



CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

MINUTES

COMMISSIONERS
RAUL PEREZ

President
KARLA M. GOULD
Vice President

JEANNE A. FUGATE
GUY LIPA
NANCY P. MCCLELLAND
Commissioners

REGULAR MEETING – 10:00 A.M.

THURSDAY, AUGUST 26, 2021

VIRTUAL MEETING

ROOM 350, PERSONNEL BUILDING

700 EAST TEMPLE STREET

LOS ANGELES, CALIFORNIA 90012

In conformity with the Governor's executive order n-29-20 (March 17, 2020) and due to concerns over COVID-19, this meeting of the Board of Civil Service Commissioners will be conducted using audio technology. **Any person wishing to observe the commission meeting or address the commission in public comment must dial (669) 900-6833, and when asked for a Meeting ID, enter 820 0054 3795 followed by the pound sign (#). When asked, enter the password 628869 and the pound sign (#) again to continue.** Participants will then be joined into the meeting. If you wish to enter a public comment on a matter of interest that is within the subject jurisdiction of the Board, please dial *9 when the Commission reaches item three of this minutes. You will be called upon and your phone or device unmuted.

Digital 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>

Participating in the meeting:

Commission President Raul Perez
Commission Vice President Karla M. Gould
Commissioner Jeanne A. Fugate
Commissioner Guy Lipa
Commissioner Nancy McClelland

Deputy City Attorney Jennifer Gregg
Assistant General Manager Paula Dayes
Commission Executive Director
Bruce Whidden
Marcena Munguia, Court Reporter,
Kennedy Court Reporters, Inc.

1. **CALL TO ORDER**

The Commission President called the meeting to order at 10:03 a.m.

2. **APPROVAL OF MINUTES**

The Board unanimously approved the minutes of the regular meeting of Thursday, August 12, 2021 on a motion by Commissioner Fugate, seconded by Commissioner Gould.

3. **PUBLIC COMMENTS ON MATTERS WITHIN BOARD'S JURISDICTION**

There was no public comment.

4. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**

The Board unanimously approved, as amended, routine and non-appearance matters under New Business, pages two through eight, item 4, on a motion by Commissioner Fugate, seconded by Commissioner Gould.

5. **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:

August 13, 2021

Departmental Promotional
AIRPORT POLICE CAPTAIN

Interdepartmental Promotional
SENIOR UTILITY SERVICES SPECIALIST

Open Competitive
COMMUNITY PROGRAM ASSISTANT

August 20, 2021

Open Competitive
ACCOUNTING CLERK ASSISTANT
ACCOUNTING CLERK TRAINEE

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

1) **ACCOUNTING RECORDS SUPERVISOR**

Qinglin (Rose) TANG, Principal Accountant II, Personnel Department and Regielito FIGUEROA, Senior Accountant II, Department of Airports

2) **BENEFITS ANALYST**

Ferralyn SNEED, Senior Benefits Analyst II, Los Angeles City Employees’ Retirement System and Chuong TRAN, Senior Benefits Analyst I, Personnel Department

3) **SENIOR ACCOUNTANT**

David BLOOMBERG, Principal Accountant I, Department of General Services and Miguel DE LA PENA, Departmental Chief Accountant IV, Department of Public Works, Board of Public Works.

File No. 55636

- c. 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:

BACKGROUND INVESTIGATOR

Melissa HAMAMOTO, Sr. Personnel Analyst II, Personnel Department, Michael SHANK, Background Investigator II, Personnel Department.

File No. 55637

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

d. Make the following APPEAL a matter of record:

Suspension

Richard HAYES, Plumber, Department of Airports. The General Form 77 was filed with Personnel Records on August 17, 2021.

- Cause of Action:
- 1) Violation of Department Administrative Manual §5.020 (B-1) Violation of Department Rules.
 - 2) Violation of Department Administrative Manual §5.020 (D-7) Failure to provide information related to work to supervisors and others requiring the information.
 - 3) Violation of Department Administrative Manual §5.020 (F-2) Causing or contributing to an accident by operating City equipment in an unsafe manner.
 - 4) Violation of Department Administrative Manual §5.020 (F-3) causing or contributing to an accident on the airfield or Air Operations Area.

Discipline: Suspension effective August 16, 2021 to September 13, 2021, inclusive (20-working days.)

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on August 16, 2021

File No. 55638

e. Make the following NOTICE a matter of record:

Suspension

CUSTODIAN, Department of Airports. The General Form 77 was filed with Personnel Records on August 10, 2021.

- Cause of Action:
- 1) Violation of Department Administrative Manual §5.020 (A-1) Using official position or office for personal gain or advantage.
 - 2) Violation of Department Administrative Manual §5.020 (A-7) Failure to maintain a California driver’s license, security badge or other job-related license or credential.
 - 3) Violation of Department Administrative Manual §5.020 (B-1) Violation of Department Rules.
 - 4) Violation of Department Administrative Manual §5.020 (D-1) Refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination).
 - 5) Violation of Department Administrative Manual §5.020 (D-4) Making threats (verbal or non-verbal) or initiating a conflict with the public, supervisors or co-workers.
 - 6) Violation of Department Administrative Manual §5.020 (F-4) Violating safety rules which endangered employees, passengers or any member of the public.

Discipline: Suspension effective August 8, 2021 to September 12, 2021, inclusive (10-working days) to be served as agreed.

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

e. Make the following NOTICE a matter of record, _Continued):

AIRPORT POLICE OFFICER II, Department of Airports. The General Form 77 was filed with Personnel Records on August 11, 2021.

Cause of Action: 1) Violation of Department Administrative Manual §5.020 (A-6) Misconduct, on or off the job, seriously reflecting on City employment and employees.
2) Violation of Department Administrative Manual §5.020 (A-6) Engaging in off-duty illegal behavior or conduct in conflict with job duties.

Discipline: Suspension effective August 13, 2021 to August 21, 2021, inclusive (six-working days.)

MANAGEMENT ANALYST, Office of the City Administrative Officer. The General Form 77 was filed with Personnel Records on August 12, 2021.

Cause of Action: 1) Making threats (verbal or non-verbal) or initiating a conflict with the public, supervisors or co-workers.

Discipline: Suspension effective August 11, 2021 to August 24, 2021, inclusive (10-working days.)

MECHANICAL HELPER, Department of Public Works, Bureau of Sanitation. The General Form 77 was filed with Personnel Records on August 10, 2021.

Cause of Action: 1) Refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination).
2) Leaving assigned work location without proper approval or appropriate reason.

Discipline: Suspension effective July 30, 2021 to August 6, 2021, inclusive (six-working days.)

COMMISSION ACTION: MADE A MATTER OF RECORD

6. 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>
5951	1	94-11030	Systems Programmer, 1455
5969	2	93-38010	Instrument Mechanic, 3843

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>
5965	1	94-72023	Senior Civil Engineering Drafting Technician, 7207
5966	2	95-72462	Civil Engineering Associate, 7246
5967	1	95-75542	Mechanical Engineering Associate, 7554
5968	1	94-75108	Electrical Engineer, 7539

3. 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>
5952	1	95-14092	Information Systems Manager, 1409
5953	2	95-37531	Senior Utility Services Specialist, 3753
5954	3	95-37553	Utility Services Specialist, 3755
5955	11	95-37552	Utility Services Specialist, 3755
5956	1	94-11030	Systems Programmer, 1455
5957	2	94-15018	Systems Analyst, 1596
5958	1	95-14700	Database Architect, 1470
5959	4	94-11032	Programmer Analyst, 1431
5960	3	94-11025	Programmer Analyst, 1431
5961	1	91-11019	Programmer Analyst, 1431
5962	1	91-15017	Systems Analyst, 1596
5963	1	94-11026	Systems Programmer, 1455
5964	1	94-11031	Systems Programmer, 1455

File No. 55639

6. CLASSIFICATION ACTIONS, (Continued)

b. The General Manager recommends that the Board approve the following Classification actions in connection with the 2021-2022 Budget, effective July 1, 2021.

Allocate the following positions:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department</u> <u>Class Title and Code</u>
<u>INFORMATION TECHNOLOGY AGENCY</u>		
21/22-179	1	Chief Management Analyst, 9182
21/22-180	2	Systems Programmer, 1455
21/22-181	1	Administrative Clerk, 1358
21/22-182	1	Communications Information Representative, 1461
21/22-183	7	Communications Electrician, 3686
21/22-184	2	Communications Engineering Associate, 7607
21/22-185	1	Communications Engineering Associate, 7607
21/22-186	1	Programmer Analyst, 1431
21/22-187	1	Executive Administrative Assistant, 1117
21/22-188	2	Senior Communications Engineer, 7614
21/22-189	1	Senior Management Analyst, 9171
21/22-190	2	Systems Programmer, 1455
21/22-191	4	Telecommunications Regulatory Officer, 7650
21/22-192	1	Information Systems Manager, 1409
21/22-193	1	Programmer Analyst, 1431
21/22-194	1	Senior Systems Analyst, 1597
<u>DEPARTMENT OF GENERAL SERVICES</u>		
21/22-195	1	Building Maintenance District Supervisor, 3190
21/22-196	1	Real Estate Officer, 1960
21/22-197	1	Property Manager, 1964
21/22-198	2	Senior Management Analyst, 9171
21/22-199	1	Senior Management Analyst, 9171
21/22-200	3	Management Analyst, 9184
<u>DEPARTMENT OF RECREATION AND PARKS</u>		
21/22-202	1	Construction and Maintenance Supervisor, 3127
21/22-203	2	Senior Administrative Clerk, 1368
21/22-204	2	Carpenter, 3344

6. CLASSIFICATION ACTIONS, (Continued)

b. The General Manager recommends that the Board approve the following Classification actions in connection with the 2021-2022 Budget, effective July 1, 2021.

Allocate the following positions, (Continued):

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department Class Title and Code</u>
<u>DEPARTMENT OF RECREATION AND PARKS, (Continued)</u>		
21/22-205	1	Building Repairer, 3333
21/22-206	1	Senior Carpenter, 3345
21/22-207	1	Locksmith, 3393
21/22-208	4	Painter, 3423
21/22-209	2	Mechanical Repairer, 3773
21/22-210	1	Electrician Supervisor, 3865
21/22-211	1	Electrician, 3863
21/22-212	6	Security Officer, 3181
21/22-213	2	Architectural Associate, 7926
21/22-214	1	Civil Engineering Associate, 7246
21/22-215	1	Electrical Engineering Associate, 7525
21/22-216	2	Landscape Architectural Associate, 7933
21/22-217	1	Senior Personnel Analyst, 9167
21/22-218	1	Senior Administrative Clerk, 1368
21/22-219	1	Management Analyst, 9184
21/22-220	1	Senior Recreation Director, 2446
21/22-221	1	Recreation Facility Director, 2434
21/22-222	2	Recreation Coordinator, 2469

File No. 55640

c. The General Manager recommends that the Board of Civil Service Commissioners: Approve the revised class specifications for **Community Services Representative**, Class Code 9053.

File No. 55641

d. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following position in the **Emergency Management Department** in accordance with Charter Section 1001(d)(4), based on the position 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>
3440	1	Senior Project Coordinator, 1538

File No. 55642

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

- e. The General Manager recommends that the Board of Civil Service Commissioners 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>
3439	1	Assistant Chief Grants Administrator, 1577

File No. 55643

COMMISSION ACTION: RECOMMENDATIONS APPROVED

7. **ADJOURNMENT**

The meeting was adjourned without objection at 10:06 a.m. on a motion by Commissioner Gould, seconded by Commissioner McClelland.

RAUL PEREZ,
President

BRUCE E. WHIDDEN,
Commission Executive Director