



# 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, OCTOBER 26, 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 **835 6212 4329** followed by the pound sign (#). When asked, enter the passcode **231358** 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, October 12, 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 Unfinished Business, page two, item 6 and New Business, pages five through eight, items 8 and 9, subject to any requests for reconsideration by the end of the meeting.

5. **GENERAL MANAGER’S REPORT**

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

- a. **Amber REAVES**, Management Assistant, Department of Cannabis Regulation. Discharge effective June 8, 2022. Settlement agreement whereby the Department agreed to rescind the imposed penalty of Discharge and restore the Appellant to her former classification as a Management Assistant, Department of Cannabis Regulation effective July 16, 2023. The Appellant will be made whole for backpay and seniority for the period between January 31, 2023 to July 16, 2023, the period between July 15, 2023 and January 31, 2023 will be noted as on unpaid leave of absence. The Appellant agreed to withdraw her 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 July 19, 2023.

File No. 55681

- b. **Jessica JIMENEZ**, Planning Assistant, Department of City Planning. Discharge effective June 16, 2022. Settlement agreement whereby the Department agreed to rescind the imposed penalty of Discharge and restore the Appellant to her former classification as a Planning Assistant, with the Department of City Planning Department effective June 16, 2022. The record will show that the period between June 16, 2022 and January 30, 2023 will be listed as an unpaid leave of absence. The Appellant was made whole for back pay and seniority for the period between January 31, 2023 to the date of her reinstatement, August 28, 2023. The Appellant agreed to withdraw her 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 October 17, 2023.

**COMMISSION ACTION:**

7. **APPEAL UNDER CHARTER SECTION 1016**

- a. **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.

Pursuant to Government Code 54957, the Civil Service Commission may elect to meet in closed session in order to confer with its legal counsel regarding a matter related to pending litigation or the discipline of an employee under Charter Section 1016. No binding votes will be taken.

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. **APPEAL UNDER CHARTER SECTION 1016**

**b. Jeffrey Warnick**, Meter Reader, Department of Water & Power. Suspension effective February 27, 2023 to March 10, 2023, inclusive (10 working days).

Report and recommendations of the Board’s Hearing Examiner David Beauvais, following the holding of hearings on September 12, 2023, into the appeal of Mr. Warnick.

Pursuant to Government Code 54957, the Civil Service Commission may elect to meet in closed session in order to confer with its counsel regarding a matter related to pending litigation or the discipline of an employee under Charter Section 1016. No binding votes will be taken.

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: (B-1) violation of Department Rules (2<sup>nd</sup> offense).
- C. FIND that the Suspension effective February 27, 2023 to March 10, 2023, inclusive (10 working days) was appropriate and is SUSTAINED.
- D. ADOPT the findings and conclusions in the Hearing Examiner’s report as the Board’s own.

File No. 55817

COMMISSION ACTION:

8. 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:

October 6, 2023

Interdepartmental Promotional and Open Competitive

DATABASE ARCHITECT

October 13, 2023

Interdepartmental Promotional

GEOGRAPHIC INFORMATION SYSTEMS SUPERVISOR

Open Competitive

WASTEWATER TREATMENT OPERATOR

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

1) AQUATIC FACILITY MANAGER

Maha YATEEM, Aquatic Director and Traci GOLDBERG, Superintendent of Recreation and Parks Operations, Department of Recreation and Parks.

2) CONTROLLER AUDIT ANALYST

Devang PANCHAL, Director of Auditing and Rahoof “Wally” OYEWOLE, Director of Financial Analysis & Reporting, Office of the Controller.

3) ENGINEER OF FIRE DEPARTMENT

Craig WOBIG and Aaron GIRVAN, Captains II, Los Angeles Fire Department

4) ENVIRONMENTAL SPECIALIST

Lisa WUNDER, Marine Environment Manager I, Harbor Department and Nadia PARKER, Environmental Supervisor I, Department of Water & Power.

5) MATERIALS TESTING ENGINEERING ASSOCIATE

Pedro GARCIA, Materials Testing Engineer II, Department of General Services and Antonio MEDINA, Waterworks Engineer, Department of Water & Power

6) PRINCIPAL CIVIL ENGINEER

Alfred MATA, Deputy City Engineer I, Department of Public Works, Bureau of Sanitation, Shirley LAU, Assistant Director Bureau of Street Services, Department of Public Works, Bureau of Street Services.

7) STREET SERVICES SUPERVISOR

Anthony KRANTZ, Street Services Supervisor II, and Gary LA COE, Street Services Superintendent I, Department of Public Works, Bureau of Street Services.

8) TREASURY ACCOUNTANT

Tiffany LIAW, Departmental Chief Accountant III and Dru MCMACKIN, Financial Manager I, Office of Finance.

File No.

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

- b. 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:

**OCCUPATIONAL HEALTH NURSE**

Dr. Leslie ISRAEL, Medical Director, Department of Water & Power and  
Jean COCHRANE, Supervising Occupational Health Nurse,  
Medical Services Division, Personnel Department

File No.

- d. Make the following APPEALS a matter of record:

Discharge

**AIRPORT POLICE LIEUTENANT**, Department of Airports. The Department filed the General Form 77 with Personnel Records on October 16, 2023.

7. Cause of Action:

- 1) Violation of Department Administrative Manual §5.020 (A-6) engaging in off-duty unlawful behavior or conduct in conflict with job duties – misconduct on or off the job, seriously reflecting on City employees or employment as outlined in Airport Police Division Manual §5/8.14 Conduce unbecoming and APD employee.
- 2) Violation of Department Administrative Manual §5.020 (F-4) violating safety rules which endangers passengers or any member of the public.
- 3) Violation of Department Administrative Manual §5.020 (F-7) Fraud, Dishonesty, Theft or falsification of records. Falsely claiming sick or allowed pay or otherwise falsifying reasons for absence.
- 4) Violation of Department Administrative Manual §5.020 (H-3) Standards of Conduct for a Peace Officer – Dishonesty, Misrepresentation of known facts or omission of facts the employee had a duty to disclose as outlined in Airport Police Division Manual §5/8.6: Making false or misleading statements.

Discipline: Discharge effective October 12, 2023.

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

File No.

- e. Make the following NOTICE a matter of record:

Discharge

**REFUSE COLLECTION TRUCK OPERATOR**, Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on October 2, 2023.

Cause of Action: Violation of Department Administrative Manual

- 1) Positive drug or alcohol test results from a for-cause test administered under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy.
- 2) Absence without valid leave exceeding two weeks.

Discipline: Discharge effective October 2, 2023

**COMMISSION ACTION:**

**9. CLASSIFICATION ACTIONS**

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

1. Allocate the following new position 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>
6549	1	95-72462	Civil Engineering Associate, 7246
6566	1	93-72186	Engineering Geologist, 7255

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>
6556	1	94-11025	Programmer Analyst, 1431
6557	1	91-15132	Utility Accountant, 1511
6558	1	95-91032	Fleet Services Manager, 9103
6559	1	94-73003	Environmental Specialist, 7310
6560	2	93-37100	Mechanical Helper, 3771
6562	1	95-75543	Mechanical Engineering Associate, 7554
6563	2	93-35139	Power Shovel Operator, 3558
6564	1	95-78713	Environmental Engineering Associate, 7871
6565	1	91-17123	Public Relations Specialist, 1785
6567	1	91-12101	Principal Clerk Utility, 1202
6568	1	91-15136	Senior Utility Accountant, 1521
6569	1	95-91065	Utility Services Manager, 9106

3. Allocate the following new position in the **City Planning Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3829	1	Commission Executive Assistant, 9734

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>
3831	1	Legislative Representative, 9482

5. Allocate the following new positions for **Department of Airports**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3830	1	Special Investigator, 0602
3833	1	Emergency Management Coordinator, 1702

6. Allocate the following new position for the **City Administrative Officer**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3834	1	Chief Administrative Analyst, 1554

7. Allocate the following new position in the **Animal Services Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3835	1	Public Relations Specialist, 1785

File No.

9. **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 Class Title and Code</u>
<b><u>EL PUEBLO DE LOS ANGELES HISTORICAL MONUMENT</u></b>		
23/24-437	1	Real Estate Officer, 1960

**DEPARTMENT OF AGING**

23/24-436	1	Nutritionist, 2323
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2. Reallocate the following positions:

**DEPARTMENT OF RECREATION AND PARKS**

<u>CSC No.</u>	<u>No. of Positions</u>	<u>From: Class Title and Code</u>	<u>To: Class Title and Code</u>
23/24-432	1	Recreation Facility Director, 2434	Senior Recreation Director, 2446
File No.			

c. The General Manager recommends that the Board of Civil Service Commissioners: Approve the revised Duties Statement for **Art Instructor**, Class Code 2452.

File No.

d. The General Manager recommends that the Board of Civil Service Commissioners:

APPROVE the change of class title from **Wastewater Collection Worker**, Class Code 4110 to **Wastewater Conveyance Operator**, Class Code 4110;

APPROVE the revised class specification for **Wastewater Conveyance Operator**, Class Code 4110;

APPROVE the change of class title from **Wastewater Collection Supervisor**, Class Code 4113 to **Wastewater Conveyance Supervisor**, Class Code 4113;

and

Approve the revised class specification for **Wastewater Conveyance Supervisor**, Class Code 4113.

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 classifications of **Security Officer Trainee**, Class Code 3313, and **Security Officer Assistant**, Class Code 3314;  
**and**
2. **ADOPT** the new duties statements for **Security Officer Trainee**, Class Code 3313, and **Security Officer Assistant**, Class Code 3314.

File No.

COMMISSION ACTION:

10. **ADJOURNMENT**