



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, MAY 26, 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 812 6186 2453 followed by the pound sign (#). When asked, enter the passcode 315123 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, May 12, 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 six, items 7 and 8, subject to any requests for reconsideration by the end of the meeting.

5. **GENERAL MANAGERS REPORT**

6. APPEAL UNDER CHARTER SECTION 1016

Frank Ibarra, Meter Reader, Department of Water & Power. Discharge effective October 20, 2020.

Report and recommendations of the Board’s Hearing Examiner Angela Shaw, following the holding of hearings on August 3, 2021 and February 7, 2022 into the appeal of Mr. Ibarra.

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 violation of Department Administrative Manual §50-04 (D-4) Using threats against the public – Second Offense.
 - 2. SUSTAIN the cause of action of violation of Department Administrative Manual §50-04 (A-7) Misconduct on the job, seriously reflecting on City employees and employment.
 - 3. SUSTAIN the cause of action of violation of Department Administrative Manual §50-04 (B-1) violation of Department Rules.
- C. FIND that the Discharge effective October 20, 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. 55539

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:

May 6, 2022

Interdepartmental Promotional
 SENIOR STREET SERVICES INVESTIGATOR
Interdepartmental Promotional and Open Competitive
 CITY PLANNER

May 13, 2022

Interdepartmental Promotional
 CHIEF CLERK
Open Competitive
 MAINTENANCE LABORER ASSISTANT

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

1) **CORRECTIONAL NURSE**

Jean COCHRANE, Supervising Occupational Health and Joanne O’BRIEN, Medical Services Administrator, Personnel Department

2) **REAL ESTATE TRAINEE**

Scott CIMINO and Trang H. NGUYEN, Senior Real Estate Officers, Department of Water & Power

3) **SENIOR COMMERCIAL FIELD REPRESENTATIVE**

George NEGRETE, Commercial Field Supervisor, Department of Water & Power

4) **SENIOR PERSONNEL ANALYST**

Elba PALLAIS, Personnel Director II, Personnel Department and Rodrix JENNINGS III, Senior Personnel Analyst II, Department of Airports

5) **SENIOR UTILITY ACCOUNTANT**

Nancy SWAN, Principal Utility Accountant, Department of Water & Power

6) **TAX COMPLIANCE AIDE**

Kevin TRUONG and John DIERKING, Tax Compliance Officers III, Office of Finance

7) **UTILITY SERVICES MANAGER**

Angela RUIZ and Gerren EDWARDS, Utility Services Managers V, Department of Water & Power

8) **ZOO REGISTRAR**

Ian RECCHIO, Zoo Curator of Reptiles, Los Angeles Zoo

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:

CORRECTIONAL NURSE

Jean COCHRANE, Supervising Occupational Health Nurse and
 Joanne O’BRIEN, Medical Services Administrator,
 Personnel Department

File No.

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

d. Approve the change of the test of fitness method in the interdepartmental promotional examination for **Electrician Supervisor**. The examination will be comprised of a weighted interview (100%).

File No.

e. Approve the change of the test of fitness method in the interdepartmental promotional and open competitive examination for **Environmental Compliance Inspector**. The examination will be comprised of a 100% weighted multiple-choice test.

File No.

f. Make the following APPEALS a matter of record:

Discharge

Steven JACOBS, Electrical Craft Helper, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on May __, 2022.

Cause of Action: 1) §50.04 (E-3) Reporting for duty under the influence of alcohol or drugs.

Discipline: Discharge effective May 10, 2022.

In accordance with Charter Section 1016, the Appellant filed an appeal via email to the Commission Office on May 11, 2022.

File No.

Jazmine SAUCEDO, Environmental Compliance Inspector, Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on May 9, 2022.

Cause of Action: 1) Failure to meet a condition of employment to be fully vaccinated against COVID 19 as required by Los Angeles City Ordinance 187134.

Discipline: Discharge effective May 3, 2022.

In accordance with Charter Section 1016, the Appellant filed an appeal via email from his attorney to the Commission Office on May 3, 2022.

File No.

Make the following NOTICE a matter of record, (Continued):

Discharges

FIELD ENGINEERING AIDE, Harbor Department. The Department filed the General Form 77 with Personnel Records on May 10, 2022.

Cause of Action: Failure to meet a condition of employment to be fully vaccinated against COVID 19 as required by Los Angeles City Ordinance 187134.

Discipline: Discharge effective May 10, 2022.

COMMISSION ACTION:

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 position 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>
6124	2	93-72176	Engineering Designer, 7217
6125	1	95-75252	Electrical Engineering Associate, 7525

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>
6123	1	94-75301	Mechanical Engineer, 7558

3. Allocate the following new positions in the **Department of Airports**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3606	1	Principal Communications Operator, 1458 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.

Allocate the following positions:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department</u> <u>Class Title and Code</u>
<u>DEPARTMENT OF PUBLIC WORKS,</u> <u>BUREAU OF STREET SERVICES</u>		
21/22-107	1	Landscape Architect, 1358
21/22-108	2	Landscape Architect Associate, 7933
21/22-109	1	Civil Engineer, 7237
21/22-110	3	Civil Engineering Associate, 7246
21/22-113	1	Graphic Information Systems Supervisor, 7214
21/22-114	1	Graphic Information Systems Specialist, 7213
21/22-115	1	Graphic Designer, 1670 File No.

8. CLASSIFICATION ACTIONS, (Continued)

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

1. Approve the change of class title from **Community Housing Programs Manager**, Class Code 8500 to **Housing Programs Manager**, Class Code 8500;

and

2. Approve the revised class specification for **Housing Programs Manager**, 8500.

File No.

d. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following positions in the **Department of Recreation and Parks** (RAP) in accordance with Charter Section 1001(d)(4), based on the positions 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>
3604	1	Project Coordinator, 1537
3605	3	Senior Project Coordinator, 1538

File No.

COMMISSION ACTION:

9. ADJOURNMENT