (Continued)

a. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions:

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>
7564	2	93-39119	Water Service Worker, 3931
7565	1	95-72462	Civil Engineering Associate, 7246
7566	4	93-16104	Water Service Representative, 1693
7567	3	93-35159	Truck Operator, 3583
7568	11	93-35159	Truck Operator, 3583
7569	2	93-16104	Water Service Representative, 1693
7570	6	95-72462	Civil Engineering Associate, 7246
7571	1	95-91063	Utility Services Manager, 9106
7572	4	93-39122	Water Service Supervisor, 3930
7573	2	93-39133	Water Utility Supervisor, 3976
7574	6	93-39109	Maintenance and Construction Helper, 3115
7575	64	93-39126	Water Utility Worker, 3912
7590	1	93-58115	Water Treatment Supervisor, 5887
7591	9	93-39129	Water Utility Supervisor, 3976
7602	1	93-34117	Protective Coating Supervisor, 3465
7603	7	93-39129	Water Utility Supervisor, 3976
7604	1	93-39129	Water Utility Supervisor, 3976
7605	1	95-72462	Civil Engineering Associate, 7246
7618	3	93-39129	Water Utility Supervisor, 3976

4. Allocate the following new positions for the **Harbor Department** , as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4187	1	Mechanical Helper, 3771
4192	1	Landscape Architectural Associate, 7933

File No. 56224

8. CLASSIFICATION ACTIONS, (Continued)

b. 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>
7626	1	94-11020	Programmer Analyst, 1431
7627	1	95-15892	Principal Utility Accountant, 1589
7628	1	95-91052	Utility Administrator, 9105
7629	2	93-38000	Electrician, 3863
7630	4	95-15110	Utility Accountant, 1511
7631	63	93-37134	Heavy Duty Equipment Mechanic, 3743
7632	2	93-13641	Senior Administrative Clerk, 1368
7633	1	94-15018	Systems Analyst, 1596
7634	1	95-91053	Utility Administrator, 9105
7635	1	93-37100	Mechanical Helper, 3771
7636	1	94-11020	Programmer Analyst, 1431
7637	1	91-15137	Senior Utility Accountant, 1521
7639	13	91-12068	Customer Service Representative, 1230
7640	1	94-11020	Programmer Analyst, 1431
7675	1	93-78146	Laboratory Technician, 7854
7683	3	95-91051	Utility Administrator, 9105
7684	1	95-79271	Senior Architect, 7927
7685	11	91-12068	Customer Service Representative, 1230
7686	1	93-91251	Management Analyst, 9184
7687	2	95-17671	Claims Agent, 1767
7706	1	93-91251	Management Analyst, 9184

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>
7622	3	94-38062	Senior Electrical Mechanic, 3834
7623	4	95-75252	Electrical Engineering Associate, 7525
7624	1	95-79271	Senior Architect, 7927
7625	3	94-17022	Safety Engineer, 1727
7642	1	93-18168	Senior Storekeeper, 1837
7643	1	93-38006	Electrical Repair Supervisor, 3855
7644	2	93-34100	Pipefitter, 3433
7645	2	95-34711	Senior Roofer, 3477
7646	1	95-37531	Senior Utility Service Specialist, 3753
7647	1	95-75543	Mechanical Engineering Associate, 7554
7648	1	72-72036	Principal Civil Engineering Drafting Technician, 7219
7649	1	95-75254	Electrical Engineering Associate, 7525
7650	2	95-75253	Electrical Engineering Associate, 7525
7676	1	95-75252	Electrical Engineering Associate, 7525
7677	1	95-52653	Electrical Services Manager, 5265

8. CLASSIFICATION ACTIONS, (Continued)

b. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions, (Continued):

2. Allocate the following new positions in the **Power System** of the **Department of Water & Power**, as indicated, (Continued):

7678	5	94-38313	Underground Distribution Construction Supervisor, 3814
7679	5	94-38062	Senior Electrical Mechanic, 3834
7680	2	95-75180	Electrical Test Technician Supervisor, 7518
7681	1	93-38019	Instrument Mechanic Supervisor, 3844
7682	1	95-75543	Mechanical Engineering Associate, 7554

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>
7651	51	93-39109	Maintenance and Construction Helper, 3115
7652	1	93-37134	Heavy Duty Equipment Mechanic, 3743
7653	2	93-39023	Water Utility Worker, 3912
7654	8	93-39109	Maintenance and Construction Helper, 3115
7655	1	95-75543	Mechanical Engineering Associate, 7554
7656	3	93-39129	Water Utility Supervisor, 3976
7657	1	95-79262	Architectural Associate, 7926
7658	1	93-39129	Water Utility Supervisor, 3976
7659	6	93-33113	Cement Finisher, 3353
7660	1	42-72107	Civil Engineering Drafting Technician, 7232
7661	1	95-75542	Mechanical Engineering Associate, 7554
7662	1	93-75005	Mechanical Engineering Drafting Technician, 7551
7663	1	93-13641	Senior Administrative Clerk, 1368
7664	1	93-33104	Cement Finisher Supervisor, 3354
7665	2	93-37100	Mechanical Helper, 3771
7666	1	95-75542	Mechanical Engineering Associate, 7554
7667	4	93-37137	Mechanical Repairer, 3773
7668	1	95-91054	Utility Administrator, 9105
7669	3	95-72462	Civil Engineering Associate, 7246
7670	5	93-39129	Water Utility Supervisor, 3976
7671	1	95-72462	Civil Engineering Associate, 7246
7672	2	93-33114	Building Repairer, 3333
7673	1	93-16104	Water Service Representative, 1693
7674	5	93-12135	Principal Clerk Utility, 1202
7688	8	93-34113	Protective Coating Worker, 3463
7689	2	95-72462	Civil Engineering Associate, 7246
7690	1	94-72024	Senior Electrical Engineering Drafting Technician, 7209

8. CLASSIFICATION ACTIONS, (Continued)

b. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions, (Continued):

4. Allocate the following new positions for the **Harbor Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4193	1	Building Electrical Engineer, 7543
4194	2	Building Mechanical Engineer, 7561
4201	1	Harbor Finance Administrator, 1652
4202	1	Harbor Finance Administrator, 1652

5. Allocate the following new position for the **Housing Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4199	1	Housing Inspector, 4243

6. Allocate the following new positions for the **Personnel Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4196	1	Background Investigation Manager, 1759
4197	1	Senior Personnel Analyst, 9167
4198	1	Chief Clerk Personnel, 1260

7. Reallocate the following positions 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>
4200	2	Background Investigator, 1764	Personnel Analyst, 1731

File No. 56225

c. The General Manager recommends that the Board approve the following Classification actions in connection with the 2025-2026 Budget, effective July 1, 2025.

1. Allocate the following positions:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department</u>	<u>Class Title and Code</u>
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DEPARTMENT OF TRANSPORTATION

25/26-251	1		Senior Administrative Clerk, 1368
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File No. 56226

d. The General Manager recommends that the Board of Civil Service Commissioners.

1. Approve the change of class title from **Accounting Aide**, Class Code 1585 **to Accountant Trainee**, Class Code 1585;

and

2. Approve the revised Duties Statement for **Accountant Trainee**, Class Code 1585.

File No. 56226

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

1. Create the new classification of **Accountant Assistant**, Class Code 1612;

and

2. Adopt the new Duties Statement for **Accountant Assistant**, Class Code 1612.

File No. 56227

8. CLASSIFICATION ACTIONS, (Continued)

- f. The General Manager recommends that the Board of Civil Service Commissioners give a 10-day notice of intention to:
1. Revise the classifications of **Geographic Information Systems Technician**, Class Code 7250, and **Geographic Information Systems Analyst**, Class Code 7249; and
 2. Adopt the changes to the Class Specifications for **Geographic Information Systems Technician**, Class Code 7250, and **Geographic Information Systems Analyst**, Class Code 7249.

File No.56228

9. ADJOURNMENT