



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, OCTOBER 28, 2021**

**VIRTUAL MEETING
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

In conformity with AB 31 and the Governor's executive order n-15-21 (September 20, 2021) 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, and when asked for a Meeting ID, enter 851 8770 7436 followed by the pound sign (#). When asked, enter the password 157500 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, October 14, 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 Unfinished Business, page four, item 7 and New Business, pages five through seven, items 8 and 9, subject to any requests for reconsideration by the end of the meeting.

5. **GENERAL MANAGER'S REPORT**

6. APPEAL UNDER CHARTER SECTION 1016

a. Guillermo MARTINEZ, Refuse Collection Truck Operator II, Department of Public Works, Bureau of Sanitation. Discharge effective December 21, 2020.

Report and recommendations of the Board’s Hearing Examiner David Beauvais, following the holding of hearings on June 8, 2021 and August 17, 2021 into the appeal of Mr. Martinez.

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 second positive drug or alcohol test resulting from a follow-up test administered on or about May 27, 2020, under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy.

C. FIND that the Discharge effective December 21, 2020, was appropriate and is SUSTAINED.

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

File No. 55553

COMMISSION ACTION:

6. APPEAL UNDER CHARTER SECTION 1016

b. Salvador ROMERO, Senior Management Analyst, Los Angeles Police Department.
Suspension effective July 15, 2019 to July 26, 2019, (10 working days).

Report and recommendations of the Board’s Hearing Examiner Christopher Cameron, following the holding of a hearing on February 26, 2020 into the appeal of Mr. Romero.

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 that between January and October 2017, the employee, while on duty, inaccurately documented his start of watch time on official documents on numerous occasions to which he was not entitled.

- C. This it would be appropriate to remand the penalty to the Department, as the appointing authority, to reconsider whether it can consent to reducing the length of the suspension, because there are ample grounds upon which the Board of Civil Service Commissioners can make a finding that such action is warranted.

[NOTE: the matter was referred to the Department to consider a reduction in penalty; after consideration, the Department declined to reduce the penalty, returning the matter to the Board for adjudication.]

- D. ADOPT the findings and conclusions in the Hearing Examiner’s report as the Board’s own.
File No. 55319

COMMISSION ACTION:

7. **UNFINISHED CLASSIFICATION ACTIONS**

The General Manager recommends that the Board of Civil Service Commissioners, after giving 10 days-notice of intention on October 14, 2021, now:

1. Create the new classifications of **Community Services Representative Trainee**, Class Code 9055, and **Community Services Representative Assistant**, Class Code 9054;
and
2. Adopt the new duties statements for **Community Services Representative Trainee**, Class Code 9055, and **Community Services Representative Assistant**, Class Code 9054.

File No. 55569

COMMISSION ACTION:

8. **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:

October 8, 2021

Open Competitive

POLICE PERFORMANCE AUDITOR
WASTEWATER TREATMENT OPERATOR

October 15, 2021

Interdepartmental Promotional

ELECTRIC SERVICES REPRESENTATIVE
EQUIPMENT SUPERINTENDENT
SENIOR POLICE SERVICE REPRESENTATIVE

Interdepartmental Promotional and Open Competitive

SENIOR BENEFITS ANALYST

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

1) **BENEFITS ANALYST**

Gregory MACK, Chief Benefits Analyst, Los Angeles Fire and Police Pensions

2) **PLANNING ASSISTANT**

Teresa L. BATSON, City Planner, City Planning Department

3) **PRINCIPAL ENVIRONMENTAL ENGINEER**

Jose P. GARCIA and Masahiro DOJIRI, Assistant Directors Bureau of Sanitation, Department of Public Works, Bureau of Sanitation

4) **SENIOR ACCOUNTANT**

Filomena ABAYAN, Principal Accountant II, Harbor Department and Merlita D. VALMORES, Principal Accountant II, Department of Airports

5) **SENIOR POLICE SERVICE REPRESENTATIVE**

Abegaye SCIANNI and Berta UGAS, Senior Police Service Representatives II, Richardo ORTEGA & Anthony LJUBETIC, Police Lieutenants II, Los Angeles Police Department

6) **SYSTEMS ANALYST**

Ramon HERNANDEZ, Programmer Analyst IV, Information Technology Agency, Emily MCENROE, Programmer Analyst V, Department of Airports and Michael TORRES, Information Systems Manager, Department of Water & Power

File No.

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

The General Manager recommends, (Continued):

- c. Make it a matter of record the General Manager’s action in approving the use of the following raters for the evaluation of Training and Experience Questionnaires for the following examination:

OCCUPATIONAL HEALTH NURSE

Lloyd NJOKU, Supervising Occupational Health Nurse, Department of Water & Power, Jean COCHRANE, Supervising Occupational Health Nurse and Arthur MANOUKIAN, Chief Physician, Personnel Department.

- d. Make the following APPEAL a matter of record:

Discharge

Jaren K, ROWLEY, Line Patrol Mechanic, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on October 13, 2021.

Cause of Action: 1) Misconduct, on or off the job, seriously reflecting on City employees or employment.
 2) Reporting for duty unfit to work due to use of drugs or alcohol.
 3) Operating City vehicle or other equipment while under alcohol or drugs which could impair operation capability.
 4) Violation of safety rules, procedures or accepted practices which results in injury, disability or death, interruption or degradation of electric or water service.

Discipline: Discharge effective October 13, 2021.
In accordance with Charter Section 1016, the Appellant filed an appeal via email with the Civil Service Commission on October 13, 2021.

File No.

- e. Make the following NOTICE a matter of record:

Suspension

AQUATIC FACILITY MANAGER I, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on October 13, 2021.

Cause of Action: 1) Failure to maintain a harassment free workplace for subordinates.
 2) Failure to foster a discrimination free workplace by one’s own individual actions or failure to act in that the employee placed images of a sexual nature including images of himself on his work computer.

Discipline: Suspension effective October 14, 2021 to November 10, 2021, inclusive (20 working days).

COMMISSION ACTION:

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>
6000	1	91-13640	Senior Administrative Clerk, 1368
6001	5	82-17001	Management Analyst, 9184
6002	1	94-73000	Environmental Affairs Officer, 7320

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>
5984	1	94-37126	Electrical Craft Helper, 3799
5985	1	94-37126	Electrical Craft Helper, 3799
5995	5	94-38177	Sr. Electrical Mechanic Supervisor, 3836
5996	1	93-37008	Welder, 3796
5997	1	93-33101	Carpenter Shop Supervisor, 3339
5998	5	93-35124	Equipment Operator, 3525
6004	1	95-96012	General Services Manager, 9601

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>
5999	1	93-72032	Land Surveying Assistant, 7283

4. Allocate the following new position in the **Department of Public Works, Bureau of Engineering**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3482	1	Electrical Engineering Associate, 7525 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>	<u>Department</u> <u>Class Title and Code</u>
		<u>ECONOMIC & WORKFORCE</u> <u>DEVELOPMENT DEPARTMENT</u>
21/22-251	1	Senior Project Coordinator, 1538
21/22-252	1	Senior Management Analyst, 9171
		<u>DEPARTMENT ON DISABILITY</u>
21/22-244	1	Systems Analyst, 1596
21/22-245	1	Graphics Designer, 1670
21/22-246	1	Community Program Assistant, 2501 File No.

10. ADJOURNMENT