



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, OCTOBER 27, 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 856 8246 0254 followed by the pound sign (#). When asked, enter the passcode 919577 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, October 13, 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, Item 8 and New Business, pages three through eight, items 9 and 10 subject to any requests for reconsideration by the end of the meeting.
5. **GENERAL MANAGER'S REPORT**

6. APPEALS UNDER CHARTER SECTION 1016 - CLOSED SESSION

Pursuant to Government Code 54957, the Civil Service Commission will adjourn into closed session to consider this employee’s discipline Appeal. All persons not associated with the above-entitled case will be removed from the meeting link.

Port Police Officer II, Harbor Department. Discharge effective August 13, 2020.

File No. 55514

COMMISSION ACTION:

Continued from July 14, 2022.

7. MATTER RELATED TO COMMISSION INVESTIGATION UNDER CHARTER SECTION 1019a

Pursuant to Government Code 54957, the Civil Service Commission will meet in closed session regarding a matter related to discipline of an employee with Peace Office status under Charter Section 1019 (a) that the Commission investigate alleged non-compliance with Charter sections 1016 and 1018.

COMMISSION ACTION:

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

Nathan JACKSON, Detention Officer, Los Angeles Police Department. Discharge effective July 19, 2019. On October 7, 2022, the Appellant sent a letter to the Commission Office via email withdrawing his Appeal from Discharge.

File No. 55331

COMMISSION ACTION:

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:

October 7, 2022

Interdepartmental Promotional

LANDSCAPE ARCHITECT

SENIOR WASTEWATER TREATMENT OPERATOR

Interdepartmental Promotional Basis Open Competitive

SENIOR LABOR RELATIONS SPECIALIST

October 14, 2022

Interdepartmental Promotional

WASTEWATER TREATMENT LABORATORY MANAGER

Interdepartmental Promotional and Open Competitive

STRUCTURAL ENGINEER

WORKERS' COMPENSATION CLAIMS ASSISTANT

9. ADMINISTRATIVE ACTIONS, (Continued)

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

- 1) APPARATUS OPERATOR
Timothy RAMIREZ, Fire Battalion Chief and Jason GETCHIUS, Fire Captain II, Los Angeles Fire Department.
- 2) ART INSTRUCTOR
Jesus RANGEL, Art Center Director I, Department of Cultural Affairs.
- 3) CHIEF ELECTRIC PLANT OPERATOR
Jeffrey LAMB and Sabi A VALDEZ, Electrical Services Managers, Department of Water & Power.
- 4) FIRE CAPTAIN
Timothy F. RAMIREZ, Fire Battalion Chief and Steve HISSONG, Fire Assistant Chief, Los Angeles Fire Department.
- 5) POLICE COMMANDER
Blake CHOW and Gerald WOODYARD, Deputy Chiefs, Los Angeles Police Department.
- 6) POWER ENGINEERING MANAGER
Louis TING, Power Engineering Manager B, Department of Water & Power.
- 7) SENIOR CONSTRUCTION ENGINEER
Deborah WEINTRAUB, Deputy City Engineer II and Jose FUENTES, Deputy City Engineer I, Department of Public Works, Bureau of Engineering.
- 8) SENIOR CUSTODIAN
Edward CROMWELL, Chief Custodian Supervisor I, Department of General Services, Lewis KNIGHT, Custodian Supervisor, Department of Water & Power and Pete FLORES, Airport Maintenance Supervisor III, Department of Airports.
- 9) SENIOR WASTEWATER TREATMENT OPERATOR
Philip DRUMMOND and Rahshaw MCAFEE, Shift Superintendent Wastewater Treatment I, Department of Public Works, Bureau of Sanitation.
- 10) SOCIAL WORKER
Ana CAMPOS and Karen PICKARD-FOUR, Principal Librarian II, Library Department.
File No.

c. Approve the change of the test of fitness method in the open competitive examination for **Building Operating Engineer**. The examination will be comprised of a weighted interview (100%).

File No.

d. Approve the change of the test of fitness method in the promotional examination for **Police Commander**. The examination will be comprised of an advisory essay and 100% weighted interview.

File No.

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

e. Make the following APPEAL a matter of record:

Discharge

Tony HARRIS, Underground Distribution Construction Mechanic, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on October 3, 2022.

Cause of Action: Violation of Department Administrative Manual §50-04 (G-3) ~ Intentionally falsifying City records/documents related to the reason for absence and /or purpose for claiming sick pay or allowed pay.

Discipline: Discharge effective October 3, 2022.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on October 3, 2022.

File No.

f. Make the following NOTICE a matter of record:

Suspensions

PARK MAINTENANCE SUPERVISOR, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on October 6, 2022.

Cause of Action: 1) Unauthorized removal or possession of City equipment or property.
2) Leaving assigned work location without approval or appropriate reason.
3) Falsifying City records such as time reports, mileage reports, expense accounts or other work-related documents.

Discipline: Suspension effective October 18, 2022 to October 31, 2022, inclusive (10-working days.) to be served as agreed.

COMMISSION ACTION:

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 **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>
6225	1	95-75252	Electrical Engineering Associate, 7525

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>
6220	1	95-12031	Benefits Specialist, 1203
6227	1	95-15210	Senior Utility Accountant, 1521
6228	1	94-15023	Senior Systems Analyst, 1597
6229	1	95-14092	Information Systems Manager, 1409
6230	1	95-15892	Principal Utility Accountant, 1589
6231	1	94-11030	Systems Programmer, 1455
6232	1	95-15110	Utility Accountant, 1511
6234	1	94-11031	Systems Programmer, 1455
6235	1	91-17020	Management Analyst, 9184
6236	1	91-15136	Senior Utility Accountant, 1521
6237	2	94-15018	Systems Analyst, 1596
6238	1	95-91062	Utility Services Manager, 9106
6239	1	95-73103	Environmental Specialist, 7310
6240	1	95-37553	Utility Services Specialist, 3755

3. Allocate the following new positions in the **Water System** of the **Department of Water and Power**, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
6226	1	93-39101	Waterworks Mechanic, 3984
6233	1	93-91251	Management Analyst, 9184

4. Allocate the following new positions in the **Los Angeles City Employees' Retirement System**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3641	1	Management Analyst, 9184
3642	1	Chief Benefits Analyst, 9151

4. 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>
3636	1	Public Information Director, 1800

5. Allocate the following new positions in the **Department of Recreation and Parks**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3637	1	Principal Clerk, 1201
3639	2	Human Resources Assistant, 1742

10. CLASSIFICATION ACTIONS, (Continued)

6. Allocate the following new positions in the **Department of Animal Services**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3632	1	Administrative Clerk, 1358
3633	6	Animal Care Technician, 4310

7. Allocate the following new positions in the **Department of Transportation**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>	<u>File No.</u>
3640	1	Senior Storekeeper, 1837	

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:

DEPARTMENT OF TRANSPORTATION

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
22/23-480	1	Senior Traffic Supervisor, 3218
22/23-481	6	Traffic Officer, 3214

LOS ANGELES FIRE DEPARTMENT

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
22/23-435	1	Personnel Analyst, 1731
22/23-436	1	Management Analyst, 9184
22/23-437	1	Fire Battalion Chief, 2152
22/23-438	1	Truck Operator, 3583
22/23-439	1	Machinist, 3763
22/23-440	1	Hazardous Materials Supervisor, 7325

LOS ANGELES POLICE DEPARTMENT

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
22/23-441	1	Auto Painter, 3721
22/23-442	1	Chief Information Security Officer, 1404
22/23-443	4	Crime and Intelligence Analyst, 2236
22/23-444	1	Management Analyst, 9184
22/23-445	1	Senior Management Analyst, 9171
22/23-446	2	Senior Systems Analyst, 1597
22/23-447	1	Systems Programmer, 1455
22/23-448	1	Police Officer, 2214
22/23-449	21	Police Officer, 2214
22/23-450	1	Sergeant, 2227
22/23-451	2	Sergeant, 2227

10. **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, (Continued).

DEPARTMENT OF PUBLIC WORKS,
BUREAU OF STREET LIGHTING

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
22/23-452	1	Street Lighting Engineering Associate, 7527
22/23-453	1	Street Lighting Electrician, 3811
22/23-454	1	Electrical Craft Helper, 3799
22/23-455	1	Street Lighting Electrician Supervisor, 3840
22/23-456	3	Street Lighting Electrician, 3811
22/23-457	3	Assistant Street Lighting Electrician, 3809
22/23-458	3	Electrical Craft Helper, 3799
22/23-459	3	Mechanical Helper, 3711
22/23-460	1	Street Lighting Electrician Supervisor, 3840
22/23-461	2	Street Lighting Electrician, 3811
22/23-462	2	Assistant Street Lighting Electrician, 3809
22/23-463	1	Cement Finisher, 3353
22/23-464	1	Cement Finisher Worker, 3351
22/23-465	1	Welder, 3796
22/23-466	2	Electrical Craft Helper, 3799
22/23-467	1	Mechanical Helper, 3771
22/23-468	4	Maintenance Laborer, 3112
22/23-469	1	Street Lighting Engineering Associate, 7527
22/23-470	1	Systems Programmer, 1455
22/23-471	1	Management Analyst, 9184
22/23-472	2	Street Lighting Engineering Associate, 7527
22/23-473	1	Street Lighting Electrician Supervisor, 3840
22/23-474	2	Street Lighting Electrician, 3811
22/23-475	1	Assistant Street Lighting Electrician, 3809
22/23-476	1	Electrical Craft Helper, 3799
22/23-477	1	Cement Finisher Worker, 3351
22/23-478	2	Welder, 3796
22/23-479	1	Senior Management Analyst, 9171

File No.

COMMISSION ACTION:

11. **ADJOURNMENT**