



# CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

## AGENDA

COMMISSIONERS  
RAUL PEREZ

President  
KARLA M. GOULD  
Vice President

JEANNE A. FUGATE  
GUY LIPA  
NANCY P. MCCLELLAND  
Commissioners

**REGULAR MEETING – 10:00 A.M.**

**THURSDAY, JULY 8, 2021**

**VIRTUAL MEETING**

**ROOM 350, PERSONNEL BUILDING**

**700 EAST TEMPLE STREET**

**LOS ANGELES, CALIFORNIA 90012**

In conformity with the Governor's executive order n-29-20 (March 17, 2020) and due to concerns over COVID-19, this meeting of the Board of Civil Service Commissioners will be conducted using audio technology. **Any person wishing to observe the commission meeting or address the commission in public comment must dial (669) 900-6833, when asked for a Meeting ID enter 895 2393 4947, followed by the pound sign (#). When asked, enter the password 874492 and the pound sign (#) again to continue.** Participants will then be joined into the meeting. If you wish to enter a public comment on a matter of interest that is within the subject jurisdiction of the Board, please dial \*9 when the Commission reaches item three of this agenda. You will be called upon and your phone or device unmuted.

Digital 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>

1. **CALL TO ORDER**

2. **APPROVAL OF MINUTES**

Minutes of the regular meeting of Thursday, June 24, 2021, submitted for approval.

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

Time set aside for the Board to hear comments on matters of interest to the public that are within the subject jurisdiction of the Board. No single speaker shall exceed **one** minute.

Any person who is compensated to monitor, attend or speak at this meeting of the Board of Civil Service Commissioners is required by City law (Los Angeles Municipal Code §§ 48.01 *et seq.*) to register as a lobbyist and report your activity to the City Ethics Commission.

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

Approval of routine and non-appearance matters under New Business, pages three through six items 6 and 7, subject to any requests for reconsideration by the end of the meeting.

5. **APPEAL UNDER CHARTER SECTION 1016**

**Imo IBOKO**, Senior Commercial Field Representative, Department of Water & Power. Suspension effective June 24, 2019 to July 1, 2019, inclusive, (six working days).

Report and recommendations of the Board’s Hearing Examiner Isabelle R. Gunning, following the holding of hearings on October 30, 2019, February 26, 2020, December 3, 2020 and January 21, 2021 into the appeal of Mr. Iboko.

The Hearing Examiner recommends that the Board:

A. FIND that the City’s *Skelly* due process obligations were met.

B. Causes of Action:

1. SUSTAIN the cause of action of failure to carry our supervisory responsibilities adequately, directly or promptly.

C. FIND that the Suspension effective June 24, 2019 to July 1, 2019, inclusive, (six working days), was appropriate and is SUSTAINED.

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

File No. 55318

COMMISSION ACTION:

6. **ADMINISTRATIVE ACTIONS**

The General Manager recommends that:

- a. 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:

**June 18, 2021**

**Interdepartmental Promotional**

SENIOR ACCOUNTANT

**Open Competitive**

AIRPORT GUIDE

BACKGROUND INVESTIGATOR

ELECTRICAL MECHANIC

**June 25, 2021**

**Interdepartmental Promotional and Open Competitive**

AIRPORTS PUBLIC AND COMMUNITY RELATIONS DIRECTOR

BENEFITS ANALYST

WATERSHED RESOURCES SPECIALIST

**Interdepartmental Promotional**

ASSISTANT COMMUNICATIONS CABLE WORKER

COMMERCIAL FIELD REPRESENTATIVE

WATER UTILITY SUPERVISOR

**Departmental Promotional Basis**

POLICE SERGEANT

- b. Make a matter of record the use of the following Special Examining Assistants:

1) **AIRPORTS PUBLIC AND COMMUNITY RELATIONS DIRECTOR**

Flora MARGHERITIS and Tim IHLE, Airport Managers III, Department of Airports

2) **PARKING MANAGER**

Benjamin SETIARTO, Parking Manager II, Department of General Services and Shirlene

Sue YOKOYAMA, Airport Manager III, Department of Airports

3) **UTILITY ADMINISTRATOR**

Teresa L. CABRERA and Sandra FOSTER, Utility Administrators III, Department of Water & Power

4) **WATER UTILITY SUPERINTENDENT**

John COX and Michael CHAVEZ, Water Utility Superintendents III, Department of Water & Power

File No.

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

c. Make the following NOTICE a matter of record:

Suspension

**REFUSE COLLECTION TRUCK OPERATOR II**, Department of Public Works, Bureau of Sanitation. The General Form 77 was filed with Personnel Records on June 21, 2021.

Cause of Action: 1) Presumed positive drug test results on September 1, 2020, by refusal to submit to test administered under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy (Third Offense)

Discipline: Suspension effective June 22, 2021 to August 6, 2021, inclusive (20 working days) to be served as agreed.

COMMISSION ACTION:

**7. 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>
5923	1	95-15210	Senior Utility Accountant, 1521

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>
5920	1	94-18127	Warehouse and Toolroom Worker, 1832
5921	1	93-13641	Senior Administrative Clerk, 1368
5924	1	95-52651	Electrical Services Manager, 5265

3. Allocate the following new position in the **Office of the City Controller**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3427	1	Principal Accountant, 1525

4. Allocate the following new positions in the **Los Angeles City Employees' Retirement System**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3431	6	Benefits Analyst, 9108
3432	9	Benefits Specialist, 1203
3433	3	Accounting Clerk, 1223

File No.

b. The General Manager recommends that the Board approve the following Classification actions in connection with the 2021-2022 Budget, effective July 1, 2021.

1. Allocate the following positions:

<u>CSC No.</u>	<u>No. of Positions</u>	Department <u>Class Title and Code</u>
<b><u>DEPARTMENT OF</u></b>		
<b><u>HOUSING AND COMMUNITY INVESTMENTS</u></b>		
21/22-059	1	Senior Administrative Clerk, 1368
21/22-060	1	Director of Housing, 1568
21/22-061	1	Management Assistant, 1539
21/22-062	1	Senior Management Analyst, 9171
21/22-063	1	Management Analyst, 9184

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

b. The General Manager recommends that the Board approve the following Classification actions in connection with the 2021-2022 Budget, effective July 1, 2021, (Continued).

1. Allocate the following positions, (Continued):

CSC No.	No. of Positions	Department Class Title and Code
<b><u>LOS ANGELES CITY EMPLOYEES'</u></b>		
<b><u>RETIREMENT SYSTEM</u></b>		
21/22-065	1	Benefits Analyst, 9108
21/22-066	1	Senior Benefits Analyst, 9109
<b><u>DEPARTMENT OF CULTURAL AFFAIRS</u></b>		
21/22-067	1	Arts Center Director, 2447
21/22-068	1	Art Instructor, 2474
21/22-069	1	Performing Arts Program Coordinator, 9184
21/22-070	1	Administrative Clerk, 1358

File No.

c. Exempt the following position in the **Department of Cannabis Regulation**, in accordance with Charter Section 1001(d)(4), based on the position 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>
3434	1	Senior Project Coordinator, 1538

File No.

d. 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 **General Manager, Community Investment for Families Department**, Class Code 9277, and **Assistant General Manager, Community Investment for Families Department**, Class Code 9278;

and

2. Adopt the Duties Statements for **General Manager, Community Investment for Families Department**, Class Code 9277, and **Assistant General Manager, Community Investment for Families Department**, Class Code 9278.

File No.

COMMISSION ACTION:

8. **ADJOURNMENT**