



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, JUNE 23, 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 847 5600 2829 followed by the pound sign (#). When asked, enter the passcode 765644 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**

- a) Minutes of the regular meeting of Thursday, May 26, 2022, submitted for approval. Only Commissioners Gould, Fugate, Lipa and McClelland may vote on this item.
- b) Minutes of the regular meeting of Thursday, June 9, 2022, submitted for approval. Only Commissioners Perez, Fugate and Lipa may vote on this item.

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 two through five, items 6 and 7, subject to any requests for reconsideration by the end of the meeting.

5. **GENERAL MANAGERS REPORT**

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 3, 2022

Interdepartmental Promotional
PERSONNEL ANALYST

Interdepartmental Promotional and Open Competitive
ENVIRONMENTAL COMPLIANCE INSPECTOR
WHARFINGER

Open Competitive
ANIMAL KEEPER
ART CURATOR

June 10, 2022

Interdepartmental Promotional
SENIOR ELECTRIC TROUBLE DISPATCHER

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

1) **ELECTRIC DISTRIBUTION MECHANIC**

Elmer Hiritzan ACOSTA and Gregory Joseph GOLTZ, Electric Distribution Mechanic Supervisors, Department of Water & Power

2) **PERSONNEL RECORDS SUPERVISOR**

Betty COLLINS, Police Administrator, Los Angeles Police Department and Sandy Lai DUARTE, Senior Personnel Analyst I, Los Angeles Fire 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 MANAGEMENT ANALYST

Curtis WATTS, Assistant General Manager, Animal Services Department

CRIMINALIST

Elizabeth SCHOLL and Aaron MCELREA,
Supervising Criminalists, Los Angeles Police Department

File No.

- d. Approve the change of the test of fitness method in the interdepartmental promotional and open competitive examination for **Arts Manager**. The examination will be comprised of an advisory essay and a weighted interview (100%).

File No.

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

e. Make the following APPEALS a matter of record:

Suspensions

Rene BOYER Electrical Craft Helper, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on June __, 2022.

Cause of Action: 1) Violation of Department Administrative Manual §50.04 (C-5) Frequent and inexcused [sic] tardiness (second offence).
2) Violation of Department Administrative Manual §50.04 (D-2) Failure to cooperate with or use of abusive language towards other employees or the public.
3) Violation of Department Administrative §50.04 (B-1) Violating signed GM Bulletin dated June 1 2015, regarding the use of personal cellphones while on duty and driving Department vehicles.

Discipline: Discharge effective June 3, 2022.

In accordance with Charter Section 1016, the Appellant filed an appeal via email to the Commission Office on June 7, 2022.

File No.

Discharge

William BRIGHT, 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.

In accordance with Charter Section 1016, the Appellant filed an appeal via email to the Commission Office on June 2, 2022.

Reneir V. ORTEGA, Office Engineering Technician, Department of Water & Power. The Department Filed the General Form 77 with Personnel Records on June 2, 2022.

Cause of Action: 1) §50.04 (B-1) Unexcused, excessive or patterned absenteeism.
2) §50.04 (C-5) Failure to carry out work

Discipline: Discharge effective May 10, 2022.

In accordance with Charter Section 1016, the Appellant filed an appeal via email to the Commission Office on June 6, 2022.

File No.

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

Discharges

ASSISTANT ENVIRONMENTAL COMPLIANCE INSPECTOR, Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on June 3, 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 June 3, 2022.

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 **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>
6132	2	95-72462	Civil Engineering Associate, 7246
6134	1	95-78541	Laboratory Technician, 7854

2. 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>
6131	1	95-15390	Management Assistant, 1539
6133	3	91-17020	Management Analyst, 9184
6135	1	94-15023	Senior Systems Analyst, 1597

3. 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>
6136	10	93-33105	Carpenter, 3344
6137	1	93-37102	Blacksmith, 3733

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

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3611	1	Senior Management Analyst, 9171 File No.

b. The General Manager recommends that the Board approve the following Classification actions in connection with the 2022-2023 Budget, effective July 1, 2022.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
<u>LIBRARY DEPARTMENT</u>		
22/23-001	1	Library Assistant, 1172
22/23-002	1	Senior Librarian, 6753
22/23-003	2	Community Program Assistant, 2501
22/23-004	1	Senior Librarian, 6753
22/23-005	1	Administrative Clerk, 1358
22/23-006	12	Community Services Representatives, 9053
22/23-007	1	Librarian, 1670
22/23-008	1	Systems Analyst, 1596
22/23-009	1	Senior Management Analyst, 6153
22/23-010	1	Senior Administrative Clerk, 1668 File No.

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

c. The General Manager recommends that the Board approve the following Classification actions in connection with the 2022-2023 Budget, effective July 1, 2022.

1. Reallocate the following position:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>From:</u> Class Title and Code	<u>To:</u> Class Title and Code
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LIBRARY DEPARTMENT

22/23-011	1	Administrative Clerk, 1358	Senior Administrative Clerk, 1368 File No.
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d. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following positions in the **Department of Public Works, Board of Public Works** 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>
3612	1	Project Assistant, 1542
3613	1	Principal Project Coordinator, 9134 File No.

COMMISSION ACTION:

8. **ADJOURNMENT**