



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, MARCH 24, 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 should dial (669) 900-6833, and when asked for a Meeting ID, enter 860 9811 7405 followed by the pound sign (#). When asked, enter the passcode 449580 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, March 10, 2022, 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 seven, items 7 and 8, subject to any requests for reconsideration by the end of the meeting.

5. **GENERAL MANAGER'S REPORT**

6. **APPEAL UNDER CHARTER SECTION 1016**

Timothy MOEN, Refuse Collection Truck Operator II, Department of Public Works, Bureau of Sanitation. Suspension effective April 6, 2020 to June 12, 2020, inclusive (30-working days) to be served as agreed.

Report and recommendations of the Board’s Hearing Examiner Pamela C. Sellers, following the holding of a hearing on September 2, 2021, into the appeal of Mr. Moen.

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 causing or contributing to an accident by operating City equipment in an unsafe manner on or about May 4, 2018.
- C. FIND that the Suspension effective April 6, 2020 to June 12, 2020 (30 working days), was NOT appropriate and is NOT SUSTAINED.
- D. ADOPT the findings and conclusions in the Hearing Examiner’s report as the Board’s own.

File No. 55464

COMMISSION ACTION:

7. 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:

March 4, 2022

Interdepartmental Promotional and Open Competitive

TRUCK OPERATOR

Open Competitive

NUTRITIONIST

March 11, 2022

Departmental Promotional

SUPERVISING CRIMINALIST

Interdepartmental Promotional and Open Competitive

MACHINIST

NURSE MANAGER

Interdepartmental Promotional

SENIOR PERSONNEL ANALYST

Open Competitive

WATER TREATMENT OPERATOR

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

1) ASSOCIATE ZONING ADMINISTRATOR

Estineh MAILIAN, Chief Zoning Administrator and Lisa WEBBER, Deputy Director of Planning, City Planning Department

2) BUILDING MECHANICAL INSPECTOR

Willie Pierre ROSS, Senior Building Mechanical Inspector, Department of Building and Safety

3) CITY PLANNING ASSOCIATE

Valentina KNOX-JONES, City Planner, City Planning Department and Vinita WASKOW, Airport Planner, Department of Airports

4) COMMUNICATIONS ELECTRICIAN

Dana PORTER, Communications Electrician Supervisor, Department of Water & Power and Arleen ANCHETA, Communications Electrician Supervisor, Information Technology Agency

5) EXECUTIVE ADMINISTRATIVE ASSISTANT

Shana BONSTIN, Deputy Director of Planning, City Planning Department and Alfred MATA, Deputy City Engineer, Department of Public Works, Bureau of Engineering

6) LABORATORY TECHNICIAN

Asseged TESHOME, Chemist, Department of Water & Power

7) LEGISLATIVE ASSISTANT

Shannon HOPPES, Prima Program Manager, General Services Department, and Patrice LATTIMORE, Chief Management Analyst, Office of the City Clerk

7. ADMINISTRATIVE ACTIONS, (Continued)

The General Manager recommends that:

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

8) LOAD DISPATCHER

Scott A. BUCHER and Matthew J. EMERSON, Senior Load Dispatchers, Department of Water & Power

9) PAINTER

Danilo SIGUENZA, Painter Supervisor, Department of Water & Power and James SIPOTZ, Painter Supervisor, Department of Recreation and Parks

10) PAYROLL SUPERVISOR

Jose De JESUS, Fiscal Systems Specialist I, Los Angeles Housing Department and Stella MENDOZA, Management Analyst, Office of the City Administrative Officer

11) SECRETARY

Caroletta JOHNSON and Hydee VILLARREAL, Secretaries Legal, Department of Water & Power

12) SENIOR BUILDING MECHANICAL INSPECTOR

Armond GREGORYONA and Michael SMITH, Principal Inspectors, Department of Building and Safety

13) SENIOR LEGISLATIVE ASSISTANT

Petty SANTOS, Executive Officer City Clerk and Holly L. WOLCOTT, City Clerk, Office of the City Clerk

14) STEAM PLANT OPERATING SUPERVISOR

Matthew PEARNE and Ryan Lawrence GRAY, Electrical Services Managers, Department of Water and Power

15) ZOO REGISTRAR

Candace SCLIMENTI, Zoo Curator, Zoo Department

File No.

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

CHIEF ADMINISTRATIVE ANALYST

Yolanda CHAVEZ, Assistant City Administrative Officer, Office of the City Administrative Officer, Raymond CIRANNA, General Manager, Los Angeles Fire and Police Pensions Department, Matias FARFAN, Assistant Chief Legislative Analyst, Office of the Chief Legislative Analyst, Neil GUGLIELMO, General Manager, Los Angeles City Employees’ Retirement System

CRIMINALIST

Meghan CIRIVELLO, Sherillelynn LEE, Marissa BIRAIMAH and Eric WAHOSKE, Supervising Criminalists, Los Angeles Police Department

DEPARTMENTAL AUDIT MANAGER

Elaine BOYD, Chief Accountant-Auditor, County of Los Angeles, Juan PEREZ, Chief of Audits, County of San Diego

File No.

7. **ADMINISTRATIVE ACTIONS**

- d. Approve the change of the test of fitness method in the open examination for **BACKGROUND INVESTIGATION MANAGER**. The examination will be comprised of an advisory essay and 100% interview.

File No.

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

Discharge

Balair DORSEY, Security Officer, Harbor Department. The Department filed the General Form 77 with Personnel Records on February 9, 2022.

Cause of Action:

- 1) Failure to remain alert and responsive while on duty; i.e., sleeping on the job at assigned post on July 12, 2020, September 27, 2020 and September 28, 2020.
- 2) Failure to ensure the security of assigned post on September 27, 2020 and September 28, 2020 when the employee permitted the main gate arm of the Harbor Department Construction and Maintenance Yard to remain in the raised open position.
- 3) Failure to abide by the uniform regulation for a security officer.
- 4) Violation of California state law on October 17, 2020 by having in his possession a fully loaded 15-round 9mm Glock magazine.
- 5) Association with or joined a criminal gang which the employee knew or reasonably should have known the criminal nature of the organization.
- 6) Engaging in off-duty conduct which the employee knew or reasonably should have known was unbecoming to a member of the Los Angeles Port Police Department and was contrary to good order, efficiency or moral and tends to reflect unfavorably on the Los Angeles Port Police Department.
- 7) Failure to secure Department issued property having lost his security officer’s badge and Department Employee ID on September 25, 2020 despite having served a prior suspension in 2019 and receiving two notices to correct in 2017 and 2019 for similar offences.

Discipline:

Discharge effective February 28, 2022.

In accordance with Charter Section 1016, the Appellant filed an appeal via email to the Commission Office on March 4, 2022.

File No.

7. ADMINISTRATIVE ACTIONS, (Continued)

f. Make the following NOTICES a matter of record:

Suspension

ELECTRICAL DISTRIBUTION MECHANIC, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on March 2, 2022.

Cause of Action: 1) Failure to carry out assigned work responsibilities and maintain a safe and productive workplace for subordinates.
2) Failure to foster an alcohol-free environment by one’s own actions and conduct.

Discipline: Suspension effective January 31, 2022 to February 28, 2022, inclusive (20 working days).

GARDENER CARETAKER, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on March 7, 2022.

Cause of Action: 1) Causing or contributing to an accident by operating City equipment in an unsafe manner.
2) Violation of Department safety rules or practices when endangered the employee or others or damaged City property.

Discipline: Suspension effective February 21, 2022 to March 4, 2022, inclusive (10 working days) to be served as agreed.

Discharges

COMMUNICATION ELECTRICIAN, Information Technology Agency. The Department filed the General Form 77 with Personnel Records on March 10, 2022.

Cause of Action: 1) Falsifying City records such as time reports, milage reports, expense accounts or other work-related documents.
2) Leaving assigned work location without proper approval or appropriate reason.
3) Failure to perform work assignments adequately or promptly.

Discipline: Discharge effective March 9, 2022.

PARK RANGER, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on March 10, 2022.

Cause of Action: 1) Failure to meet a condition of employment set forth in Ordinance No. 187134 (COVID-19 Vaccination requirement for all current and future City Employees).

Discipline: Discharge effective March 10, 2022.

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>
6096	1	93-91251	Management Analyst, 9184
6097	1	93-34103	Sign Painter, 3428
6099	1	94-13640	Sr. Administrative Clerk, 1368

2. 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>
6098	1	95-37553	Utility Services Specialist, 3755

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

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3576	1	Civil Engineer, 7237

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

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3570	1	Electrician Supervisor, 3865

5. Allocate the following new position in the **Los Angeles Fire Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3571	1	Machinist, 3763

6. Allocate the following new position in the **Civil, Human Rights & Equity Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3572	1	Senior Management Analyst, 9171

File No.

COMMISSION ACTION:

9. ADJOURNMENT