



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, AUGUST 25 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 898 9370 5599 followed by the pound sign (#). When asked, enter the passcode 250508 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, August 11, 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 Unfinished Business, page two items 5 and 6, New Business, pages three through eight, items 7 and 8 subject to any requests for reconsideration by the end of the meeting.

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

Steven JACOBS, Electrical Craft Helper, Department of Water & Power. Discharge effective May 5, 2022. On August 3, 2022, the Office of the Civil Service Commission received a fax from Steven Jacobs withdrawing his Appeal from Discharge.

File No. 55651

COMMISSION ACTION:

6. UNFINISHED CLASSIFICATION ACTIONS

a. The General Manager recommends that the Board of Civil Service Commissioners, after it gave a 10-day notice of its intention on August 11, 2022, now:

1. Create the new class of **Climate Emergency Mobilization Officer**, Code 7325;
and
2. Adopt the Duties Statement for **Climate Emergency Mobilization Officer**, Code 7325.

File No.

b. The General Manager recommends that the Board of Civil Service Commissioners after it give a 10-day notice of intention to:

1. Create the new classifications of **Customer Service Specialist Trainee**, Class Code 1231, and **Customer Service Specialist Assistant**, Class Code 1232;
and
2. Adopt the new duties statements for **Customer Service Specialist Trainee**, Class Code 1231, and **Customer Service Specialist Assistant**, Class Code 1232.

File No.

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:

August 5, 2022

Departmental Promotional
FIRE INSPECTOR

Interdepartmental Promotional
WASTEWATER TREATMENT ELECTRICIAN SUPERVISOR

Interdepartmental Promotional and Open Competitive
SENIOR CUSTODIAN

Open Competitive
ART INSTRUCTOR

August 12, 2022

Interdepartmental Promotional and Open Competitive
ACCOUNTING CLERK

EMERGENCY MANAGEMENT COORDINATOR

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

1) ACCOUNTING CLERK

Pamela GHARIBJANIAN, Senior Accountant I, City Planning Department, Deborah PEOPLES, Management Analyst, Department of Public Works, Bureau of Sanitation, Estella PRIEBE, Benefits Analyst, Los Angeles City Employees Retirement System.

2) ANIMAL KEEPER

Ian RECCHIO, Zoo Curator of Reptiles and Dominique KELLER, Chief Veterinarian, Zoo Department.

3) ARTS MANAGER

Joseph Rauch SMOKE, Arts Manager III, Cultural Affairs Department and Timothy MCGOWAN, Arts Manager II, Department of Airports.

4) CONSTRUCTION AND MAINTENANCE SUPERINTENDENT

Khalil GHARIOS, Sanitation Solid Resources Manager II, Department of Public Works, Bureau of Sanitation, John SMITH, General Services Manager, Department of Water & Power.

5) ELECTRICIAN SUPERVISOR

John SILVA, Building Maintenance District Supervisor, Department of General Services Ryan COMBS, Construction and Maintenance Supervisor I, Department of Airports.

6) HUMAN RESOURCES ASSISTANT

Dominique CAMAJ, Tommy SIU, Senior Personnel Analysts I, Department of Airports, Paola FERRARI, Senior Personnel Analyst II, Department of Recreation and Parks, Guadalupe GONZALEZ, Senior Personnel Analyst I and Demetria WILLIS-GOURDINE, Senior Personnel Analyst II, Los Angeles Police Department, Michael ROSE, Senior Personnel Analyst I, Personnel and Hosie THOMAS Personnel Director III, Personnel Department.

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

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

7) **SENIOR CUSTODIAN**

Clarence DAVIS, Custodian Supervisor, Department of Airports, James HEFFINGTON, Building Repair Supervisor, Department of Public Works, Bureau of Sanitation, Angelo HOWARD, Chief Custodian Supervisor II, Department of General Services and Shawn OLSON, Port Maintenance Supervisor, Harbor Department.

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 examination:

ANIMAL CONTROL OFFICER

Glen JULIAN and Jose GONZALEZ, Senior Animal Control Officers, Department of Animal Services.

File No.

d. Make the following APPEAL a matter of record:

Discharge

Quincy T. KEMP. Custodian, Department of Airports. The Department filed the General Form 77 with Personnel Records on August __, 2022

Cause of Action: 1) §5.020 (B.1) Violation of Department Rules.
 2) §5.020 (C-1) Unexcused, excessive or patterned absenteeism.
 3) §5.020 (C-2) Failure to maintain satisfactory attendance or correct attendance deficiencies.
 4) §5.020 (C-3) Failure to follow established procedure for notification of inability to report for work (call-in procedure).

Discipline: Discharge effective August 16, 2022.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on August 17, 2022.

File No.

Keyonna KIDD, Legislative Assistant, Office of the City Clerk. The Department filed the General Form 77 with Personnel Records on August 11, 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 August 11, 2022.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on August 15, 2022.

File No.

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

e. Make the following NOTICE a matter of record:

Suspensions

AIR CONDITIONING MECHANIC Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on August 5, 2022.

Cause of Action: 1) Violation of Department safety rules or practices which endanger the employee or others or damaged City property or equipment.
2) Operating City Equipment unsafely and or without the required license for the equipment.

Discipline: Suspension effective August 8, 2022 to August 19, 2022, inclusive (10-working days).

BENEFITS SPECIALIST, Los Angeles Fire and Police Pensions Department. The Department filed the General Form 77 with Personnel Records on August 9, 2022.

Cause of Action: 1) Improper behavior with Supervisors, fellow employees or the public. Using abusive language towards or making inappropriate statements toward the public, supervisors or co-workers.
2) Fraud, dishonesty, theft or falsification of records. Providing false information in connection with the application process.

Discipline: Suspension effective July 11, 2022 to July 22, 2022, inclusive (10-working days).

Discharge

ELECTRIC CRAFT HELPER, Department of Public Works, Bureau of Street Lighting. The Department filed the General Form 77 with Personnel Records on August 11, 2022.

Cause of Action: 1) Misconduct on or off the job which seriously reflects on City employees and employment
2) Absent without proper leave for more than two weeks.

Discipline: Discharge effective August 2, 2022.

LICENSED VOCATIONAL NURSE, Personnel Department. The Department filed the General Form 77 with Personnel Records on August 1, 2022.

Cause of Action: 1) Unexcused, excessive or patterned absenteeism.
2) Failure to follow established procedure for notification of inability to report for work
3) Failure to meet a condition of employment
4) Violation of Department rules by failing to request and receive approval prior to engaging in outside employment or business activity.

Discipline: Discharge effective July 28, 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 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>
6160	1	93-13640	Senior Administrative Clerk, 1368
6161	3	94-33110	Building Repairer, 3333
6162	14	94-38062	Senior Electrical Mechanic, 3834
6163	1	94-12115	Principal Clerk Utility, 1202
6164	1	95-75253	Electrical Engineering Associate, 7525
6165	1	93-18174	Storekeeper, 1835
6166	1	93-73002	Environmental Supervisor, 7304
6167	1	93-73003	Environmental Specialist, 7310

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>
6151	1	95-14092	Information Systems Manager, 1409
6168	1	82-17001	Management Analyst, 9184
6169	1	95-17021	Emergency Management Coordinator, 1702
6170	2	91-13637	Administrative Clerk, 1358

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

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3619	2	Communications Information Representative, 1461

4. Allocate the following new positions in the **Office of the Controller**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3622	1	Data Analyst, 1779
3623	1	Fiscal Systems Specialist, 1555
3624	1	Senior Management Analyst, 9171 File No.

8. CLASSIFICATION ACTIONS, (Continued)

- b. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions in connection with the 2022-2023 Budget, effective July 1, 2022.
1. Allocate the following positions:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department Class Title and Code</u>
<u>DEPARTMENT OF TRANSPORTATION</u>		
22/23-362	1	Transportation Engineering Associate, 7280
22/23-363	1	Transportation Engineering Associate, 7280
<u>DEPARTMENT OF GENERAL SERVICES</u>		
22/23-392	1	Senior Management Analyst, 9171
22/23-393	2	Equipment Specialist, 3734
<u>OFFICE OF THE CITY CLERK</u>		
22/23-401	1	Senior Management Analyst, 9171
22/23-402	1	Personnel Analyst, 1731
<u>OFFICE OF THE CITY CLERK</u>		
22/23-401	1	Senior Management Analyst, 9171
22/23-402	1	Personnel Analyst, 1731
<u>DEPARTMENT OF CANNABIS REGULATION</u>		
22/23-403	1	Chief Management Analyst, 9182
22/23-404	1	Chief Management Analyst, 9182
22/23-405	2	Senior Management Analyst, 9171
22/23-406	2	Senior Management Analyst, 9171
22/23-407	2	Management Analyst, 9184
22/23-408	3	Management Analyst, 9184
22/23-409	1	Senior Administrative Clerk, 1368
<u>DEPARTMENT OF BUILDING AND SAFETY</u>		
22/23-415	1	Senior Architect, 7929
22/23-416	1	Architect, 7925
22/23-417	8	Architectural Associate, 7926
22/23-418	2	Management Analyst, 9184
22/23-419	3	Office Engineering Technician, 7121
22/23-420	1	Safety Engineer, 1727
22/23-421	1	Delivery Driver, 1121
22/23-422	1	Public Relations Specialist, 1785
22/23-423	2	Building Civil Engineer, 7244
22/23-424	1	Management Assistant, 1539

File No.

- c. The General Manager recommends that the Board of Civil Service Commissioners:
1. Adopt the revised Duties Statements for **Equipment Mechanic Trainee**, 3701, and
 2. **Equipment Mechanic Assistant**, 3702.

File No.

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

d. The General Manager recommends that the Board of Civil Service Commissioners:
Adopt the revised Duties Statement for **Assistant Executive Director Department on Disability**, Class Code 9722.

File No.

e. The General Manager recommends that the Board approve the exemption of the following new positions in the **Department of Recreation and Parks (RAP)** 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>
3620	1	Architect, 7925
3621	1	Senior Management Analyst, 9171

File No.

- f. The General Manager recommends that the Board of Civil Service Commissioners:
1. Find the individuals listed below are to be considered as “legally employed” without further examination in the class of **Electrical Test Technician Supervisor**, Code 7518, with assignment rights only to the positions properly allocable to the class in which they currently have status.
 2. Approve the use of Status Charter Section 1014 Special Assignments so that the named incumbents may obtain status in the class of **Electrical Test Technician Supervisor**, 7518.

<u>NAME</u>	<u>CLASS TITLE AND CODE</u>
Acero, Jose J.	Electrical Test Technician Supervisor, 7518
Arshansky, Eugene G.	Electrical Test Technician Supervisor, 7518
Dimetry, Ehab H.	Electrical Test Technician Supervisor, 7518
Gasparyan, Samuel	Electrical Test Technician Supervisor, 7518
Godbehere, Michael	Electrical Test Technician Supervisor, 7518
Hansen, Randy L.	Electrical Test Technician Supervisor, 7518
Huern, Jimmy H.	Electrical Test Technician Supervisor, 7518
Jung, Gilman	Electrical Test Technician Supervisor, 7518
Kazemi, Oscar	Electrical Test Technician Supervisor, 7518
Martinez, Christopher F.	Electrical Test Technician Supervisor, 7518
Nguyen, Hai M.	Electrical Test Technician Supervisor, 7518
Perez, Renato C.	Electrical Test Technician Supervisor, 7518
Pilapil, Rhys V.	Electrical Test Technician Supervisor, 7518
Reid, John A.	Electrical Test Technician Supervisor, 7518
Roussey, Mark E.	Electrical Test Technician Supervisor, 7518
Sanchez, Cesar	Electrical Test Technician Supervisor, 7518
Thomas, Kenneth P.	Electrical Test Technician Supervisor, 7518
Walker, Charles I.	Electrical Test Technician Supervisor, 7518

File No.

COMMISSION ACTION:

9. **ADJOURNMENT**