



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, JANUARY 12, 2023

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 monitor the Commission meeting or address the Commission in public comment should dial (669) 900-6833, and when asked for a Meeting ID, enter 816 8278 5999 followed by the pound sign (#). When asked, enter the passcode 704904 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, December 15, 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 7 & 8 and New Business, pages four through 10, items 10 and 11 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. **RESIGNATIONS, SETTLEMENTS AND WITHDRAWALS OF APPEALS UNDER CHARTER SECTION 1016 TO BE MADE A MATTER OF RECORD**

a) **Alfonso CORONADO**, Security Officer, Department of Airports. Discharge effective November 6, 2017. Settlement agreement whereby the Department agreed to rescind the discipline of Discharge and restore the employee to active duty status effective November 6, 2017. Back pay for the period between the date of discharge and the signing of the settlement agreement will be calculated sufficient to cover the employee’s required LACER contributions for the period. Any remaining time will be recorded as “leave without pay.” The employee agreed to retire from City Service effective November 7, 2020. The Appellant agreed to withdraw his Appeal from Suspension currently pending before the Civil Service Commission. The parties agreed to other terms and condition. The Commission Office received the signed settlement documents December 20, 2022.

File No. 54881

COMMISSION ACTION:

8. **UNFINISHED CLASSIFICATION ACTIONS**

On December 15, 2022, the Board of Civil Service Commissioners give a 10-day notice of its intention to:

1. Create the new class of **Labor Relations Specialist**, Code 9112;
- and
2. Adopt the Class Specification for **Labor Relations Specialist**, Code 9112

File No. 55735

COMMISSION ACTION:

9. **CONFERENCE RELATED TO CHARTER SECTION 1019a INVESTIGATION INTO POSSIBLE VIOLATION OF CHARTER SECTION 1016**

Pursuant to Government Code Section 54956.9(d)(2) and (e)(2), the Commission will meet in Closed Session to confer with, and received advice from legal counsel related to an employee's request under Charter Section 1019 (a) that the Commission investigate alleged non-compliance with Charter sections 1016 and 1018. Employee Classification is covered under the Peace Officer's Bill of Rights compelling the closed session

10. **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:

December 9, 2022

Interdepartmental Promotional

CHIEF BUILDING OPERATING ENGINEER
PRINCIPAL CLERK PERSONNEL
TRANSPORTATION INVESTIGATOR

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

- 1) **DIRECTOR OF AIRPORTS ADMINISTRATION**

Marla BLEAVINS, First Deputy General Manager, Harbor Department.

- 2) **FIRE HELICOPTER PILOT**

Cherif AMIN, Pilot III and Brandon RUEDY, Captain II, Los Angeles Fire Department.

- 3) **LANDSCAPE ARCHITECT**

Lance OISHI, Contract Administrator, Department of Public Works, Bureau of Street Services, Christine HONEYBONE, Senior Civil Engineer, Harbor Department and Jane ADRIAN, Landscape Architect II, Department of Public Works, Bureau of Engineering.
File No.

- c. Make 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:

DIRECTOR OF AIRPORTS ADMINISTRATION

Harry BARRETT, Executive Director Palm Springs International Airport,
City of Palms Springs and

James JENKINS, Director of Airports, County of San Bernardino

PRINCIPAL GROUNDS MAINTENANCE SUPERVISOR

Ramon BARAJAS, Assistant General Manager Recreation and Parks (Retired), Department of Recreation and Parks and Dennis GAUDENTI, Senior Park Services Manager,
City of Glendale

File No.

- d. Approve the change of the test of fitness method in the interdepartmental promotional examination for **Senior Auditor**. The examination will consist of an advisory technical exercise and a weighted interview (100%).

File No.

10 **ADMINISTRATIVE ACTIONS, (Continued)**

e. Make the following APPEAL a matter of record:

Suspensions

Raul GATEZ, Wastewater Collection Worker II, Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on December 15, 2022.

Cause of Action: 1) Demonstrating insensitivity to others by making derogatory comments, epithets, jokes, teasing remarks and slurs.
2) Failure to perform work assignments adequately or promptly
Discipline: Suspension effective December 18, 2022 to January 1, 2023, inclusive (10 working days.).

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on December 12, 2022.

File No.

Pat ORTEGA, Senior Carpenter, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on December __, 2022.

Cause of Action: 1) Refusal to perform reasonable work assignment or to cooperate with supervisors or management in the performance of duties.
(Insubordination).
Discipline: Suspension effective December 5, 2022 to December 12, 2022, inclusive (six-working days.).

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on December 13, 2022.

File No.

Marissa ZAVALA, Management Assistant, Housing Department. The Department filed the General Form 77 with Personnel Records on December 13, 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 December 13, 2022.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on December 20, 2022.

File No.

10 **ADMINISTRATIVE ACTIONS, (Continued)**

f. Make the following NOTICE a matter of record:

Suspensions

AQUEDUCT & RESERVOIR SUPERVISOR, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on December 15, 2022.

Cause of Action: 1) Violation of Department Manual §50-05 (G-2) Theft of City property or equipment.
2) Violation of Department Manual §50-05 (B-5) Failure to carry out assigned work assignment or supervisory responsibilities adequately, directly or promptly.

Discipline: Suspension effective December 5, 2022 to January 13, 2023, inclusive (30 working days.).

ELECTRIC DISTRIBUTION MECHANIC SUPERVISOR, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on November 22, 2022.

Cause of Action: 1) Violation of Department Manual §50-05 (F-7) Knowingly violating safety rules, procedures and accepted practices resulting in disability, death, or interruption or derogation of electric or water service (second offense).
2) Violation of Department Manual §50-05 (B-5) Failure to carry out assigned work assignment or supervisory responsibilities adequately.

Discipline: Suspension effective December 5, 2022 to January 13, 2023, inclusive (30 working days.).

HYDROGRAPHER, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on December 13, 2022.

Cause of Action: 1) Violation of Department Manual §50-05 (B-1) Violating Department rules and Supervisor’s letter signed April 14, 2021.
2) Violation of Department Manual §50-05 (C-5) Frequent unexcused tardiness (2nd Offense).
3) Sleeping on duty.

Discipline: Suspension effective December 5, 2022 to January 6, 2023, inclusive (25 working days.).

10 **ADMINISTRATIVE ACTIONS, (Continued)**

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

Discharge

SENIOR ADMINISTRATIVE CLERK, Los Angeles Police Department. The Department filed the General Form 77 with Personnel Records on December 8, 2022.

Cause of Action: 1) Between December 1, 2021 and January 5, 2022, the employee, while on duty, on multiple occasions, knowingly entered false information into the Daily Sign-in sheets.
2) Between December 1, 2021 and January 5, 2022, the employee, while on duty, on multiple occasions, knowingly entered false information into the Deployment Planning System

Discipline: Discharge effective December 8, 2022.

SENIOR ADMINISTRATIVE CLERK, Department of General Services. The Department filed the General Form 77 with Personnel Records on December 2, 2022.

Cause of Action: 1) Failure to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination).
2) Using abusive language toward or making inappropriate statements to supervisors.
3) Failure to remain alert on the job.
4) Failure to provide required information related to work to supervisors or others.
5) Failure to carry out supervisory responsibilities to maintain a safe work environment.

Discipline: Discharge effective November 29, 2022.

COMMISSION ACTION:

11. 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>
6295	6	93-34002	Painter, 3423
6296	1	02-13111	Utility Executive Secretary, 1336
6297	5	93-37146	Machinist, 3763

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>
6281	1	94-11030	Systems Programmer, 1455
6282	1	91-15024	Senior Systems Analyst, 1597
6284	1	91-15132	Utility Accountant, 1511
6285	1	95-91064	Utility Services Manager, 9106
6286	1	95-91051	Utility Administrator, 9105
6287	2	95-14091	Information Systems Manager, 1409
6288	1	94-11030	Systems Programmer, 1455
6289	2	94-11030	Systems Programmer, 1455
6291	1	93-91251	Management Analyst, 9184
6292	1	95-75253	Electrical Engineering Associate, 7525
6294	2	93-13641	Senior Administrative Clerk, 1368

3. 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>
6283	2	93-58101	Water Treatment Operator, 5885
6290	1	95-72463	Civil Engineering Associate, 7246
6293	1	94-17022	Safety Engineer, 1727
6298	1	93-78148	Laboratory Technician, 7854

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

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3705	1	Senior Cyber Security Analyst, 1445
3706	1	Cyber Security Analyst, 1444

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>
3698	1	Compliance Program Manager, 9165
3699	2	Senior Management Analyst, 9171
3700	8	Management Analyst, 9184

6. 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>
3701	1	Senior Management Analyst, 9171

11. CLASSIFICATION ACTIONS, (Continued)

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

7. Allocate the following new positions in the **Office of the City Clerk**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3691	1	Personnel Records Supervisor, 1129
3692	1	Accounting Clerk, 1223
3693	2	Management Analyst, 9184
3694	1	Administrative Clerk, 1358
3695	1	Data Analyst, 1779
3697	1	Accounting Clerk, 1223

8. Allocate the following new positions in the Department of General Services as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3669	1	Equipment Mechanic, 3711
3689	1	Management Analyst, 9184

9. 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>
3688	1	Senior Management Analyst, 9171

10. Allocate the following new positions in the **Los Angeles Fire Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3667	1	Administrative Clerk, 1358
3668	2	Administrative Clerk, 1358
3670	1	Fire Battalion Chief, 2152
3671	1	Fire Assistant Chief, 2166
3672	1	Equipment Repairer Supervisor, 3746
3673	1	Equipment Specialist, 3734
3674	3	Fire Special Investigator, 1632
3675	1	Warehouse and Toolroom Worker, 1832
3676	1	Fire Inspector, 2128
3677	2	Fire Inspector, 2128
3678	5	Fire Captain, 2142
3679	1	Fire Captain, 2142
3680	1	Fire Captain, 2142
3681	2	Equipment Mechanic, 3711
3682	4	Heavy Duty Equipment Mechanic, 3743
3683	1	Mechanical Helper, 3771
3684	2	Fire Protection Engineering Associate, 7978
3685	1	Senior Administrative Clerk, 1368
3686	1	Senior Administrative Clerk, 1368
3687	2	Senior Administrative Clerk, 1368
3703	1	Fire Battalion Chief, 2152
3704	1	Auto Body Repairer Supervisor, 3706

File No.

11. CLASSIFICATION ACTIONS, (Continued)

b. The General Manager recommends that the Board of Civil Service Commissioners adopt a new class code as follows:

1. Change the class code from **Climate Emergency Mobilization Officer, Code 7325** to **Climate Emergency Mobilization Officer, Code 7375**;

and

2. Revise the Duties Statement of **Climate Emergency Mobilization Officer, Code 7375**
File No.

b. The General Manager recommends that the Board approve the exemption of the following new positions in the **Economic and Workforce Development Department** 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>
3702	2	Project Coordinator, 1537

File No.

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

1. Create the new classifications of **Electrician Trainee, Class Code 3861, and Electrician Assistant, Class Code 3862**;

and

2. Adopt the new duties statements for **Electrician Trainee, Class Code 3861, and Electrician Assistant, Class Code 3862**.

File No.

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

1. Create the new classification of **Investigator Trainee, Class Code 0608**;

and

2. Adopt the new duties statement for **Investigator Trainee, Class Code 0608**.

File No.

COMMISSION ACTION:

12. ADJOURNMENT