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CITY OF LOS ANGELES

CALIFORNIA



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**DEPARTMENT OF
PUBLIC WORKS**

**BUREAU OF
ENGINEERING**

TED ALLEN, PE
CITY ENGINEER

1149 S. BROADWAY, SUITE 700
LOS ANGELES, CA 90015-2213

<http://engineering.lacity.gov>

January 23, 2025

Honorable Members of the City Council
c/o Patrice Lattimore
Los Angeles City Hall
City Clerk, Room 395

COUNCIL FILE NO. 24-1555 – CIVIL SERVICE EXEMPTION

Dear Councilmembers:

The Board of Civil Service Commissioners approved the Bureau of Engineering's request for exemption for the following position at their meeting held on January 23, 2025:

No. of Positions	Class Title and Code
1	Senior Project Coordinator, 1538

This action is in accordance with section 1001 (d)(4) of the City Charter. The approval by the Board of Civil Service Commissioners is evidenced in the attached and is respectfully submitted for consideration by the Los Angeles City Council so that this request may be finalized.

Should you have any questions or need additional information, please contact Valeria Amy at (213) 923-5897.

Sincerely,

Ted Allen, P.E.
City Engineer

TA:vca

Box\ADM\ADMIN\Correspondence\SR PC Civil Service Exemption Request_12122024



Date: December 10, 2024

To: Board of Civil Service Commissioners

From: Grayce Liu, Interim General Manager
Personnel Department

Subject: **CLASSIFICATION ACTION –
EXEMPTION OF ONE SENIOR PROJECT
COORDINATOR**

CIVIL SERVICE COMMISSION	
File No.	_____
Routine/Non-appearance	<input checked="" type="checkbox"/>
Non-routine/Appearance	<input type="checkbox"/>
<u>AGENDA</u>	
Date:	January 23, 2025
Page:	_____
Item:	_____
FINAL ACTION:	
_____	RECOMMENDATION APPROVED
_____	DISAPPROVED _____WDRN
_____	DENIED _____GRANTED
_____	MATTER OF RECORD
_____	OTHER _____

Recommendation: The General Manager recommends that the Board approve the exemption of the following position in the Department of Public Works, Bureau of Engineering (BOE) 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>
4003	1	Senior Project Coordinator, 1538

Discussion:

The Senior Project Coordinator position will be assigned to the Budget Improvement Division. The Senior Project Coordinator will support the delivery of the State Route (SR) 710 Mobility Improvement Program projects (SR-710 projects). Specifically, the Senior Project Coordinator will be responsible for providing community outreach and technical services for the completion of the SR-710 projects including coordinating with the project team and consultant team; developing materials such as flyers, social media, website information, videos, and other materials for these projects; and serving as the BOE liaison to community members and other stakeholders for the SR-710 projects. Additionally, the Senior Project Coordinator will be expected to provide technical and outreach support on Phase II SR-710 projects, including the Eastern Avenue, Huntington Drive, and Valley Boulevard multi-modal transportation improvement projects

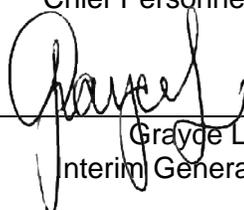
Staff has reviewed this request and recommends that the Board approve the above action.

Submitted by: 

 Kristine Tan
 Senior Personnel Analyst

Reviewed by: 

 Vincent V. Cordero
 Chief Personnel Analyst

Approved by: 

 Grayce Liu
 Interim General Manager



CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

AGENDA

COMMISSIONERS

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**REGULAR MEETING – 10:00 A.M.
THURSDAY, JANUARY 23, 2025
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 **880 8655 3827** followed by the pound sign (#). When asked, enter the passcode **119549** 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. **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.

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

Approval of routine and non-appearance matters under Unfinished Business page two, items 6 & 7 and New Business, page six thru 11, items 9 and 10, subject to any requests for reconsideration by the end of the meeting.

4. **GENERAL MANAGER’S REPORT**

5. **PRESENTATION OF SERVICE PINS**

Michael Gold, Senior Personnel Analyst II
Patrick Lord-Sharp Principal Clerk

Each with more than 25 years of service to the residents of the City of Los Angeles.

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

Flavio Huerta, Gardener Caretaker, Department of Recreation and Parks. Discharge March 19, 2021.

Settlement agreement whereby the Department agreed to reinstate the Appellant as a Gardener Caretaker effective on a date agreed. The Appellant will not receive back pay or lost seniority credits. The Appellant agreed to withdraw his appeal from discharge now pending before the Civil Service Commission. The parties agreed to other terms and conditions. The Commission Office received the signed documents on September 26, 2024.

File No. 55587

7. **UNFINISHED CLASSIFICATION ACTIONS**

b. The Interim General Manager recommends that the Board of Civil Service Commissioners, after giving 10-days' notice of intention, now:

1. Create the new classification of **CHIEF OCCUPATIONAL PSYCHOLOGIST**, Class Code 2387;
and
2. Adopt the Duties Statement for **CHIEF OCCUPATIONAL PSYCHOLOGIST**, Class Code 2387.

File No. 56021

COMMISSION ACTION:

8. **APPEAL UNDER CHARTER SECTION 1016**

a. **Rene BOYER**, Electrical Craft Helper, Department of Water & Power.

Suspension effective June 6, 2022 to June 17, 2022, inclusive, (10-working days).

Report and recommendations of the Board’s Hearing Examiner Stephen Biersmith, following the holding of a hearing on September 11, 2024, into the appeal of Mr. Boyer.

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. SUSTAIN the cause of action of violation of Department Administrative Manual 50.04 (C-2) Frequent and inexcused [sic] tardiness. (second offense).
2. SUSTAIN the cause of action of violation of Department Administrative Manual 50.04 (D-2) Failure to cooperate with, or use of abusive language toward other employees or the public.
3. SUSTAIN the cause of action of violation of Department Administrative Manual 50.04 (B-1) Violation of Department Rules; violation of signed General Manager’s Bulletin dated June 1, 2015, regarding the use of personal cell phones while on duty or when driving a Department Vehicle.

C. FIND that the penalty of a 10-working day suspension effective, effective June 6, 2022 to June 17, 2022, inclusive, was appropriate and should be sustained.

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

File No. 55664

COMMISSION ACTION:

8. APPEAL UNDER CHARTER SECTION 1016, (Continued)

b. **Pat ORTEGA**, Senior Carpenter, Department of Recreation and Parks.

Suspension effective December 5, 2022 to December 15, 2022, inclusive (six-working days).

Report and recommendations of the Board’s Hearing Examiner Michael Diliberto, following the holding of hearings on July 19, 2023 and February 15, 2024, into the appeal of Mr. Ortega.

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. SUSTAIN the cause of action of refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination).

C. FIND that the penalty of a six (6)-working day suspension effective, December 5, 2022 to December 15, 2022, inclusive, was appropriate and should be sustained.

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

File No. 55740

COMMISSION ACTION:

8. **APPEAL UNDER CHARTER SECTION 1016, (Continued)**

c. **William TRANZOW**, Senior Animal Control Officer, Department of Animal Services. Suspension effective December 1, 2022 to January 31, 2023, inclusive (20-working days to be served as agreed).

Report and recommendations of the Board’s Hearing Examiner David Beauvais, following the holding of hearings on June 7, 2023. July 26, 2023, August 9, 2023 and April 1, 2024, into the appeal of Mr. Tranzow.

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. SUSTAIN the cause of action of misusing or failing to use delegated authority in the performance of duties.
2. SUSTAIN the cause of action of a violation of Department Rules.
3. SUSTAIN the cause of action of failure to maintain a harassment free workplace for subordinates; failure to foster a discrimination free workplace by one’s own actions or failure to act.
4. SUSTAIN the cause of action of refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties.
5. SUSTAIN the cause of action of making inappropriate statements to the public, supervisors or coworkers.

C. FIND that the penalty of a 20-working day suspension effective, December 1, 2022 to January 31, 2023, inclusive (20-working days to be serves as agreed), was appropriate and should be sustained.

D. ADOPT the findings and conclusions in the Hearing Examiner’s report as the Board’s own.
File No. 55727

COMMISSION ACTION:

9. **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:

January 3, 2025

Interdepartmental Promotional

ELECTRICAL SERVICES MANAGER
PRINCIPAL CONSTRUCTION INSPECTOR

Open Competitive

EMERGENCY MEDICAL SERVICES (EMS) EDUCATOR

January 10, 2025

Interdepartmental Promotional

ELECTRIC SERVICE REPRESENTATIVE
PRINCIPAL ACCOUNTANT
PRINCIPAL DETENTION OFFICER
PRINCIPAL UTILITY ACCOUNTANT
SENIOR ELECTRICAL TEST TECHNICIAN
SENIOR WATER BIOLOGIST
STEAM PLANT OPERATOR

Interdepartmental Promotional and Open Competitive Basis

PRINCIPAL CITY PLANNER

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

1. **AIRPORT INFORMATION SPECIALIST**

Heidi HUEBNER and Nicole CARCEL, Public Information Directors II, Arinda “Susie” GUTIERREZ, Management Analyst and Laura MCLENNAN, Senior Management Analyst II, Department of Airports.

2. **COMMUNICATIONS ELECTRICIAN SUPERVISOR**

Victor CORONEL and Ronald MURRAY, Senior Communications Electrician Supervisors, Department of Water & Power

3. **PRINCIPAL UTILITY ACCOUNTANT**

Ben TROUNG and Marianne ANZ, Principal Utility Accountants A, Department of Water & Power

4. **UNDERGROUND DISTRIBUTION CONSTRUCTION MECHANIC**

Walter T. TAKAMURA and Alfredo MENDO, Senior Underground Distribution Construction Supervisors, Department of Water & Power.

File No.

9. ADMINISTRATIVE ACTIONS

- c. Make a matter of record the Interim General Manager’s action in approving the use of the following Special Examining Assistants:
- 1) BUILDING OPERATING ENGINEER
Orlando GALERA, Senior Building Operating Engineer, Department of Public Works, Bureau of Sanitation and Wayne MUKOGAWA, Chief Building Engineer, Harbor Department.
 - 2) DIRECTOR OF COMMUNICATIONS SERVICES
Eduardo MAGOS, Assistant General Manager and Timothy LEE, Chief Information Security Officer, Information Technology Agency.
 - 3) FIRE SPECIAL INVESTIGATOR
Damon LEACH and Roy A. PAIGE, Fire Battalion Chiefs, Los Angeles Fire Department.
 - 4) LEGISLATIVE ASSISTANT
Patrice LATTIMORE, Chief Management Analyst and Melinda NOVOA, Senior Management Analyst II, Office of the City Clerk.
 - 5) MATERIALS TESTING ENGINEER
Ricardo VILLACORTA, Director of Materials Testing Services, Department of General Services and Charles ADAMS, Harbor Engineer II, Harbor Department
 - 6) PRINCIPAL PARK SERVICES ATTENDANT
Nicole BALONICK, Park Services Supervisor, Department of Recreation and Parks and Avo DAVIDIAN, Senior Management Analyst II, Office of Finance
 - 7) RECREATION SUPERVISOR
Deanne DEDMON and Sonya YOUNG JIMENEZ, Superintendents of Recreations and Parks Operations, Department of Recreations and Parks.
 - 8) SENIOR ELECTRICAL INSPECTOR
Lance GRAAB, Principal Construction Inspector, Harbor Department, Jack CONGER, Chief Inspector, Department of Building and Safety
 - 9) SENIOR MANAGEMENT ANALYST
Armando RUIZ, Chief Management Analyst, Department of Neighborhood Empowerment and Nancy LANTIN, Senior Management Analyst II, Department of Public Works, Bureau of Sanitation.
 - 10) SENIOR PHOTOGRAPHER
Michelle FIGUEROA, Utility Services Manager, Department of Water & Power and Charles SIEGLER, Senior Management Analyst II, Los Angeles Police Department
 - 11) WATER SERVICE WORKER
Greg CURRY, Water Service Supervisor and Anthony RODRIGUEZ, Water Service Manager, Department of Water Power.

File No.

COMMISSION ACTION:

10. **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>
7074	1	94-15023	Senior Systems Analyst, 1597
7075	1	95-17863	Principal Public Relations Representative, 1786
7076	1	94-18127	Warehouse and Toolroom Worker, 1832
7080	1	94-11025	Programmer Analyst, 1431
7081	2	95-91033	Fleet Services Manager, 9103
7082	97	91-31001	Security Officer, 3181
7083	1	94-11025	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>
7077	1	95-72462	Civil Engineering Associate, 7246
7078	7	93-13641	Senior Administrative Clerk, 1368
7079	1	95-72462	Civil Engineering Associate, 7246

File No.

b. The General Manager recommends that the Board of Civil Service Commissioners extend the exemption of the following positions in the Office of the City Administrative Officer in accordance with Charter Section 1001(d)(4), based on the positions being grant-funded for a third and final year.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4023	1	Senior Management Analyst, 9171
4024	1	Principal Project Coordinator, 9134
4025	1	Senior Project Coordinator, 1538

File No.

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

b. 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>
7030	1	95-17863	Principal Public Relations Representative, 1786
7039	2	95-75542	Mechanical Engineering Associate, 7554
7040	1	93-37108	Senior Heavy Duty Equipment Mechanic, 3745
7041	2	94-15018	Systems Analyst, 1596
7042	2	91-13641	Senior Administrative Clerk, 1368
7043	1	91-13640	Senior Administrative Clerk, 1368
7044	1	93-35160	Construction Equipment Service Worker, 3541
7045	1	95-17863	Principal Public Relations Representative, 1786
7046	1	91-13641	Senior Administrative Clerk, 1368
7047	1	94-73001	Environmental Supervisor, 7304
7070	1	94-15018	Systems Analyst, 1596
7071	1	94-11020	Programmer Analyst, 1431
7072	1	94-11020	Programmer Analyst, 1431

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>
7063	1	94-72023	Senior Civil Engineering Drafting Technician, 7207
7064	1	94-75035	Principal Electrical Engineering Drafting Technician, 7531
7065	1	93-13641	Senior Administrative Clerk, 1368
7066	2	95-37931	Structural Steel Fabricator, 3793
7067	8	94-38062	Senior Electrical Mechanic, 3834
7068	1	93-38108	Senior Electrical Mechanic, 3834

10. CLASSIFICATION ACTIONS, (Continued)

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

3. 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>
7048	1	93-73000	Environmental Affairs Officer, 7320
7049	2	93-16104	Water Service Representative, 1693
7050	3	93-78148	Laboratory Technician, 7854
7051	1	38-31006	Labor Supervisor, 3126
7052	1	42-72117	Waterworks Engineer, 7248
7053	2	95-72462	Civil Engineering Associate, 7246
7054	4	93-13641	Senior Administrative Clerk, 1368
7055	3	93-16104	Water Service Representative, 1693
7056	2	93-16103	Water Service Representative, 1693
7057	3	52-78129	Laboratory Technician, 7854
7058	2	95-78541	Laboratory Technician, 7854
7059	1	93-78137	Water Quality Laboratory Manager, 7835
7060	1	93-78150	Chemist, 7833
7061	2	95-78571	Utility Microbiologist, 7858
7062	1	95-78573	Utility Microbiologist, 7858
7073	2	93-78150	Chemist, 7833

4. Allocate the following new position for **El Pueblo de Los Angeles Historical Monument**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4005	1	El Pueblo Curator, 2392

5. 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>
4008	2	Housing Investigator, 8516
4009	15	Housing Investigator, 8516
4010	7	Management Analyst, 9184
4011	2	Management Assistant, 1539
4012	8	Communications Information Representative, 1461
4013	5	Senior Administrative Clerk, 1368
4014	24	Administrative Clerk, 1358

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>
4007	2	Airport Police Sergeant, 3226
4015	1	Heavy Duty Equipment Mechanic, 3743

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

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

7. Allocate the following new positions for the **Department of Animal Services**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4016	2	Veterinary Technician, 2369

8. Allocate the following new positions for the **Los Angeles Fire Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4017	3	Fire Captain, 2142
4018	3	Engineer of Fire Department, 2131
4019	6	Firefighter, 2112

9. Reallocate the following position in the **Personnel Department**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>From:</u> <u>Class Title and Code</u>	<u>To:</u> <u>Class Title and Code</u>
4004	1	Personnel Analyst, 1731	Chief Personnel Analyst, 1741 File No.

c. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following position in the **Department of Public Works, Bureau of Engineering** (BOE) 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>
4003	1	Senior Project Coordinator, 1538 File No.

d. The General Manager recommends that the Board approve the exemption of the following positions 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>
4020	1	Accountant, 1513
4021	1	Senior Accountant, 1523
4022	1	Accountant, 1513

File No.

11. **ADJOURNMENT**