



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, MARCH 14, 2024 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 2536 6183** followed by the pound sign (#). When asked, enter the passcode **602014** 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**
 - a) Minutes of the regular meeting of Thursday, November 16, 2023, submitted for approval.
[Only Commissioners Lipa, Fugate and Kirenga may vote.]
 - b) Minutes of the regular meeting of Thursday, February 22, 2024, submitted for approval
[All members except Commissioner Fugate may vote].
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 four 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) **Stephanie DUKES, Traffic Officer II**, Department of Transportation. Suspension effective February 13, 2023 to September 27, 2023, inclusive (10-working days). Settlement agreement whereby the Department agreed to rescind the imposed penalty of a 10-days unpaid suspension and substitute a “Notice to Correct Deficiencies;” the employee will be made whole for back pay, seniority and benefits for the same period. The Appellant agreed to withdraw her Appeal from Suspension currently pending before the Civil Service Commission. The parties agreed to other terms and conditions. The Commission Office received the signed settlement documents on February 14, 2024.

File No. 55795

b) **Tony HARRIS, Underground Distribution Construction Mechanic**, Department of Water & Power. Discharge effective October 3, 2022.

On February 3, 2024, the Appellant submitted “Withdrawal from Appeal” for to the Commission Office.

File No. 55722

c) **Rita McCORD, Senior Administrative Clerk**, Los Angeles Police Department. Discharge effective July 19, 2023.

On February 23, 2024, the Appellant’s union representative informed the Commission Office that his member wished to end her appeal from Discharge.

File No. 55875

COMMISSION ACTION:

7. **APPEAL UNDER CHARTER SECTION 1016**

David SHUBIN, Plummer, Department of General Services.

Discharge effective April 31, 2022.

Report and recommendations of the Board’s Hearing Examiner Shep Zebberman, following the holding of hearings held on April 4, 2023, August 3, 2023, October 11, 2023, September 26, 2023 and September 27, 2023 into the appeal of Mr. Shubin.

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 Failure to meet a condition of employment of being fully vaccinated for COVID-19 as required by the City of Los Angeles’ Ordinance No. 187134.

C. FIND that, based on the charge not being sustained charge, the penalty of Discharge was NOT appropriate and should NOT be SUSTAINED. The Hearing Examiner recommends that the employee be immediately restored to his position and made whole for all back pay, plus interest as prescribed by law.

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

File No. 55704

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:

February 16, 2024

Open Competitive
TRAFFIC OFFICER

February 23, 2024

Interdepartmental Promotional and Open Competitive
AIR CONDITIONING MECHANIC
DIRECTOR OF PORT CONSTRUCTION AND MAINTENANCE

Interdepartmental Promotional
SENIOR CONSTRUCTION INSPECTOR

Open Competitive
ELECTRICAL MECHANIC

March 1, 2024

Interdepartmental Promotional and Open Competitive
SPECIAL EVENTS COORDINATOR

Interdepartmental Promotional
DIRECTOR OF SYSTEMS

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

1) ELECTRICAL MECHANIC SUPERVISOR

Julio PATINO and Christopher STUTTS, Senior Electrical Mechanic Supervisors, Department of Water & Power.

2) MANAGEMENT AIDE

Jennifer TRINIDAD, Senior Management Analyst I, Los Angeles Police Department and Gabriela ORTEGA, Management Analyst, Department of Water & Power.

3) PROPERTY OFFICER

Stephen JOHNSON and Susan YEE-DUNCAN, Senior Property Officers, Los Angeles Police Department.

4) REAL ESTATE ASSOCIATE

Traci KUCHTA, Property Manager III, Harbor Department and Scott CIMINO, Senior Real Estate Officer, Department of Water & Power.

5) TIRE REPAIRER

Joseph CASALETTA, Equipment Superintendent, Department of General Services and Marvel HUNTER, Tire Repair Supervisor, Department of Water & Power

6) TRAFFIC OFFICER

Tracy FLOYD, Alden R MARSH and Michelle JACKSON, Senior Traffic Supervisors II, and Rodney C. SMITH, Senior Traffic Supervisor III, Department of Transportation.

File No.

8. ADMINISTRATIVE ACTIONS, (Continued)

c. Make the following APPEAL a matter of record:

Discharge

AIRPORT POLICE OFFICER, Department of Airports. The Department filed the General Formed 77 with Personnel Records on February 21, 2024.

Cause of Action: Violation of Department Manual §5.020:

- 1) (B-1) Job performance below standard. Failure to remain in assigned work area (Screening Station) as required by Federal Regulations.
- 2) (F-4) Violating Department Safety Rules, which could endanger the employee, passengers or any member of the public.
- 3) (A-2) Violation of Vehicle Pursuit policy to disengage when pursuit exceeds reasonable safe limits.
- 4) (H-4) Violating Department Rules and Standards of Conduct for a peace officer.

Discipline: Discharge effective February 16, 2024.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on February 17, 2024.

File No.

Nicolette BRANCH, Security Officer, Department of Airports. The Department filed the General Form 77 with Personnel Records on February __, 2024.

Cause of Action: Violation of Department Manual §5.020:

- 1) (A-6) Misconduct, on or off the job, engaging in unlawful behavior or conduct in conflict with job duties, seriously reflecting on City employees and employment. Neglect of Duty.
- 2) (B-1) Job performance below standard; misconduct unbecoming an Airport Police Division employee.

Discipline: Discharge effective February 15, 2024.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on February 17, 2024.

Justin WILLIAMS, Customer Service Representative, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on February 14, 2024.

Cause of Action: Violation of Department Manual §50.04:

- 3) C-1 Neglect of Duty.
- 4) B-5 Failure to carry out assigned work assignments adequately, directly or promptly.
- 5) B-1 Violating Department Rules.

Discipline: Discharge effective February 14, 2024.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on February 14, 2024.

File No.

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

d. Make the following NOTICE a matter of record:

ELECTRICAL CRAFT HELPER, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on February 22, 2024.

Cause of Action Violation of Department Manual 50.04:

- 1) (D-1) Flagrant refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties.
- 2) (C-4) Leaving assigned work location without proper approval or appropriate reason.

Discipline: Suspension effective February 12, 2024 to March 8, 2024 (20-working days).

TREE SURGEON, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on February 13, 2024.

Cause of Action: Violation of Department Manual §05.40:

1. (E-3) Reporting for duty unfit for duty due to the use of alcohol or drugs.

Discipline: Suspension effective February 12, 2024 to March 22, 2024 (30-working days).

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 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>
6665	1	93-58131	Water Utility Operator Supervisor, 5857
6666	1	93-79008	Materials Testing Technician, 7968
6670	1	93-91251	Management Analyst, 9184
6683	1	95-15390	Management Assistant, 1539
6684	1	93-13641	Senior Administrative Clerk, 1368

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>
6605	1	95-91061	Utility Services Manager, 9106
6660	6	95-91081	Benefits Analyst, 9108
6661	2	95-91091	Senior Benefits Analyst, 9109
6662	2	95-91092	Senior Benefits Analyst, 9109
6663	1	95-91093	Senior Benefits Analyst, 9109
6667	1	95-91052	Utility Administrator, 9105
6668	1	94-12116	Principal Clerk Utility, 1202
6669	3	93-91251	Management Analyst, 9184
6674	1	95-15110	Utility Accountant, 1511
6675	1	91-13640	Senior Administrative Clerk, 1368
6678	1	95-15110	Utility Accountant, 1511
6681	3	94-17022	Safety Engineer, 1727
6682	4	93-17008	Safety Engineering Associate, 1726

3. Allocate the following new positions for the **Department of Cannabis Regulation**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3879	2	Management Assistant, 1539

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

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

4. Allocate the following new positions for the **Los Angeles Housing Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3862	5	Senior Housing Inspector, 4244
3863	1	Principal Inspector, 4226
3864	3	Housing Investigator, 8516
3865	1	Management Analyst, 9184
3866	1	Administrative Clerk, 1358
3867	1	Housing Planning & Economic Analyst, 8504
3868	1	Housing Planning & Economic Analyst, 8504
3869	1	Communications Information Representative, 1461

5. 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>
3872	1	Systems Administrator, 1455

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

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3873	1	Executive Assistant Airports, 9186
3874	1	Senior Management Analyst, 9171
3875	1	Management Analyst, 9184
3877	1	Principal Construction Inspector, 7297

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

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3880	1	Senior Personnel Analyst, 9167

File No.

b. The General Manager recommends that the Board Civil Service Commissioners,

1. Approve the change of class title from **Property Officer**, Class Code 3207 to **Evidence and Property Officer**, Class Code 3207;

and

2. Approve the revised class specification for Evidence and Property Officer, Class Code 3207.

File No.

c. The General Manager recommends that the Board of Civil Service Commissioner approve the exemption of the following position in the **Community Investment for Families Department** (CIFD) 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>
3860	1	Principal Accountant, 1525

File No.

COMMISSION ACTION:

10. **ADJOURNMENT**