



COMMISSIONERS

# CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

## AGENDA

KARLA M. GOULD  
Vice President  
JEANNE A. FUGATE  
GUY LIPA  
NANCY P. MCCLELLAND  
VACANCY  
Commissioners

**REGULAR MEETING – 10:00 A.M.  
THURSDAY, JUNE 8, 2023  
IN-PERSON MEETING  
ROOM 350, PERSONNEL BUILDING  
700 EAST TEMPLE STREET  
LOS ANGELES, CALIFORNIA 90012**

In conformance with Government Code § 54950 (The Brown Act) this in-person 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 in-person or by dialing (669) 900-6833, to make a public comment virtually. Follow the prompts and enter the Meeting ID code **812 0834 2010** followed by the pound sign (#). When asked, enter the passcode **598971** 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 on 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**  
Minutes of the special meeting of Friday, May 25, 2023, submitted for approval.
3. **PUBLIC COMMENTS ON MATTERS WITHIN BOARD’S JURISDICTION**  
Time set aside for the Board to hear comments in person or via Zoom Link 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 three through six items 7 and 8, subject to any requests for reconsideration by the end of the meeting.
5. **GENERAL MANAGER’S REPORT**

6. **APPEAL UNDER CHARTER SECTION 1016**

**Quincy KEMP**, Custodian, Department of Airports. Discharge effective August 16, 2022.

Report and recommendations of the Board’s Hearing Examiner Stephen Biersmith, following the holding of a hearing on March 13, 2022, into the appeal of Mr. Kemp.

The Hearing Examiner recommends that the Board:

- A. FIND that the City’s *Skelly* due process provisions were met.
- B. Causes of Action:
  - 1. SUSTAIN the cause of action of violation of Department Administrative Manual § 5.020 (B-1) Violation of Department rules.
  - 2. SUSTAIN the cause of action of violation of Department Administrative Manual § 5.020 (C-1) Unexcused, excessive or patterned absenteeism.
  - 3. SUSTAIN the cause of action of violation of Department Administrative Manual § 5.020 (C-2) Failure to maintain satisfactory attendance or correct attendance deficiencies.
  - 4. NOT SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (C-3) Failure to follow established procedures for notification of inability to report for work (call-in procedures).
- C. FIND that the Discharge effective August 16, 2022, was appropriate and is SUSTAINED.
- D. ADOPT the findings and conclusions in the Hearing Examiner’s report as the Board’s own.

File No. 55668

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:

**May 19, 2023**

**Departmental Promotional**

AIRPORT POLICE SERGEANT

**Interdepartmental Promotional**

PIPEFITTER SUPERVISOR

STREET SERVICES SUPERVISOR

**Interdepartmental Promotional and Open Competitive**

SAFETY ENGINEER

**May 26, 2023**

**Departmental Promotional**

FIREBOAT MATE

**Interdepartmental Promotional and Open Competitive**

CONTROLLER AUDIT ANALYST

**Open Competitive**

INTERNAL AUDITOR

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

1. **ADMINISTRATIVE CLERK**

Chelsi LOFTON, Senior Administrative Clerk, City Planning Department, Jenny AYALA, Principal Clerk, Department of Building and Safety and Erica RODRIGUEZ, Senior Administrative Clerk, Department of Recreation and Parks.

2. **CHEMIST**

Darryl GUENTHER, Senior Chemist, Department of Public Works, Bureau of Sanitation and Marlyn STASIAK, Water Quality Laboratory Manager, Department of Water & Power.

3. **CHIEF CLERK POLICE**

Sandra RUSSELL, Police Administrator II, Los Angeles Police Department.

4. **CONSTRUCTION AND MAINTENANCE SUPERVISOR**

Vicki SMITH, Construction and Maintenance Superintendent, Department of Water & Power and Matthew ROCKE, Building Construction and Maintenance Superintendent, Department of General Services.

5. **ELECTRICAL CRAFT HELPER**

Robert NOBREGAS, Wastewater Treatment Electrician Supervisor, Department of Public Works, Bureau of Sanitation, Lance HESS, Electrical Mechanic Supervisor, Department of Water & Power, Victor CAMPA and Signal Systems Supervisor I, Department of Transportation.

6. **HARBOR ENGINEER**

Charles ADAMS and James BROWN, Harbor Engineers II, Harbor Department.

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

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

7. **MECHANICAL HELPER**

Steve VOSBURG, Wastewater Treatment Mechanic Supervisor, Department of Public Works, Bureau of Sanitation and Arthur HERNANDEZ, Senior Equipment Mechanic, Los Angeles Fire Department.

8. **PIPEFITTER SUPERVISOR**

Mark HARRINGTON, Mechanical Repair General Supervisor and Trinidad MADRID Jr., Construction and Maintenance Superintendent, Department of Water & Power

9. **SENIOR ANIMAL CONTROL OFFICER**

Gerald HILL, District Supervisor and Danny PANTOJA, Director of Fields Operations, Department of Animal Services

10. **SENIOR FIRE SPRINKLER INSPECTOR**

Daniel SANCHEZ, Principal Inspector and Steven KIMBLE, Chief Inspector, Department of Building and Safety.

11. **WASTEWATER TREATMENT MECHANIC**

Steve VOSBURG and Michael HERNANDEZ, Wastewater Treatment Mechanic Supervisors, Department of Public Works, Bureau of Sanitation.

12. **WELDER**

Isaac HERNANDEZ and Joseph TRUJEQUE, Welder Supervisors, Department of Water & Power and Robert DAY, Welder Supervisor, Department of General Services.

File No.

c. Change the test of fitness for the **Principal Fingerprint Identification Expert** (1158) examination from 50% essay and 50% interview to 100% application review and notify the candidates.

File No.

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

d. **LATE APPEAL**

FIND that the following Appeal was filed within the jurisdictional authority provided under Charter Section 1016 and make its filing a matter of record:

Discharge

**Jashauna SCOTT**, Customer Service Specialist I, Office of Finance. Discharge effective May 12, 2023. The Personnel Records Division of the Department Personnel received the General Form 77 on May 13, 2023.

The prospective Appellant filed an appeal by email to the Office of the Commission on May 18, 2023, three days after the proscribed five calendar days, but within the jurisdictional authority of the Commission as prescribed in Charter Section 1016. In his statement, the prospective Appellant apologized for misreading the instructions on the Form 77 (box 18b), his mistake exacerbated by his union steward making the same mistake of counting work days rather than calendar days.

Causes 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 May 12, 2023.

File No.

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 **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>
6440	2	82-17001	Management Analyst, 9184
6441	1	82-17001	Management Analyst, 9184
6442	1	91-15136	Senior Utility Accountant, 1521

2. 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>
6438	1	94-13310	Utility Executive Secretary, 1336
6439	1	94-72167	Civil Engineer, 7237

3. Allocate the following new position for **Public Works, Department of Sanitation**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3788	1	Community Program Assistant, 2501

4. Allocate the following new position in the **Department of Airports**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3789	1	Emergency Management Coordinator, 1702

5. Allocate the following new position for **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>
3790	1	Community Affairs Advocate, 2496

File No.

b. 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 **Emergency Medical Technician**, Class Code 2102;  
and

2. Adopt the Class Specification for **Emergency Medical Technician**, Class Code 2102.

File No.

COMMISSION ACTION:

**9. ADJOURNMENT**