



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 23, 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 894 2587 1936 followed by the pound sign (#). When asked, enter the passcode 258208 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, February 9, 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 New Business, pages two through eight, items 6 and 7 subject to any requests for reconsideration by the end of the meeting.

5. 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:

February 2, 2023

Interdepartmental Promotional

CHIEF HARBOR ENGINEER
DIRECTOR OF FLEET SERVICES
PARK MAINTENANCE SUPERVISOR
SENIOR TRANSPORTATION INVESTIGATOR

Open Competitive

ASSOCIATE COMMUNITY OFFICER
CHEMIST

February 10, 2023

Interdepartmental Promotional and Open Competitive

CHIEF OF PARKING ENFORCEMENT OPERATIONS

Open Competitive

COOK

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

1) CHIEF ELECTRIC PLANT OPERATOR

Norman CAHILL and Christopher LYNN, Electrical Services Managers, Department of Water & Power.

2) CUSTOMER SERVICE SPECIALIST

Monica GALLEGOS-JONES, Principal Tax Compliance Officer and Jorge H. ENCISO, Tax Compliance Officer III, Office of Finance.

3) ELECTRIC DISTRIBUTION MECHANIC

Frank SPENCER and Michael J. WILKE, Transmission Distribution District Supervisors, Department of Water & Power.

4) LEGISLATIVE REPRESENTATIVE

Rebecca DOTEN, Deputy General Manager Airports I, Department of Airports, Winifred YANCY, Utility Services Manager, Department of Water & Power and David LIBATIQUE, First Deputy General Manager, Harbor Department.

5) SIGNAL SYSTEMS SUPERVISOR

Elton LOUIE, Signal Systems Supervisor II and DeShane MILLER, Signal Systems Superintendent, Department of Transportation.

6) TRANSPORTATION PLANNING ASSOCIATE

Brian LEE and Rubina GHAZARIAN, Supervising Transportation Planners II, Department of Transportation.

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:

ANIMAL CONTROL OFFICER

Glen JULIAN and Jose GONZALEZ. Senior Animal Control Officers, Animal Services Department
File No.

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

d. Approve the change of the test of fitness method in the interdepartmental promotional and open competitive examination for **Workers' Compensation Analyst** (1774). The examination will be comprised of a 100% weighted multiple-choice test.

File No.

e. Make the following APPEAL a matter of record:

Suspension

Stephanie DUKES, Traffic Officer II, Department of Transportation. The Department filed the General Form 77 with Personnel Records on February __, 2023.

Cause of Action: Violation of Department Administrative 252
1) (§IV) Improper behavior in relations with supervisor, fellow employees or the public. Failure to cooperate with or using abusive language toward other employees or the public.
2) (§VI) Unsafe conduct, unsafe operations. Violation of safety rules or practices which endangered the employee or others or endangers City property or equipment.

Discipline: Suspension effective February 13, 2023 to February 27, 2023, inclusive (10-working days).

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on February 13, 2023.

File No.

Julio PONCE, Custodian, Department of Airports. The Department filed the General Form 77 with Personnel Records on February __, 2023.

Cause of Action: Violation of Department Administrative §5.020
1) (B-1) Violation of Department Rules.
2) (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 February 12, 2023 to March 11, 2023, inclusive (20-working days) to be served as agreed.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on February 3, 2023.

File No.

Monica RESENDEZ, Recreation Coordinator, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on February 2, 2023.

Cause of Action: 1) Falsifying City records such as timesheets, mileage reports, expense accounts or other work-related documents.
2) Leaving assigned work location without proper approval or appropriate reason.

Discipline: Suspension effective February 7, 2023 to March 25, 2023, inclusive (20-working days.) to be served as agreed.

File No.

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

f. Make the following NOTICE a matter of record:

Suspensions**ELECTRIC DISTRIBUTION MECHANIC (A)**, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on February 1, 2023.

Cause of Action: Violation of Department Administrative §50-04

1) (C-3) Failure to a reasonable effort to notify supervisors of inability to report for work.

2) (C-5) Frequent or inexcused [sic] tardiness (3rd offense).

Discipline: Suspension effective January 2, 2023 to January 27, inclusive (20-working days).

ELECTRIC DISTRIBUTION MECHANIC (B), Department of Water & Power. The Department filed the General Form 77 with Personnel Records on January 31, 2023.

Cause of Action: Violation of Department Administrative §50-04

1) (F-6) Violating safety rules, procedure or accepted practices that resulted in injury, disability or death or interruption or degradation of electric or water service or damage to equipment or property.

2) (B-1) Violation of Supervisory Letter of Agreement dated September 23, 2021.

Discipline: Suspension effective January 16, 2023 to February 10, 2023, inclusive (20-working days).

GARDENER CARETAKER, Zoo Department. The Department filed the General Form 77 with Personnel Records on February 1, 2023.

Cause of Action: 1) Using abusive language or making inappropriate statements to the public, supervisors or co-workers.

2) Disrupting the work of other employees.

Discipline: Suspension effective February 3, 2023 to February 16, 2023, inclusive (10-working days).

COMMERCIAL FIELD REPRESENTATIVE, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on January 30, 2023.

Cause of Action: Violation of Department Administrative §50-04

1) (F-6) Safety rules, procedures and accepted practices resulting in disability, death, or damages property.

2) (G-5) Deliberately withholding work related information from supervisors or managers who require the information.

Discipline: Suspension effective February 13, 2023 to March 24, 2023, inclusive (30-working days).

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

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

Suspensions, (Continued)

RECREATION COORDINATOR, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on January 30, 2023.

Cause of Action: 1) Falsifying City Records such as time reports, mileage reports, expense accounts or other work-related documents.
2) Leaving assigned work location without proper approval or appropriate reason.

Discipline: Suspension effective February 7, 2023 to March 25, 2023, inclusive (20-working days).

SENIOR RECREATION DIRECTOR, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on February 7, 2023.

Cause of Action: 1) Violation of Department Rules
2) Using City time, property or equipment without proper authorization.
3) Failure to exercise proper supervisory oversight of City assets.

Discipline: Suspension effective February 7, 2023 to February 21, 2023, inclusive (10-working days).

STEAM PLANT MAINTENANCE SUPERVISOR, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on February 9, 2023.

Cause of Action: Violation of Department Administrative §50-04
1) (C-3) Failure to a reasonable effort to notify supervisors of inability to report for work (5th Offense).
2) (B-1) Violation of a Supervisors Letter of Agreement dated October 22, 2021.

Discipline: Suspension effective February 13, 2023 to March 24, 2023, inclusive (30-working days).

Discharge

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

Cause of Action: 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.

SENIOR CUSTODIAN, Department of Airports. The Department filed the General Form 77 with Personnel Records on February 2, 2023.

Cause of Action: Violation of Department Administrative §5.020
1) (C-1) Unexcused, excessive or patterned absenteeism.
2) (C-2) Failure to maintain satisfactory attendance or corrector attendance deficiencies.
3) (C-3) Failure to follow established procedures for notifying supervisor or inability to report for work.
4) (C-6) Absent without valid approved leave for at least seven (7) consecutive calendar days.

Discipline: Discharge effective February 2, 2023.

COMMISSION ACTION:

6. 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 **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>
6366	1	91-15136	Senior Utility Accountant, 1521
6367	1	91-13640	Senior Administrative Clerk, 1368
6368	1	91-17020	Management Analyst, 9184
6369	1	93-31106	Maintenance and Construction Helper, 3115
6371	1	91-17127	Public Relations Specialist, 1785
6372	2	94-15023	Senior Systems Analyst, 1597
6373	8	94-15018	Systems Analyst, 1596

2. 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>
6365	1	93-39130	Water Utility Worker, 3912
6370	1	95-72462	Civil Engineering Associate, 7246
6374	1	95-75252	Electrical Engineering Associate, 7525

3. 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>
3690	1	Accountant, 1513
3696	1	Accounting Records Supervisor, 1119

4. 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>
3715	1	Internal Auditor, 1625

5. 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>
3716	1	Senior Management Analyst, 9171
3717	1	Electrician, 3863

6. Allocate the following new positions in the **Department of City Planning**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3718	1	City Planner, 7944
3719	1	Senior Administrative Clerk, 1368

7. 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>
3720	1	Senior Benefits Analyst, 9109
3721	1	Senior Benefits Analyst, 9109

8. 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>
3725	1	Senior Environmental Engineer, 7874

6. **CLASSIFICATION ACTIONS, Continued**

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

9. Allocate the following new position in the **Civil, Human Rights & Equity Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3726	1	Community Affairs Advocate, 2496

File No.

b. The General Manager recommends that the Board approve the exemption of the following new positions in the **Office of the City Administrative Officer (CAO)** 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>
3722	1	Senior Management Analyst, 9171
3723	1	Principal Project Coordinator, 9134
3724	1	Senior Project Coordinator, 1538

File No.

c. The General Manager recommends that the Board approve the exemption of the following new position in the **Department of Public Works, Board of Public Works**, 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>
3714	1	Project Coordinator, 1538

File No.

d. 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 **Cement Finisher Worker Assistant**, Class Code 3359 and
2. Adopt the new duties statement for **Cement Finisher Worker Assistant**, Class Code 3359.

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 **Cement Finisher Worker Trainee**, Class Code 3358 and
2. Adopt the new duties statement for **Cement Finisher Worker Trainee**, Class Code 3358.

File No.

6. CLASSIFICATION ACTIONS, (Continued)

- g. 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 **Maintenance and Construction Helper Assistant**, Class Code 3106
 - and
 - 2. Adopt the new duties statement for **Maintenance and Construction Helper Assistant**, Class Code 3106.

File No.

- h. 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 **Maintenance and Construction Helper Trainee**, Class Code 3105
 - and
 - 2. Adopt the new duties statement for **Maintenance and Construction Helper Trainee**, Class Code 3105.

File No.

- i. 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 **Mechanical Helper Assistant**, Class Code 3770
 - and
 - 2. Adopt the new duties statement for **Mechanical Helper Assistant**, Class Code 3770.

File No.

- j. 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 **Traffic Painter and Sign Poster Assistant**, Class Code 3406
 - and
 - 2. Adopt the new duties statement for **Traffic Painter and Sign Poster Assistant**, Class Code 3406.

File No.

- k. 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 **Traffic Painter and Sign Poster Trainee**, Class Code 3405
 - and
 - 2. Adopt the new duties statement for **Traffic Painter and Sign Poster Trainee**, Class Code 3405.

File No.

COMMISSION ACTION:

7. ADJOURNMENT