



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, MARCH 23, 2023

IN-PERSON MEETING

ROOM 350, PERSONNEL BUILDING

700 EAST TEMPLE STREET

LOS ANGELES, CALIFORNIA 90012

In conformity with Government Code § 54950 (The Brown Act) this meeting of the Board of Civil Service Commissioners will permit any person wishing to address the Commission in public comment an opportunity by visiting the posted meeting location of the Commission or by dialing (669) 900-6833, when asked, enter the Meeting ID 885 0471 6916 followed by the pound sign (#). When prompted, enter the passcode 115913 and the pound sign (#) again to continue. Public Comment should be within the subject jurisdiction of the Board. Please dial *9 when the Commission reaches “Public Comment,” item three of this agenda. The caller will be called upon and the phone or device unmuted. Speakers should state and spell their name for the record before beginning their one minute of public comment.

Digital audio 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**

- a) Minutes of the regular meeting of Thursday, February 9, 2023, submitted for approval.
(Commissioner Fugate and Lipa were absent from the February 9 meeting)
- b) Minutes of the regular meeting of Thursday, February 23, 2023, submitted for approval.
(Commissioner Perez was absent from the February 23 meeting)

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, pages two through four, Items 6 – 10 and New Business, pages six through 13, items 12, 13 and 14, subject to any requests for reconsideration by the end of the meeting.

5. **GENERAL MANAGER’S REPORT**

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

Reneir Vincent ORTEGA, Office Engineering Technician, Department of Water & Power. Discharge effective June 2, 2022. Settlement agreement whereby the Department agreed to rescind the penalty of discharge imposed on June 2, 2022. The Department agreed to accept the Appellant’s resignation in lieu of discharge effective June 2, 2022. The Appellant agreed to withdraw his Appeal from Discharge currently pending before the Civil Service Commission. The parties agreed to other terms and condition. The Commission Office received the signed settlement documents February 27, 2023.

File No. 55666

COMMISSION ACTION:

7. APPEAL UNDER CHARTER SECTION 1016, FINAL ADMINISTRATION ACTION PORT POLICE SERGEANT, Harbor Department, 10-Working Day suspension.

File No. 55263

Originally heard, June 23, 2022 in closed session pursuant to Government Code 54957.

On that date, the Board voted to find that the *Skelly* due process provisions were met and to sustain two of the four causes of action files against the Appellant. The matter was continued to July 14 for the consideration of a penalty less than discharge.

The matter returned to the Board on October 27, 2023, at which time the Department declined to consider a penalty in the case of one less than discharge. The Board then voted by majority vote to sustain the Discharge. The Board then attempted to adopt an amended findings statement based on the discussions before the Board on June 23, 2022, July 14, 2022 and October 27, 2022. The motion failed on a tie vote, requiring it to return to the Board when a full panel is present.

The matter now returns to the Board.

Recommendation: Adopt the findings and conclusions based on the discussions before the Board on June 23, 2022, July 14, 2022 and October 27, 2022 as the Board’s own.

COMMISSION ACTION:

8. **UNFINISHED CLASSIFICATION ACTIONS**

- a. The General Manager recommends that the Board of Civil Service Commissioners after giving 10-days’ notice of its intention on February 23, 2023, now:
 - 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. 55801

- b. The General Manager recommends that the Board of Civil Service Commissioners after giving 10-days’ notice of its intention on February 23, 2023, now:
 - 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. 55802

- c. The General Manager recommends that the Board of Civil Service Commissioners after giving 10-days’ notice of its intention on February 23, 2023, now:
 - 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. 55803

- d. The General Manager recommends that the Board of Civil Service Commissioners after giving 10-days’ notice of its intention on February 23, 2023, now:
 - 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. 55804

- e. The General Manager recommends that the Board of Civil Service Commissioners after giving 10-days’ notice of its intention on February 23, 2023, now:
 - 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. 55805

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

- f. The General Manager recommends that the Board of Civil Service Commissioners after giving 10-days’ notice of its intention on February 23, 2023, now:
 - 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. 55806

- g. The General Manager recommends that the Board of Civil Service Commissioners after giving 10-days’ notice of its intention on February 23, 2023, now:
 - 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. 55807

COMMISSION ACTION:

10. **DEMAND FOR REINSTATEMENT**

Consideration of denying the Demand for Reinstatement regarding the Discharge of **Jonathan BOBBIO**, Electric Station Operator, Department of Water & Power.

In his filing, Mr. Bobbio, through his representative asserted that a “time served suspension” associated with his reinstatement to his position as an Electric Station Operator, was excessive, equating to an 18-month suspension, and not supported by the facts in the record as the grounds for his Demand, that the Board in its actions.

Recommendation: Staff recommends that this Demand for Reinstatement be denied and its timely filing made a matter of record as prescribed by Charter Section 1017.

File No.

COMMISSION ACTION:

11. APPEAL UNDER CHARTER SECTION 1016

JAMES ABRAMS, Polygraph Examiner II, Los Angeles Police Department. Discharge effective July 2, 2021.

Report and recommendations of the Board’s Hearing Examiner Stephen Biersmith into the appeal of Mr. Abrams.

The Hearing Examiner recommends that the Board:

- a. FIND that the Skelly provisions were **violated** by the Department.
- b. Causes of action:
 - 1) SUSTAIN the cause of action that on or about June 25, 2020, while on duty, the employee failed to properly conduct five assigned independent quality control assignments.
 - 2) NOT SUSTAIN the cause of action that on or about October 8, 2020, the employee, while on duty, made a false statement to the investigator, during a complaint investigation interview.
- c. FIND that the Discharge effective July 2, 2021, was NOT appropriate and is NOT SUSTAINED. The employee should be returned to duty forthwith. The Department should impose an alternative penalty commensurate with the original Skelly recommendation for the sustained charge.
- d. ADOPT the findings and conclusions in the Hearing Examiner’s report as the Board’s own.

File No. 55628

12. ADMINISTRATIVE ACTIONS

The General Manager recommends that:

- h. 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 17, 2023

Interdepartmental Promotional and Open Competitive

EQUIPMENT SPECIALIST

Interdepartmental Promotional

AIRPORT MAINTENANCE SUPERVISOR

FISCAL SYSTEMS SPECIALIST

SENIOR COMMUNICATION ELECTRICIAN

SENIOR SAFETY ENGINEER PRESSURE VESSELS

February 24, 2023

Interdepartmental Promotional

SENIOR CHEMIST

SENIOR DUPLICATING MACHINE OPERATOR

Interdepartmental Promotional and Open Competitive

CUSTOMER SERVICE SPECIALIST

TRANSPORTATION PLANNING ASSOCIATE

WORKERS' COMPENSATION ANALYST

Open Competitive

MECHANICAL HELPER

March 3, 2023

Interdepartmental Promotional

ENVIRONMENTAL ENGINEER

Interdepartmental Promotional and Open Competitive

DIRECTOR OF PORT MARKETING

PUBLIC SAFETY RISK MANAGER

SENIOR PARKING ATTENDANT

March 10, 2023

Interdepartmental Promotional

HARBOR ENGINEER

Interdepartmental Promotional and Open Competitive

HOUSING INSPECTOR

STREET SERVICES GENERAL SUPERINTENDENT

Open Competitive

ELECTRICAL CRAFT HELPER

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

1) CHIEF OF OPERATIONS

Rodney THOMPSON and Cary BUCHANAN, Airport Managers II and Richard CHONG, Assistant Airport Manager, Department of Airports

2) SURVEY SUPERVISOR

Magdi SOLIMAN, Senior Survey Supervisor, Department of Public Works, Bureau of Engineering and John ALVO, Senior Survey Supervisor, Department of Water & Power

File No.

12. ADMINISTRATIVE ACTIONS (Continued)

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

1) APPARATUS OPERATOR

Gregg AVERY, James FLORES, Monica HALL, John IGNATCZYK and Timothy RAMIREZ, Fire Battalion Chiefs, Los Angeles Fire Department

2) ELECTRIC DISTRIBUTION MECHANIC

Michael TRAWEEK and David SOTO, Transmission Distribution District Supervisors, Department of Water & Power

File No.

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:

PARK RANGER

Frank BARRON and Gary MENJUGA, Senior Park Rangers, Department of Recreation and Parks.

File No.

e. Approve the change of the test of fitness method in the open competitive **Planning Assistant** examination. The examination will be comprised of a weighted interview (100%). Approve the change from a regular intermittent continuous to a campus continuous examination.

File No.

f. Approve the change of the test of fitness method in the interdepartmental promotional examination for **Senior Fire Sprinkler Inspector**. The examination will consist of a weighted interview (100%).

File No.

g. Approve the change of the test of fitness method in the interdepartmental promotional and open competitive examination for **Transportation Planning Associate**. The examination will be comprised of a weighted interview (100%).

File No.

12. ADMINISTRATIVE ACTIONS, (Continued)

h. Make the following APPEAL a matter of record:

Suspension

Jeffrey WARNICK, Meter Reader, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on March 1, 2023.

Cause of Action: Violation of Department Rules.

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

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on February 27, 2023.

File No.

Discharge

Mario ENRIQUEZ, Maintenance Laborer, Department of Transportation. The Department filed the General Form 77 with Personnel Records on March 10, 2023.

Causes of Action: Violation of Department Manual of Policies and Procedures:

- 1) §252-II. Failure to renew required license or certificate.
- 2) §252-V. Positive drug or alcohol test resulting from a random test administered under the United States Department of Transportation Drug and Alcohol Testing Policy.

Discipline: Discharge effective March 10, 2023.

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

File No.

PORT POLICE OFFICER II, Harbor Department. The Department filed the General Form 77 with Personnel Records on March __, 2023.

Causes of Action:

- 1) Violation of Employee Administrative Manual §Two, (130) Conduct unbecoming a Port Police Officer.
- 2) Violation of Harbor Department Administrative Manual §341.5 Dishonest conduct on or off the job which the member knows or should have known would adversely affect the members relationship with the Port Police Department.

Discipline: Discharge effective February 23, 2023.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on February 28, 2023.

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

h. Make the following APPEAL a matter of record (Continued):

Discharge, (Continued)

Javier ROCHA, Electric Distribution Mechanic, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on March 6, 2023.

Causes of Action:

- 1) Violation of Department Administrative §50-04 (E-1)
Using alcohol on the job and/or reporting for duty unfit to work due to the use of alcohol (2nd Offense).
- 2) Violation of Department Administrative §50-04 (E-4)
Operating a City vehicle while under the influence of drug or alcohol which would impair operational capacity (2nd Offense).

Discipline: Discharge effective February 17, 2023.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on February 17, 2023.

File No.

f. Make the following NOTICE a matter of record:

Suspensions

ELECTRIC DISTRIBUTION MECHANIC, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on March 9, 2023.

- Cause of Action: Violation of Department Administrative §50-04
- 1) (B-1) Violation of Supervisor’s Letter of Agreement dated June 1, 2022.
 - 2) (E-1) Reporting for duty unfit to work due to the use of alcohol or drugs (2nd Offense).

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

MANAGEMENT ASSISTANT, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on March 9, 2023.

- Cause of Action: Violation of Department Administrative §50-04
- 1) (B-5) Failure to carry out work assignments adequately, directly or promptly (2nd Offense).
 - 2) (C-3) Failure to make reasonable effort to notify supervisor of inability to report for work (2nd Offense).
 - 3) (B-2) Requiring excessive supervision or instruction to perform duties after completion of training for the position.

Discipline: Suspension effective March 13, 2023 to March 24, 2023, inclusive (10-working days).

COMMISSION ACTION:

13. 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>
6375	2	94-17022	Safety Engineer, 1727
6376	1	95-15894	Principal Utility Accountant, 1589
6377	2	95-15210	Senior Utility Accountant, 1521
6378	1	95-91057	Utility Administrator, 9105
6380	1	95-91052	Utility Administrator, 9105

2. Allocate the following new positions in the **Department of Public Works, Bureau of Street Services**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3727	1	Plumber Supervisor, 3446
3728	1	Equipment Supervisor, 3527
3729	28	Cement Finisher Worker, 3351

3. 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>
3730	1	Senior Management Analyst, 9171

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>
3731	1	Senior Heavy Duty Equipment Mechanic, 3745
3737	1	Fire Captain, 2142

5. 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>
3732	1	Benefits Analyst, 9108

6. Allocate the following new position in the **Office of Finance**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3738	1	Senior Management Analyst, 9171

File No.

13. CLASSIFICATION ACTIONS

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

1. 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>
6381	1	93-78137	Water Quality Laboratory Manager, 7835
6384	4	93-13641	Senior Administrative Clerk, 1368
6385	2	95-75542	Mechanical Engineering Associate, 7554
6386	1	95-91051	Utility Administrator, 9105
6387	2	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>
6383	4	93-13641	Senior Administrative Clerk, 1368

3. 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>
6388	1	95-91051	Utility Administrator, 9105
6389	1	93-37109	Structural Steel Fabricator Supervisor, 3794

4. Allocate the following new positions in the **Department of Public Works, Bureau of Street Lighting**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3733	1	Administrative Clerk, 1358
3734	1	Accounting Clerk, 1223
3735	1	Warehouse and Toolroom Worker, 1832
3736	2	Maintenance Laborer, 3112

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

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3739	1	Administrative Clerk, 1358
3740	1	Accounting Clerk, 1233

File No.

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

1. Create the new classification of **Senior Landscape Architect**, Code 7898; and

2. Adopt the Class Specification for **Senior Landscape Architect**, Code 7898.

File No.

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

- d. The General Manager recommends that the Board of Civil Service Commissioners give 10-days' notice of its intention to:
 - 2. 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.

- e. The General Manager recommends that the Board of Civil Service Commissioners give 10-days' notice of its 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.

- f. The General Manager recommends that the Board of Civil Service Commissioners give 10-days' notice of its intention to:
 - 2. 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.

- g. The General Manager recommends that the Board of Civil Service Commissioners give 10-days' notice of its intention to:
 - 2. 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.

- h. The General Manager recommends that the Board of Civil Service Commissioners give 10-days' notice of its intention to:
 - 2. 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:

14. **CHANGES TO CIVIL SERVICE RULES TO ADDRESS PROVISION UNDER TARGETED LOCAL HIRE AND BRIDGE TO JOBS PROGRAMS.**

The General Manager recommends the Board of Civil Service Commissioners give 10-Days' Notice of its Intention to add operative language to the Civil Service Rules including changes to 4.3 and 5.33 to provide for the expansion of the Target Local Hire and Bridge to Jobs programs and its unique exam processes.

COMMISSION ACTION:

15. **ADJOURNMENT**