



# 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, JANUARY 13, 2022**

**VIRTUAL MEETING**

**ROOM 350, PERSONNEL BUILDING**

**700 EAST TEMPLE STREET**

**LOS ANGELES, CALIFORNIA 90012**

In conformity with AB 361 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 850 0208 1117 followed by the pound sign (#). When asked, enter the passcode 703673 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, December 9, 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 8 and New Business, pages five through twelve, items 9 and 10, subject to any requests for reconsideration by the end of the meeting.

5. **TELECONFERENCE MEETINGS PURSUANT TO AB361**

APPROVE FINDINGS in accordance with AB361 Section 3(e)(3) that, while the state of emergency due to the COVID-19 pandemic, as originally proclaimed by the governor on March 4, 2020, remains active, and/or state or local authorities have imposed or recommended measures to promote social distancing, this Commission, in the interest of safety for the public, City employees and the members of the Commission, will meet in a virtual setting accessible to the public until such time as proper authorities shall deem it safe to resume in-person meetings.

COMMISSION ACTION:

6. **GENERAL MANAGER'S REPORT**

7. **APPEAL UNDER CHARTER SECTION 1016**

a. **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~~**NOT 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. It would be appropriate to remand the penalty back to the Department as the appointing authority, to reconsider whether it would 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:**

On December 9, 2021, after a full discussion, the Board voted to:

FIND that the City’s *Skelly* due process provisions were ~~met~~**NOT MET**.

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.

The matter was continued to January 13, 2022 to allow the Department Advocate to return to her command seeking a penalty less than the 10-working day suspension imposed.

Only a decision on the penalty is before the Board, no discussion on the cause of action already sustained will be heard.

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

**b. Nathan REISING**, Building Operating Engineer, Department of General Services. The General Form 77 was filed with Personnel Records on April 19, 2021.

Report and recommendations of the Board’s Hearing Examiner Mary Williams, following the holding of hearings on October 4, 2021 and October 5, 2021 into the appeal of Mr. Reising.

The Hearing Examiner recommends that the Board:

A. FIND that the City’s *Skelly* due process provisions were ~~met~~**NOT MET**.

B. Causes of Action:

1) NOT SUSTAIN the cause of action of unauthorized possession or use of a dangerous weapon, such as firearms or knives on City property on the job as when the employee was observed with a 4” folding tactical knife on his belt loop on December 7, 2020.

2) SUSTAIN the cause of action of refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination) when the employee refused to cooperate during meeting(s) held on December 7, 2020.

C. FIND that the Discharge effective April 13 2021 was appropriate and is SUSTAINED.

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

File No. 55603

COMMISSION ACTION:

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

**Celia J. BARRIOS**, Police Service Representative, Los Angeles Police Department. Suspension effective April 12, 2020 to May 11, 2020, (22 working days).

On January 4, 2022, the Commission Office received a message from the Appellant’s union representative informing the Board of the Appellant’s desire to withdraw her Appeal from Suspension.

File No. 55453

9. **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:

**November 26, 2021**

**Interdepartmental Promotional and Open Competitive**

BUILDING INSPECTOR  
ENGINEER OF SURVEYS

**Interdepartmental Promotional**

PAYROLL SUPERVISOR

**December 3, 2021**

**Interdepartmental Promotional**

PRINCIPAL DETENTION OFFICER

**Open Competitive**

ARCHITECTURAL ASSOCIATE  
BUS OPERATOR  
ELECTRICAL ENGINEERING ASSOCIATE  
MECHANICAL ENGINEERING ASSOCIATE  
METER READER

**December 10, 2021**

**Interdepartmental Promotional and Open Competitive**

SECRETARY LEGAL

**Interdepartmental Promotional**

AIR CONDITIONING MECHANIC SUPERVISOR  
SENIOR LOAD DISPATCHER  
STEAM PLANT MAINTENANCE MECHANIC

**December 17, 2021**

**Interdepartmental Promotional**

COMMISSION EXECUTIVE ASSISTANT I  
SENIOR AIRPORT ENGINEER  
SENIOR DETENTION OFFICER  
SENIOR PROPERTY OFFICER  
UTILITY SERVICES MANAGER

**Open Competitive**

LABORATORY TECHNICIAN

**January 14, 2022**

**Open Competitive**

FIREFIGHTER

9. **ADMINISTRATIVE ACTIONS**

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

1) **AUTO ELECTRICIAN**

Glenn SMITH, Equipment Repair Supervisor and Kenneth WHITE, Automotive Supervisor, Department of Water & Power

2) **CHIEF MANAGEMENT ANALYST**

Michael CHRISTENSEN, Deputy General Manager Airports I, Department of Airports, Richard COULSON, Assistant General Manager, Department of General Services and Petty SANTOS, Executive Officer City Clerk, Office of the City Clerk

3) **DIRECTOR OF MATERIALS TESTING SERVICES**

John TREVGOA, Assistant General Manager, Department of General Services

4) **ELECTRIC STATION OPERATOR**

Gregory Daniel LEE and Gabriel SOLIS, Chief Electric Plant Operators, Department of Water & Power

5) **ENVIRONMENTAL AFFAIRS OFFICER**

Alfredo MAGALLANES, Senior Environmental Engineer, Department of Public Works, Bureau of Sanitation and Winifred YANCY, Utility Services Manager, Department of Water & Power

6) **EQUIPMENT SUPERINTENDENT**

Richard FIELDS IV, Fire Assistant Chief, Los Angeles Fire Department and John TREVGOA, Assistant General Manager, General Services Department

7) **GRAPHICS DESIGNER**

Yeghig KESHISHIAN, Public Information Director II, Department of City Planning

8) **HEAVY DUTY EQUIPMENT MECHANIC**

Arman SEROBYAN, Equipment Repair Supervisor, Los Angeles Fire Department and William ROSE, Equipment Repair Supervisor, Department of Water & Power

9) **PORT PILOT**

John DWYER and David C. FLINN, Chief Port Pilots II, Harbor Department

10) **SECRETARY WATER & POWER COMMISSION**

Erin HENNING, Assistant General Manager and Ann SANTILLI, Auditor Water & Power, Department of Water & Power

11) **SENIOR BUILDING MECHANICAL INSPECTOR**

Victor CUEVAS, Assistant Deputy Superintendent of Building II and Bruce TODD, Principal Inspector, Department of Building and Safety

File No.

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 examinations:

**BACKGROUND INVESTIGATOR**

Melissa HAMAMOTO, Sr. Personnel Analyst II and Michael SHANK and Tracy VERALDI, Background Investigators II, Personnel Department

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

**EXECUTIVE ASSISTANT AIRPORTS**

Janet HACKNEY, Director of Airports Administration, Vijayalak PRASAD, Director of Airports Operations, David JONES and Tatyana STAROSTINA, Deputy General Managers Airports, Department of Airports

File No.

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

**Suspension**

**George NOCIFORE**, Signal Systems Supervisor II, Department of Transportation. The Department filed the General Form 77 with Personnel Records on December 28, 2021.

Cause of Action: 1) Failure to maintain a harassment free workplace for subordinates; failure to foster a discrimination free workplace by one’s own actions or conduct; or allowing subordinates to retaliate against and employee for filing a discrimination complaint, for participating in a discrimination complaint investigation, or for opposing discriminatory actions.

Discipline: Suspension effective January 24, 2022 to February 11, 2022, inclusive (15-working days).

In accordance with Charter Section 1016, the Appellant filed an appeal via email with the Civil Service Commission on December 30, 2021.

File No.

**Discharge**

**William OLANO-DERAS**, Street Services Worker, Department of Public Works, Bureau of Street Services. The Department filed the General Form 77 with Personnel Records on \_\_\_\_\_.

Cause of Action: 1) Absent without valid leave.  
2) Misconduct, on or off the job, seriously reflecting on City employees and employment.

Discipline: Discharge effective December 30, 2021.

In accordance with Charter Section 1016, the Appellant filed an appeal via email with the Civil Service Commission on December 28, 2021.

File No.

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

e. Make the following NOTICE a matter of record:

**Suspension**

**GARDENER CARETAKER**, Department of Airports. The Department filed the General Form 77 with Personnel Records on December 9, 2021.

Cause of Action: 1) §5.020 (E-3) Operating a City vehicle or other equipment while under the influence of drug or alcohol which impaired operating capability.  
2) §5.020 (E-5) Positive drug or alcohol test resulting from a “for cause” test administered under the provisions of the United States Department of Transportation Drug and Alcohol testing policy.  
3) §5.020 (E-3)

Discipline: Suspension effective January 10, 2022 to February 23, 2022, inclusive (20 working days; 10 days unpaid suspension and 10 days Disciplinary Pay Status, to be served as agreed).

**POLICE SERVICE REPRESENTATIVE II**, Los Angeles Police Department. The Department filed the General Form 77 with Personnel Records on December 6, 2021.

Cause of Action: 1) On or about May 16, 2021, the employee, while off-duty, operated a private vehicle under the influence of alcohol resulting in an arrest.

Discipline: Suspension effective January 13, 2022 to February 21, 2022, inclusive, 15 working days to be served as agreed.

**SENIOR ADMINISTRATIVE CLERK**, Los Angeles City Employees Retirement System. The Department filed the General Form 77 with Personnel Records on December 8, 2021.

Cause of Action: 1) Failure to perform work assignments adequately or promptly.  
2) Failure to provide information related to work to supervisors or others requiring the information.  
3) Requiring excessive supervision or instruction in performance of duties after the completion of training for the position.  
4) Violating Department rules by failing to follow enrollment payroll timeline/procedures.

Discipline: Suspension effective December 27, 2021 to January 7, 2022, inclusive, 10 working days, to be served as agreed.

**SENIOR DETENTION OFFICER**, Los Angeles Police Department. The Department filed the General Form 77 with Personnel Records on January 3, 2022.

Cause of Action: 1) Sometime prior to October 29, 2016, the employee, while on duty, inappropriately used the Department computer for non-duty related activities.  
2) Between September 1 and November 30, 2016, the employee, while off duty, engaged in a personal relationship with a subordinate without notifying their commanding officer of the relationship.

Discipline: Suspension effective December 20, 2021 to January 4, 2022, inclusive.



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

e. Make the following NOTICE a matter of record:

Suspension, (Continued)

**TREE SURGEON ASSISTANT**, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on December 16, 2021.

Cause of Action: 1) Positive drug or alcohol test resulting from a random test administered under the provisions of the United States Department of Transportation,

Discipline: Suspension effective December 17, 2021 to December 30, 2021, inclusive.

Discharge

**ADMINISTRATIVE CLERK**, Information Technology Agency. The Department filed the General Form 77 with Personnel Records on December 8, 2021.

Cause of Action: 1) Reporting for duty under the influence of drugs or alcohol, which resulted in unfitness to work.  
2) Failure of a for cause drug or alcohol test administered November 17, 2021 (second Offense).

Discipline: Discharge effective December 28, 2021.

**TRANSPORTATION INVESTIGATOR**, Department of Transportation. The Department filed the General Form 77 with Personnel Records on December 8, 2021.

Cause of Action: 1) Department Manual of Policies and Procedures, §252 (3-B) Unexcused, excessive or patterned absenteeism.

Discipline: Discharge effective November 19, 2021.

**10. 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>
6053	1	95-91062	Utility Services Manager, 9106
6054	5	95-37552	Utility Services Specialist, 3755
6055	1	93-37552	Utility Services Specialist, 3755
6056	1	95-37552	Utility Services Specialist, 3755
6058	1	95-37552	Utility Services Specialist, 3755
6061	1	95-15301	Risk Manager, 1530

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>
6062	4	95-75252	Electrical Engineering Associate, 7525
6063	1	93-13641	Senior Administrative Clerk, 1368
6064	2	94-34109	Senior Painter, 3424
6065	5	93-34100	Pipefitter, 3433

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>
6051	1	93-78125	Chemist, 7833
6052	1	93-91251	Management Analyst, 9184
6057	1	93-72012	Civil Engineering Drafting Technician, 7232
6059	1	93-12114	Principal Clerk Utility, 1202
6060	1	93-39002	Water Utility Worker, 3912

4. Allocate the following new position in the **Harbor Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3498	1	Legislative Representative, 9482

5. Allocate the following new positions in the **Department of General Services**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3506	1	Building Construction & Maintenance Superintendent, 3124
3507	1	Electrician Supervisor, 3865
3508	1	Electrician, 3863

6. Allocate the following new positions in the **Community Investment for Families Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3509	2	Management Analyst, 9184
3510	3	Administrative Clerk, 1358

**10. CLASSIFICATION ACTIONS**

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

7. Allocate the following new position in the Library Department, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3502	1	Principal Accountant, 1525

8. Allocate the following new positions in the **Office of the City Administrator Office**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3499	1	Senior Administrative Analyst, 1541
3500	3	Administrative Analyst, 1541
3501	1	Data Analyst, 1779

9. Reallocate the following position 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>
3503	1	Benefits Analyst, 9108	Senior Benefits Analyst, 9109 File No.

b. The General Manager recommends that the Board of Civil Service Commissioners approve the revised class specifications for:

Air Conditioning Mechanic, 3435	Plasterer, 3453
Asbestos Worker, 3435	Plumber Supervisor, 3446
Carpenter Supervisor, 3346	Plumber, 3443
Carpenter, 3344	Real Estate Associate, 1941
Carpet Layer, 3418	Refuse Collection Truck Operator, 3580
Environmental Specialist, 7310	Roofer, 3476
Gallery Attendant, 2442	Senior carpenter, 3345
Light Equipment Operator, 3523	Senior plumber, 3444
Maintenance and Construction Helper, 3115	Street Lighting Electrician, 3811
Mechanical Helper, 3771	Transportation Engineering Aide, 7285
	Warehouse and Toolroom Worker, 1832
	File No.

c. The General Manager recommends that the Board of Civil Service Commissioners approve the revised class specification for:

**SOCIAL WORKER, 2325**

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

- d. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following position in the Office of the City Administrative Officer (CAO) 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>
3504	1	Principal Project Coordinator, 9134
3505	5	Senior Project Coordinator, 1538

File No.

11. **ADJOURNMENT**