



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, MAY 23, 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 8060 2738** followed by the pound sign (#). When asked, enter the passcode **881437** 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 Minutes. 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, April 25, 2024, 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 four through 11, 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

Carlos ROCHA, Jr, Line Patrol Mechanic, Department of Water & Power. Suspension effective January 31, 2022 to February 28, 2022 (20-working days). On April 30, 2024, the Appellant submitted a signed withdrawal of Appeal form to the Commission Office.

File No. 55623

COMMISSION ACTION:

7. PERSONNEL DEPARTMENT BRIEFING TO THE BOARD

Management of the Personnel Department will present a briefing to the Board on the Mayor's 2024/2025 budget and the new system to replace the PaySR time keeping payroll system with the state of the art Workday payroll system.

8. ADMINISTRATIVE ACTIONS

- a. The General Manager recommends that:
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:

April 19, 2024

Interdepartmental Promotional and Open Competitive

ZOO CURATOR OF EDUCATION

Interdepartmental Promotional

AIRPORTS MAINTENANCE SUPERINTENDENT

ELEVATOR REPAIR SUPERVISOR

WATER QUALITY LABORATORY MANAGER

Departmental Promotional

POLICE SERGEANT

April 26, 2024

Interdepartmental Promotional and Open Competitive

PORTFOLIO MANAGER

CHILD CARE CENTER DIRECTOR

Open Competitive

HELICOPTER MECHANIC

PUBLIC RELATIONS SPECIALIST

May 3, 2024

Interdepartmental Promotional

COMMERCIAL FIELD REPRESENTATIVE

PRINCIPAL TRANSPORTATION ENGINEER

STREET LIGHTING CONSTRUCTION AND MAINTENANCE SUPERINTENDENT

Interdepartmental Promotional and Open Competitive

LAND SURVEYING ASSISTANT

Open Competitive

EVIDENCE AND PROPERTY OFFICER

May 10, 2024

Interdepartmental Promotional

PORT MAINTENANCE SUPERVISOR

Interdepartmental Promotional and Open Competitive

CHILD CARE PROGRAM MANAGER

PAYROLL ANALYST

SENIOR WORKERS' COMPENSATION ANALYST

Open Competitive

ASSISTANT COMMUNICATIONS ELECTRICIAN

CHILD CARE ASSOCIATE

DECK HAND

VIDEO TECHNICIAN

8. ADMINISTRATIVE ACTIONS (Continue)

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

1) **CHIEF FORENSIC CHEMIST**

Kristina TAKESHITA, Chief Forensic Chemist II and Jeffry PHILLIPS, Police Administrator, Los Angeles Police Department.

2) **ENGINEER OF FIRE DEPARTMENT**

Brian WALL & Scott ANDERSON, Battalion Chiefs and Nicholas ROBIDEAU, Luis SANTILLAN, Milton JOHNSON and David FABELA, Captains II, Los Angeles Fire Department.

3) **POLICE PERFORMANCE AUDITOR**

John H. GROSDIDIER and Yadira HUERTA, Police Performance Auditors IV, Los Angeles Police Department

4) **STREET LIGHTING ELECTRICIAN SUPERVISOR**

Manuel Reyes HAGO, Street Lighting Construction and Maintenance Superintendent I, Silvia TORRES, Street Lighting Construction and Maintenance Superintendent II, Department of Public Works, Bureau of Street Lighting.

File No.

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

1) **CHILD CARE ASSOCIATE**

Mark ROSE, Principal Recreation Supervisor II and Leslie PEREZ, Principal Recreation and Supervisor I, Department of Recreation and Parks.

2) **ELECTRIC STATION OPERATOR**

Robert MARTINEZ and Co HUYNH, Chief Plant Operators, Los Angeles Department of Water & Power.

3) **FIELD ENGINEERING AIDE**

Charles PRESTON, Survey Party Chief II, Harbor Department and Edwin MILLER, Survey Supervisor, Department of Public Works, Bureau of Engineering.

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 examination for **Port Maintenance Supervisor**. The examination will be comprised solely of a weighted interview (100%).

File No.

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

e. Make the following APPEAL a matter of record:

Suspension

Terri FANIEL-STAFFORD, Customer Service Representative, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on April __, 2024.

Cause of Action Violation of Department Administrative Manual §50.04:

- 1) (F-5) Failure to perform assigned work adequately, directly or promptly. (second Offense).
- 2) (C-6) Sleeping on the job.

Discipline: Suspension effective May 6, 2024 to May 17, 2024, inclusive, (10-working days).

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on April 30, 2024.

File No.

Brian GIBSON, Utility Administrator, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on April 12, 2024.

Cause of Action Violation of Department Administrative Manual §50.04:

- 1) (H-6b) Failure to maintain a harassment-free workplace for subordinates; failure to foster a discrimination-free workplace by one's own individual actions or conduct.

Discipline: Suspension effective April 15, 2024 to May 10, 2024, inclusive, (20-working days).

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on April 15, 2024.

File No.

Discharge

Philip CARTER, Security Officer, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on April 19, 2024.

Cause of Action Violation of Department Administrative Manual §50.04:

- 1) (D-4) Using threats or attempting to harm another employee or the public.
- 2) (B-5) Failure to perform assigned work adequately, directly or promptly.
- 3) (B-1) Violation of Department Rules.

Discipline: Discharge effective April 19, 2024.

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on April 19, 2024.

File No.

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

f. Make the following NOTICE a matter of record:

Suspensions

ARTS ASSOCIATE, Department of Cultural Affairs. The Department filed the General Form 77 with Personnel Records on April 22, 2024.

Cause of Action Violation of Department Manual 50-04:

- 1) Unexcused, excessive or patterned absenteeism.

Discipline: Suspension effective October 31, 2023 to December 14, 2023, inclusive (30-working days).

DETENTION OFFICER, Los Angeles Police Department. The Department filed the General Form 77 with Personnel Records on April 22, 2024.

- 1) On or about March 17, 2023, the employee, while off-duty, was arrested for public intoxication.

- 2) On or about March 17, 2023, the employee, while off-duty, was arrested for a physical altercation which caused a response from a outside law enforcement agency.

Discipline: Suspension effective May 1, 2024 to May 31, 2024, inclusive (22-working days).

REFUSE COLLECTION TRUCK OPERATOR II, Department Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on April 7, 2024.

- 1) Causing or contributing to an accident by operating City equipment in an unsafe manner.

Discipline: Suspension effective March 11, 2024 to April 12, 2024, inclusive (20-working days).

SENIOR RECREATION DIRECTOR, Department of Recreation and Parks. The Department filed the General Form 77 with Personnel Records on May 10, 2024.

- 1) Falsifying City records such as time reports, expense accounts or other related documents.

Discipline: Suspension effective May 13, 2024 to May 24, 2024, inclusive (10-working days).

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

f. Make the following NOTICE a matter of record, (Continued):

Discharges

REFUSE COLLECTION TRUCK OPERATOR II, Department Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on April 8, 2024.

Cause 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 November 20, 2023.

COMMUNICATIONS INFORMATION REPRESENTATIVE, Department Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on May 9, 2024.

Cause of Action:

- 1) Falsifying City records such as time reports, expense accounts or other similar work-related documents; falsely claiming sick or allowed pay and reason for absence.
- 2) Unexcused, excessive or patterned absenteeism.
- 3) Leaving assigned work location without proper approval or appropriate reason.
- 4) Making threats, (verbal or non-verbal) or engaging in a confrontation with the public, supervisors or co-workers.

Discipline: Discharge effective April 27, 2024.

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 **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>
6751	4	91-13637	Administrative Clerk, 1358
6752	1	95-15210	Senior Utility Accountant, 1521
6753	1	91-13640	Senior Administrative Clerk, 1368
6754	1	93-37129	Auto Body Builder & Repairer, 3704
6755	2	95-91061	Utility Services Manager, 9106
6756	1	93-37116	Equipment Mechanic, 3711
6758	1	94-11020	Programmer Analyst, 1431
6759	2	91-15137	Senior Utility Accountant, 1521
6760	2	91-13640	Senior Administrative Clerk, 1368
6761	1	95-15210	Senior Utility Accountant, 1521
6762	4	95-15110	Utility Accountant, 1511
6763	2	91-15132	Utility Accountant, 1511
6764	2	91-15137	Senior Utility Accountant, 1521
6766	3	95-37553	Utility Services Specialist, 3755
6768	1	94-11031	Systems Administrator, 1455
6772	1	91-15136	Senior Utility Accountant, 1521
6775	2	93-13641	Senior Administrative Clerk, 1368
6776	1	94-15018	Systems Analyst, 1596
6777	1	91-17020	Management Analyst, 9184
6778	1	91-17020	Management Analyst, 9184
6779	2	95-15110	Utility Accountant, 1511
6780	1	95-15110	Utility Accountant, 1511
6781	1	95-15110	Utility Accountant, 1511
6782	1	91-15132	Utility Accountant, 1511
6783	1	95-15110	Utility Accountant, 1511
6784	1	94-18128	Warehouse and Toolroom Worker, 1832
6785	1	95-15892	Principal Utility Accountant, 1589
6786	2	93-61002	Audio Visual Technician, 6147
6790	2	95-91053	Utility Administrator, 9105
6791	1	95-15132	Utility Accountant, 1511
6792	1	95-15210	Senior Utility Accountant, 1521
6793	1	95-15892	Principal Utility Accountant, 1589
6794	1	95-15110	Utility Accountant, 1589
6796	1	95-15136	Senior Utility Accountant, 1521
6797	1	95-15110	Utility Accountant, 1511

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>
6757	2	95-79262	Architectural Associate, 7926
6765	1	95-72463	Civil Engineering Associate, 7246
6767	1	95-72462	Civil Engineering Associate, 7246
6769	2	93-58115	Water Treatment Supervisor, 5887

9. CLASSIFICATION ACTIONS, (Continued)

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

2. Allocate the following new positions in the **Water System** of the **Department of Water & Power**, as indicated, (Continued):

6770	1	93-72005	Senior Civil Engineering Drafting Technician, 7207
6773	1	93-79009	Materials Testing Technician, 7968
6774	3	93-79009	Materials Testing Technician, 7968
6788	1	95-72462	Civil Engineering Associate, 7246
6789	1	93-19001	Senior Real Estate Officer, 1961
6798	1	95-72463	Civil Engineering Associate, 7246
6799	2	95-37552	Utility Services Specialist, 3755
6800	3	95-37552	Utility Services Specialist, 3755

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>
6750	2	94-75705	Senior Electric Service Representative, 7521
6787	15	94-75112	Electric Service Representative, 7520

4. Allocate the following new positions for the **Harbor Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3895	1	Building Repair Supervisor, 3338
3896	1	Electrician Supervisor, 3865

File No.

b. The General Manager recommends that the Board of Civil Service Commissioners Approve the revised class specifications for:

**Criminalist, Class Code 2234
and
Supervising Criminalist, Class Code 2235.**

File No.

c. The General Manager recommends that the Board of Civil Service Commissioners Approve the revised class specification for:

Fleet Services Manager, 9103.

File No.

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

- d. The General Manager recommends that the Board of Civil Service Commissioner:
 - 1. Reallocate one (1) position in the classification of **Labor Supervisor**, Class Code 3126 in the Department of Public Works, Bureau of Sanitation into the classification of **Refuse Collection Supervisor**, Class Code 4101;
 - 2. Find that **Alfonso Lopez**, Labor Supervisor, Code 3126, be “legally employed” in the classification of Refuse Collection Supervisor, Code 4101 in the Department of Public Works, Bureau of Sanitation, with assignment rights only to the position properly allocable to the classification in which they currently have status.
 - 3. Approve the use of Status Charter Section 1014 Special Reassignments so that the named incumbent may obtain status in the classification of Refuse Collection Supervisor, Code 4101.

File No.

- e. The General Manager recommends that the Board of Civil Service Commissioner approve the exemption of the following position in the Los Angeles Housing Department (LAHD) 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>
3897	1	Senior Project Coordinator, 1538

File No.

COMMISSION ACTION:

10. **ADJOURNMENT**