



# 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, FEBRUARY 9, 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 890 0967 5919 followed by the pound sign (#). When asked, enter the passcode 448972 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, January 26, 2023, 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 and New Business, pages three through nine, items 7 and 8 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. **BOARD TO DISCUSS USE OF VIRTUAL LINKS AT MEETINGS ONCE COMMISSION RETURNS TO IN-PERSON MEETINGS IN MARCH**

Commission will consider the continued use of virtual links during in-person meetings for special presentations, public comment and to permit the public to observe the conduct of meetings once the Commission returns to in-person meeting beginning March 9, 2023.

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:

**January 20, 2023**

**Interdepartmental Promotional and Open Competitive**

AQUATIC DIRECTOR

**Interdepartmental Promotional**

CONSTRUCTION & MAINTENANCE SUPERVISOR

SENIOR ELECTRIC SERVICE REPRESENTATIVE

**Open Competitive**

AIRPORT POLICE OFFICER

AIRPORT POLICE SPECIALIST

POLICE OFFICER

POLICE SPECIALIST

PORT POLICE OFFICER

PORT POLICE SPECIALIST

**January 24, 2023**

**Open Competitive**

ELECTRIC DISTRIBUTION MECHANIC

**January 27, 2023**

**Interdepartmental Promotional**

CHIEF COMMUNICATIONS OPERATOR

**Interdepartmental Promotional and Open Competitive**

BENEFITS SPECIALIST

SENIOR CITY PLANNER

**Open Competitive**

ASSISTANT UTILITY BUYER

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

The General Manager recommends that:

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

1) **ASSISTANT UTILITY BUYER**

Huette LUU and Malintzin JULIEN, Senior Utility Buyers, Department of Water & Power.

2) **COMMUNICATIONS INFORMATION REPRESENTATIVE**

Bryan COWITZ, Management Analyst, Department of Public Works, Bureau of Sanitation, Rosanna DIVINS, Senior Communications Operator II, Department of Transportation, Lauren FLORES, Senior Communications Operator, Department of Water & Power.

3) **FLEET SERVICES MANAGER**

Raul FLETES and Richard FUJIMURA, Fleet Services Managers III, Department of Water & Power

4) **PRINCIPAL CLERK PERSONNEL**

Linda IKEGAMI, Utility Administrator and Thomas SIMONOVSKI, Director of Human Resources, Department of Water & Power.

5) **WATER UTILITY WORKER**

Bernard JACKSON and Leslie M. PEACOCK, Water Utility Supervisors, Department of Water & Power

6) **WATERWORKS MECHANIC**

Douglas CLARK, Torakichi HASKETT and Anthony JONES, Waterworks Mechanic Supervisors, Department of Water & Power

7) **WORKERS’ COMPENSATION CLAIMS ASSISTANT**

Sandra LEON, Senior Workers’ Compensation Analyst, Personnel Department and Carmella BOYLEN, Senior Workers’ Compensation Analyst, Department of Water & Power

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:

**CRIMINALIST**

Eric WAHOSKE and Mandel MEDINA, Supervising Criminalists, Los Angeles Police Department

**EMS ADVANCED PROVIDER**

Terrance ITO, EMS Nurse Practitioner Supervisor, Los Angeles Fire Department, Jacob RAABE, Fire Captain I, Los Angeles Fire Department

- d. 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:

**FIRE ASSISTANT CHIEF**

Orin SAUNDERS and Trevor RICHMOND, Fire Deputy Chiefs, Los Angeles Fire Department

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

- e. Approve the change of the test of fitness method in the interdepartmental promotional and open competitive examination for **Senior City Planner**. The examination will consist of a weighted interview (100%).

File No.

- f. Approve the change of the test of fitness method in the promotional examination for **Senior Safety Engineer Pressure Vessels**. The examination will be comprised of an advisory essay and a weighted interview. (100%).

File No.

- g. Make the following APPEAL a matter of record:

Discharge

**Timothy MOEN**, Refuse Collection Truck Operator II, Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on November 9, 2022.

Cause of Action: Causing or contributing to an accident by operating City equipment in an unsafe manner.

Discipline: Discharge effective November 4, 2022.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on November 8, 2022.

File No.

**Dan ROBINSON**, Custodian, Department of Airports. The Department filed the General Form 77 with Personnel Records on January 17, 2023.

Cause of Action: Violation of Department Administrative §5.020

- 1) (B-1) Violation of Department Rules.
- 2) (E-3) Operating a City vehicle or other equipment while under the influence of any alcoholic beverage or any drug(s) or narcotic(s) which will impair operation capability,
- 3) (E-5) Positive drug or alcohol test resulting from any for-cause test administered under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy.
- 4) (F-2) Causing or contributing to an accident by operating City equipment in an unsafe manner.

Discipline: Discharge effective January 4, 2023.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on January 4, 2023.

File No.

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

h. Make the following NOTICE a matter of record:

Suspensions

**CUSTODIAN**, Department of Airports. The Department filed the General Form 77 with Personnel Records on January 17, 2023.

Cause of Action: Violation of Department Administrative §5.020

1) (B-1) Violation of Department Rules.

2) (F-2) Reporting for duty under the influence of any alcoholic beverage or any drug(s) or narcotic(s) unfit to work

3) (F-5) Positive drug or alcohol test resulting from any for-cause test administered under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy.

Discipline: Suspension effective January 22, 2023 to February 11, 2023, inclusive (20 working days 10-days as suspension without pay, 10 days recorded as disciplinary pay status.)

**PARK MAINTENANCE SUPERVISOR**, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on January 20, 2023.

Cause of Action: 1) Failure to carry out supervisory responsibilities adequately

2) Reporting for duty under the influence of drugs or alcohol resulting in unfitness to work.

Discipline: Suspension effective January 23, 2023 to March 1, 2023, inclusive (15 working days.).

**RECREATION COORDINATOR**, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on January \_\_, 2023.

Cause of Action: 1) Violation of Department Rules.

2) Falsely claiming sick or other allowed pay.

3) Falsifying reasons for absence.

Discipline: Suspension effective January 17, 2023 to January 28, 2023, inclusive (10 working days.).

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

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

Discharge

**PIPEFITTER**, Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on January 5, 2023.

Cause of Action: 1) Failure to meet a condition of employment to be fully vaccinated against COVID-19 as required by City of Los Angeles ordinance No. 187134.

Discipline: Discharge effective November 10, 2022.

**REFUSE COLLECTION TRUCK OPERATOR II**, Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on January 5, 2023.

Cause of Action: 1) Unexcused, excessive or patterned absenteeism.  
2) Failure to follow established procedures for notification of inability to report for work.

Discipline: Discharge effective November 1, 2022.

**SENIOR ANIMAL KEEPER, Zoo** Department. The Department filed the General Form 77 with Personnel Records on January 20, 2023.

Cause of Action: 1) Failure to meet a condition of employment to be fully vaccinated against COVID-19 as required by City of Los Angeles ordinance No., 187134.

Discipline: Discharge effective January 20, 2023.

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>
6363	2	93-37118	Sheet Metal Worker, 3775
6364	1	95-91051	Utility Administrator, 9105

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>
6337	1	93-12107	Principal Clerk Utility, 1202
6338	1	91-13640	Senior Administrative Clerk, 1368
6339	1	91-13005	Utility Executive Secretary, 1336
6340	1	95-37552	Utility Services Specialist, 3755
6341	3	94-11026	Systems Programmer, 1455
6342	1	95-15390	Management Assistant, 1539
6343	3	91-12021	Commercial Service Supervisor, 1213
6344	10	91-12069	Customer Service Representative, 1230
6345	46	91-12068	Customer Service Representative, 1230
6346	1	82-17001	Management Analyst, 9184
6347	1	93-13641	Senior Administrative Clerk, 1368
6348	5	82-17001	Management Analyst, 9184
6349	10	93-33114	Building Repairer, 3333
6351	1	93-13013	Utility Executive Secretary, 1336
6352	1	95-75253	Electrical Engineering Associate, 7525
6353	1	95-75542	Mechanical Engineering Associate, 7554
6354	1	95-75543	Mechanical Engineering Associate, 7554
6355	1	95-75252	Electrical Engineering Associate, 7525
6356	1	95-52653	Electrical Services Manager, 5265
6357	3	91-12069	Customer Service Representative, 1230
6358	2	95-79270	Senior Architect, 7927
6359	1	95-96012	General Services Manager, 9601
6360	2	95-79263	Architectural Associate, 7926
6361	1	95-91051	Utility Administrator, 9105
6362	1	95-91051	Utility Administrator, 9105

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>
6350	1	93-78148	Laboratory Technician, 7854

4. 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>
3712	1	Fire Protection Engineering Associate, 7978
3713	1	Management Analyst, 9184

File No.



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

- b. The General Manager recommends that the Board of Civil Service Commissioners:
1. Approve the change of class title from **Systems Programmer**, Class Code 1455 to **Systems Administrator**, Class Code 1455;  
and
  2. Approve the revised class specification for **Systems Administrator**, Class Code 1455.  
File No.

COMMISSION ACTION:

9. **ADJOURNMENT**