



# 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

**SPECIAL MEETING – 10:00 A.M.  
THURSDAY, NOVEMBER 17, 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 868 5177 3546 followed by the pound sign (#). When asked, enter the passcode 363486 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 27, 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 five through 13, items 8 and 9 subject to any requests for reconsideration by the end of the meeting.

5. **TELECONFERENCE MEETINGS PURSUANT TO AB361**

APPROVE FINDINGS in accordance with AB361 Section 3(e)(3) that, while the state of emergency due to the COVID-19 pandemic, as originally proclaimed by the governor on March 4, 2020, remains active, and/or state or local authorities have imposed or recommended measures to promote social distancing, this Commission, in the interest of safety for the public, City employees and the members of the Commission, will meet in a virtual setting accessible to the public until such time as proper authorities shall deem it safe to resume in-person meetings.

COMMISSION ACTION:

6. **GENERAL MANAGER'S REPORT**

7. **APPEAL UNDER CHARTER SECTION 1016**

a) **Devon LAMBY**, Detention Officer, Los Angeles Police Department. Discharge effective February 15, 2019.

Report and recommendations of the Board’s Hearing Examiner Craig Renetzky, following the holding of hearings on February 25, 2022, September 4, 2021, September 11, 2021, September 18, 2021, September 25, 2021, March 14, 2022 and March 21, 2022, into the appeal of Mr. Lamby.

The Hearing Examiner recommends that the Board:

A. FIND that the City’s *Skelly* due process provisions were met.

B. Cause of Action:

NOT SUSTAIN the cause that on or about December 11, 2017, while on duty, the employee used unnecessary force on a detainee, resulting in an out of policy use of force investigation.

C. FIND that the Discharge effective February 15, 2019, 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. 55255

COMMISSION ACTION: Continued from October 13, 2022

On October 13, 2022, a full discussion into the issues raised in the Hearing Examiner’s report and the Appellant’s submission, the Commission President asked that the parties that prior to the Board taking any action that the parties attempt to reach a settlement to end the case.

The matter was continued to November 17, 2022 for final adjudication unless the Commission Office is notified of a settlement prior to November 7, 2022. No such notice has been received; therefore, the matter is returned to the Board for final consideration.

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7. APPEAL UNDER CHARTER SECTION 1016, (continued)

- b) **Rene ENGLE**, Senior Traffic Officer, Department of Transportation. Suspension effective May 6, 2019 to May 17, 2019, inclusive, (10 working days).

Report and recommendations of the Board’s Hearing Examiner Shep Zebberman, following the holding of hearings on November 15, 2019, December 18, 2019 and July 20, 2022, into the appeal of Mr. Engle.

The Hearing Examiner recommends that the Board:

- A. FIND that the City’s *Skelly* due process provisions were met.
- B. Cause of Action:  
SUSTAIN the cause of action, violation of MPP 252 Section IV: Improper behavior in relations with supervisors, fellow employees or the public. Refusal to perform properly given work instructions or to cooperate with supervisors and fellow employees, [insubordination]. Specifically, on January 26, 2017, the employee refused to provide medical certification authorizing his continued absence from work, despite several requests made by management. Employee also refused requests made by the Workers’ Compensation Division, whose efforts to obtain medical documentation and medical releases to evaluate his claim were refused by the employee, adding further delays to the evaluation of his Workers’ Compensation claim.
- C. FIND that the Suspension, effective May 6, 2019 to May 17, 2019, inclusive, (10-working-days), was appropriate and is SUSTAINED.
- D. ADOPT the findings and conclusions in the Hearing Examiner’s report as the Board’s own.

File No. 55297

COMMISSION ACTION

7. **APPEAL UNDER CHARTER SECTION 1016, (Continued)**

c) **Scott WILDERMAN**, Power Shovel Operator, Department of Water & Power. Suspension effective July 31, 2020 to August 7, 2020, inclusive, (six (6) - working-days).

Report and recommendations of the Board’s Hearing Examiner Angela Shaw, following the holding of hearings on June 10, 2022 and June 13, 2022, into the appeal of Mr. Wilderman.

The Hearing Examiner recommends that the Board:

A. FIND that the City’s *Skelly* due process provisions were met.

B. Causes of Action:

- 1) Section 50-04 (F-6) Violation of safety rules and procedures or accepted practices which results in injury, disability or death; interruption or degradation of electric or water service or causes damage to equipment or property.
- 2) Section 50-04 (F-1) Operating City Equipment unsafely or carelessly,

C. FIND that the Suspension, effective July 31, 2020 to August 7, 2020, inclusive, (six (6) working days), was appropriate and is SUSTAINED.

D. ADOPT the findings and conclusions in the Hearing Examiner’s report as the Board’s own.

File No. 55506

COMMISSION ACTION:

8. **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 21, 2022**

**Departmental Promotional**  
APPARATUS OPERATOR

**Interdepartmental Promotional**  
DIRECTOR OF AIRPORTS ADMINISTRATION  
SIGNAL SYSTEMS SUPERVISOR  
WATERWORKS ENGINEER

**Open Competitive**  
COMMUNICATIONS INFORMATION REPRESENTATIVE

**October 28, 2022**

**Departmental Promotional**  
FIRE BATTALION CHIEF  
FIRE CAPTAIN

**Interdepartmental Promotional and Open Competitive**  
LEGISLATIVE REPRESENTATIVE

**Open Competitive**  
POLICE SURVEILLANCE SPECIALIST

**November 4, 2022**

**Interdepartmental Promotional and Open Competitive**  
RISK MANAGER  
ZOO CURATOR OF BIRDS

**Interdepartmental Promotional**  
WATERWORKS MECHANIC  
SENIOR TRANSPORTATION ENGINEER  
SURVEY SUPERVISOR

8. **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**

Michael COFFEY, Carlos GARCIA, Richard MOODY and Eric THOMPSON, Fire Captains II, Los Angeles Fire Department.

2. **ART INSTRUCTOR**

Lee SWEET, Art Center Director II, Department of Cultural Affairs.

3. **EQUIPMENT SUPERVISOR**

Daniel HUGHES, Director of Port Construction and Maintenance II, Harbor Department, James GREENFIELD, Construction and Maintenance Supervisor, Department of Public Works, Bureau of Sanitation.

4. **FIRE BATTALION CHIEF**

Kristina KEPNER and Corey ROSE, Fire Assistant Chiefs, Los Angeles Fire Department.

5. **PORT POLICE SERGEANT**

Jonathan OCTEAU and Nathanael BLAIR, Port Police Lieutenants, Kevin MCCLOSKEY and Daniel COBOS, Port Police Captains, Harbor Department.

6. **PORT POLICE SERGEANT – POST TEST**

Jose ALVAREZ and RYAN HOWLEY, Port Lieutenants, Harbor Department.

7. **SENIOR WORKERS’ COMPENSATION ANALYST**

Jeannette Maya ROMO, Principal Workers’ Compensation Analyst, Department of Water & Power and Diana TANG, Principal Workers’ Compensation Analyst, Personnel 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:

**SOCIAL WORKER**

Edwin RODARTE, Senior Librarian, Joyce COOPER, Division Librarian, Brook SHEETS and Laura BARNES, Principal Librarian, Library Department.

File No.

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

d. Make the following APPEAL a matter of record:

Discharge

**David C. MASUO**, Wastewater Treatment Operator, Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on October 24, 2022.

Cause of Action:       1) Improper behavior with supervisors, fellow employees or the public. Making threats (verbal or non-verbal) or engaging in a confrontation with the public, supervisors or coworkers.  
                                  2) Job performance below standard. Requiring excessive supervision or instruction in the performance of duties after completion of training for the position.  
                                  3) Attendance and tardiness. Leaving assigned work location without proper approval or authorization.

Discipline:               Discharge effective October 19, 2022.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on October 24, 2022.

File No.

e. Make the following NOTICE a matter of record:

Suspensions

**ELECTRIC STATION OPERATOR**, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on November 2, 2022.

Cause of Action:       1) Violation of Department Administrative Manual §50-04 (F-6) ~ Failure to carry out work assignments adequately directly or promptly.  
                                  2) Violation of Department Administrative Manual §50-04 (F-6) ~ Failure to follow Department safety rules, procedures or accepted practices which resulted in injury, disability or death of employee, co-worker or the public, interruption or degradation of electric or water service or damage to equipment or property.  
                                  3) Violation of Department Administrative Manual §50-04 (G-5) ~ Deliberately withholding work related information from supervisors or other who require the information.

Discipline:               Suspension effective November 7, 2022 to November 15, 2022, inclusive (seven-working days.).

**ELECTRIC CRAFT HELPER**, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on November 7, 2022.

Cause of Action:       1) Violation of Department Administrative Manual §50-04 (E-4) ~ Operating a City vehicle or other equipment while under the influence of Alcohol or drugs which could impair operation capability.

Discipline:               Suspension effective October 24, 2022 to November 18, 2022, inclusive (20 working days.).

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

e. Make the following NOTICE a matter of record, (continued):

**GARDENER CARETAKER**, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on October 20, 2022.

Cause of Action: 1) Failure to perform work assignment adequately, directly or promptly.  
2) Leaving assigned work location without proper approval or authorization.  
3) Falsifying City records such as time reports, mileage reports, expense accounts or other work-related documents.  
4) Failure to follow established procedures to convey inability to report for work.

Discipline: Suspension effective October 23, 2022 to November 24, 2022, inclusive (15 working days.) to be served as agreed.

**TREE SURGEON**, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on October 20, 2022.

Cause of Action: 1) Violation of Department Administrative Manual §50-04 (E-3) ~ Reporting for duty unfit for work due to the use of drugs or alcohol.

Discipline: Suspension effective September 26, 2022 to October 7, 2022, inclusive (10 working days.).

**TREE SURGEON**, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on October 20, 2022.

Cause of Action: 1) Violation of Department Administrative Manual §50-04 (E-3) ~ Reporting for duty unfit for work due to the use of drugs or alcohol.

Discipline: Suspension effective September 26, 2022 to October 7, 2022, inclusive (10 working days.).

**TRAFFIC PAINTER & SIGN POSTER II**, Department of Transportation. The Department filed the General Form 77 with Personnel Records on October 25, 2022.

Cause of Action: 1) Violation of Department Manual § V Gambling, Drunkenness or use of Liquor or Narcotics (K) ~ Positive drug or alcohol test resulting from a random test administered under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy.

Discipline: Suspension effective October 26, 2022 to November 8, 2022, inclusive (10 working days.).

Discharge

**MATERIALS TESTING ENGINEERING ASSOCIATE**, Department of General Services. The Department filed the General Form 77 with Personnel Records on October 26, 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 September 16, 2022.

COMMISSION ACTION:



**9. 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>
6241	1	94-12115	Principal Clerk Utility, 1202

2. Allocate the following new positions in the **Joint 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>
6242	3	91-12069	Customer Service Representative, 1230
6243	1	94-73003	Environmental Specialist, 7310
6244	1	93-18174	Storekeeper, 1835
6245	1	95-37531	Senior Utility Services Specialist, 3753
6246	3	94-11025	Programmer Analyst, 1431
6247	1	94-15023	Senior Systems Analyst, 1597
6248	1	95-15210	Senior Utility Accountant, 1521
6249	1	91-15017	Systems Analyst, 1596
6250	1	95-15892	Principal Utility Accountant, 1589
6251	1	95-91063	Utility Services Manager, 9106
6252	1	95-37552	Utility Services Specialist, 3755
6253	1	94-75253	Electrical Engineering Associate, 7525
6255	2	91-15136	Senior Utility Accountant, 1521
6256	1	91-12069	Customer Service Representative, 1230
6257	2	95-91051	Utility Administrator, 9105
6258	2	95-79262	Architectural Associate, 7926
6259	3	91-12068	Customer Service Representative, 1230

3. 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>
6254	2	93-39131	Water Utility Supervisor, 3976

4. Allocate the following new position 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>
3649	1	Executive Administrative Assistant, 1117

5. Allocate the following new positions in the **Department of Public Works, Bureau of Contract Administration**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3646	1	Senior Management Analyst, 9171
3647	1	Management Analyst, 9184

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

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3638	1	Senior Park Services Attendant, 2422

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

a. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions:

7. Allocate the following new position in the **Office of the City Administrative Officer**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3643	1	Chief Administrative Analyst, 1554

8. Allocate the following new position in the **Harbor Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3648	1	Power Shovel Operator, 3558

9. Allocate the following new positions in the **Los Angeles Housing Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3645	2	Financial Development Officer, 1571

10. 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>
3644	1	Executive Administrative Assistant III, 1117-3

File No.

9. **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:

<b><u>CSC No.</u></b>	<b><u>No. of Positions</u></b>	<b><u>Class Title and Code</u></b>
22/23-548	1	<b><u>DEPARTMENT OF TRANSPORTATION</u></b> Management Analyst, 9184
		<b><u>DEPARTMENT OF PUBLIC WORKS</u></b>
		<b><u>BUREAU OF SANITATION</u></b>
22/23-482	1	Management Analyst, 9184
22/23-483	1	Management Analyst, 9184
22/23-484	1	Senior Communications Operator, 1467
22/23-485	1	Wastewater Treatment Operator, 4123
22/23-486	1	Wastewater Treatment Operator, 4123
22/23-487	1	Wastewater Treatment Mechanic, 5614
22/23-488	1	Wastewater Treatment Electrician, 5615
22/23-489	1	Senior Wastewater Treatment Operator, 4124
22/23-490	1	Environmental Engineering Associate, 7871
22/23-491	2	Water Biologist, 7856
22/23-492	1	Water Microbiologist, 7857
22/23-493	1	Environmental Engineer, 7872
22/23-494	1	Environmental Engineer, 7872
22/23-495	1	Senior Management Analyst, 9171
22/23-496	2	Carpenter, 3344
22/23-497	2	Painter, 3423
22/23-498	2	Plumber, 3443
22/23-499	1	Wastewater Treatment Electrician Supervisor, 5613
22/23-500	1	Senior Environmental Engineer, 7874
22/23-501	8	Wastewater Treatment Operator, 4123
22/23-502	1	Wastewater Treatment Mechanic, 5614
22/23-503	9	Wastewater Treatment Electrician, 5615
22/23-504	2	Environmental Engineering Associate, 7871
22/23-505	2	Environmental Engineering Associate, 7871
22/23-506	1	Environmental Engineering Associate, 7871
22/23-507	1	Safety Engineer, 1727
22/23-508	3	Refuse Crew Field Instructor, 4100
22/23-509	2	Safety Engineering Associate, 1726
22/23-510	1	Service Coordinator, 0883
22/23-511	2	Administrative Clerk, 1358
22/23-512	2	Senior Administrative Clerk, 1368
22/23-513	1	Refuse Collection Supervisor, 4101
22/23-514	2	Refuse Collection Supervisor, 4101
22/23-515	1	Solid Resources Superintendent, 4102
22/23-516	4	Environmental Compliance Inspector, 4292
22/23-517	10	Environmental Compliance Inspector, 4292

9. **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).

1. Allocate the following positions, (Continued):

<b><u>CSC No.</u></b>	<b><u>No. of Positions</u></b>	<b><u>Class Title and Code</u></b>
		<b><u>DEPARTMENT OF PUBLIC WORKS</u></b>
		<b><u>BUREAU OF SANITATION, (Continued)</u></b>
22/23-518	1	Senior Environmental Compliance Inspector, 4293
22/23-519	2	Senior Environmental Compliance Inspector, 4293
22/23-520	1	Management Analyst, 9184
22/23-521	8	Maintenance Laborer, 3112
22/23-522	9	Maintenance Laborer, 3112
22/23-523	16	Maintenance Laborer, 3112
22/23-524	15	Refuse Collection Truck Operator, 3580
22/23-525	1	Sanitation Solid Resources Manager, 4126
22/23-526	1	Geographic Information Systems Specialist, 7213
22/23-527	1	Environmental Supervisor, 7304
22/23-528	1	Environmental Specialist, 7310
22/23-529	1	Environmental Specialist, 7310
22/23-530	1	Environmental Supervisor, 7304
22/23-531	1	Environmental Supervisor, 7304
22/23-532	3	Environmental Engineering Associate, 7871
22/23-533	1	Environmental Specialist, 7310
22/23-534	1	Refuse Collection Supervisor, 4101
22/23-535	11	Maintenance Laborer, 3112
22/23-536	15	Refuse Collection Truck Operator, 3580
22/23-537	6	Maintenance Laborer, 3112
22/23-538	10	Refuse Collection Truck Operator, 3580
22/23-539	2	Administrative Clerk, 1358
22/23-540	1	Senior Administrative Clerk, 1368
22/23-541	1	Environmental Engineer, 7872
22/23-542	1	Environmental Engineer, 7872
22/23-543	1	Senior Environmental Engineer, 7874
22/23-544	1	Management Analyst, 9184
22/23-545	3	Environmental Engineering Associate, 7871
22/23-546	1	Environmental Engineering Associate, 7871
22/23-547	3	Environmental Engineering Associate, 7871

File No.

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

- c. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following position in the **Los Angeles Housing Department (LAHD)** 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>
3650	1	Principal Project Coordinator, 9134

File No.

COMMISSION ACTION:

10. **ADJOURNMENT**