



# CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

## AGENDA

### COMMISSIONERS

GUY LIPA  
President

KARLA M. GOULD  
Vice President

JEANNE A. FUGATE

MONIKA KIRENGA

NANCY P. MCCLELLAND  
Commissioners

**REGULAR MEETING – 10:00 A.M.  
THURSDAY, SEPTEMBER 28, 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 **889 0952 5285** followed by the pound sign (#). When asked, enter the passcode **026535** 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 regular meeting of Thursday, September 14, 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 four 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**

- a) **Samuel WILLIAMS**, Steam Plant Maintenance Mechanic, Department of Water & Power. Discharge effective June 3, 2021.

Report and recommendations of the Board’s Hearing Examiner Angela Shaw, following the holding of hearings on January 31, 2022 and April 6, 2022 before Hearing Examiner Sheri Ross, and April 16, 2023 before Hearing Examiner Angela Shaw, into the appeal of Mr. Williams.

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 §50.04: (D-1) Refusing to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination).
  - 2. SUSTAIN the cause of action of violation of Department Administrative Manual §50.04: (D-2) Use of abusive language toward other employees or the public.
  - 3. SUSTAIN the cause of action of violation of Department Administrative Manual §50.04: (D-4) Using threats or attempting to harm another employee or the public.
  - 4. SUSTAIN the cause of action of violation of Department Administrative Manual §50.04: (D-5) Misusing City time, property or equipment.
- C. FIND that the Discharge effective June 3, 2021, was appropriate and is SUSTAINED.
- D. ADOPT the findings and conclusions in the Hearing Examiner’s report as the Board’s own.

File No. 55619

COMMISSION ACTION:

6. **APPEAL UNDER CHARTER SECTION 1016**

b) **Ivan MOORE**, Custodian Supervisor, Department of Airports. Discharge effective July 5, 2023.

Report and recommendations of the Board’s Hearing Examiner Sylvia Marks-Barnett, following the holding of hearings on January 30, 2023 and March 7, 2023, into the appeal of Mr. Moore.

The Hearing Examiner recommends that the Board:

A. FIND that the City’s *Skelly* due process provisions were met.

B. Causes of Action:

1. NOT SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (B-1) violating Department rules.
2. NOT SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (D-2) Using abusive language towards or making inappropriate statements to the public, supervisors or co-workers.
3. NOT SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (I-1) Failure to comply with City policies on equal employment opportunities, including, but not limited to, the recruitment, selection, promotion, training, or disciplining of employees.
4. NOT SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (J-1) Sexual favors ~ Implicit or explicit coercive pressure for sexual favors,
5. NOT SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (J-3) Verbal ~ demonstrating insensitivity to others by making derogatory comments, epithets, jokes, teasing, remarks, slurs, or questions of a sexual nature.
6. NOT SUSTAIN the cause of action of violation of Department Administrative Manual §5.020 (J-4) Visual ~ demonstrating insensitivity to others through non-verbal actions, such as making sexually suggestive gestures, displaying sexually explicit objects, pictures, cartoons, or posters. Leering, unwanted letters, gifts or material of a sexual nature.

C. FIND that the Discharge effective July 5, 2022, was NOT appropriate and is NOT SUSTAINED. The employee should be immediately restored to his position and made whole for all back pay, plus interest as prescribed by law, and seniority.

D. ADOPT the findings and conclusions in the Hearing Examiner’s report as the Board’s own.

File No. 55685

COMMISSION ACTION: Continued from September 14, 2023

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:

September 8, 2023

Interdepartmental Promotional

ASSISTANT DEPUTY SUPERINTENDENT OF BUILDING

September 15, 2023

Interdepartmental Promotional

SENIOR HEATING AND REFRIGERATION INSPECTOR  
TRUCK AND EQUIPMENT DISPATCHER

Interdepartmental Promotional and Open Competitive

EQUIPMENT OPERATOR

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

- 1) ADMINISTRATIVE ANALYST

Megan COTTIER and Robert ROTH, Senior Administrative Analysts II, Office of the City Administrative Officer.

- 2) CARPENTER SUPERVISOR

Mario A. VALLEJO, Construction and Maintenance Supervisor, Department of Water & Power and Kenneth REESER, Construction and Maintenance Supervisor II, Harbor Department.

- 3) OCCUPATIONAL HEALTH NURSE

Joanne O’BRIEN, Medical Services Administrator, Personnel Department.

- 4) SENIOR ANIMAL CONTROL OFFICER

Annette RAMIREZ, Assistant General Manager and Mark SALAZAR, Director of Fields Operations, Department of Animal Services.

- 5) SENIOR ELECTRICAL MECHANIC SUPERVISOR

Adam FONTI and Derek BROWN, Electrical Services Managers, Department of Water and Power.

File No.

- c. The General Manager recommends that the Board of Civil Service Commissioners approve the change of the test of fitness method in the interdepartmental promotional and open competitive examination for **Database Architect**. The examination will be comprised of a technical advisory essay and a weighted interview (100%).

File No.

- d. The General Manager recommends that the Board of Civil Service Commissioners approve the change of the test of fitness method in the interdepartmental promotional and open competitive examination for **Tire Repairer**. The examination will be comprised solely of a weighted performance test (100%).

File No.

**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>
6520	1	95-14092	Information Systems Manager, 1409
6537	3	94-14108	Duplicating Machine Operator, 1493
6538	3	93-91251	Management Analyst, 9184
6540	1	94-11020	Programmer Analyst, 1431

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>
6531	2	95-15390	Management Assistant, 1539
6532	2	93-91251	Management Analyst, 9184
6534	2	94-11030	Systems Administrator, 1455
6535	1	95-75252	Electrical Engineering Associate, 7525
6536	5	93-31022	Custodian, 3156
6541	2	95-75542	Mechanical Engineering Associate, 7554
6542	1	95-75252	Electrical Engineering Associate, 7525

3. Allocate the following new positions for the **Los Angeles City Employees Retirement System**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3822	2	Benefits Specialist, 1203

4. Allocate the following new positions 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>
3824	4	Special Investigator, 0602

File No.

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

b. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions in connection with the 2023-2024 Budget, effective July 1, 2023.

1. Allocate the following positions:

<u>CSC No.</u>	<u>No of Positions</u>	<u>Department</u> <u>Class Title and Code</u>
<b><u>DEPARTMENT OF CULTURAL AFFAIRS</u></b>		
23/24-422	9	Arts Education Coordinator, 2447
23/24-423	1	Arts Manager, 2455
23/24-432	1	Arts Manager, 2455
<b><u>OFFICE OF THE CITY CLERK</u></b>		
23/24-426	3	Senior Administrative Clerk, 1368
23/24-427	1	Warehouse and Toolroom Worker, 1832
23/24-428	2	Accounting Clerk, 1223
23/24-429	1	Administrative Clerk, 1358
23/24-430	2	Management Analyst, 9184
23/24-431	1	Archivist, 1191
<b><u>DEPARTMENT OF PUBLIC WORKS,</u></b> <b><u>BUREAU OF SANITATION</u></b>		
23/24-374	10	Refuse Collection Truck Operator, 3580 File No.

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

1. Create the new classification of **Harbor Finance Administrator**, Class Code 1652;  
and
2. Adopt the Class Specification for **Harbor Finance Administrator**, Class Code 1652.  
File No.

COMMISSION ACTION:

9. **ADJOURNMENT**