



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
THURSDAY, JANUARY 14, 2021 – 10:00 A.M.
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) 900-9128, when asked for a Meeting ID enter 897 9636 6487, followed by the pound sign (#). When asked, enter the password 494556 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 agenda. 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
Commissioner President Raul Perez
Commissioner Karla M. Gould
Commissioner Jeanne A. Fugate
Commissioner Guy Lipa
Commissioner Nancy P. McClelland

Personnel General Manager Wendy Macy
Deputy City Attorney Jennifer Gregg
Commission Executive Director
Bruce Whidden

1. **CALL TO ORDER**

The meeting was called to order by the Commission President at 10:06 a.m.

2. **APPROVAL OF MINUTES**

The Board unanimously approved the minutes of the regular meeting of Thursday, December 10, 2020, on a motion by Commissioner McClelland, seconded by Commissioner Gould.

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

There were no requests for public comment.

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

The Board unanimously approved routine and non-appearance matters under Unfinished Business, page four and five, items 7 and 8, and New Business, pages five thru 10, items 9 and 10, on a motion by Commissioner McClelland, seconded by Commissioner Gould.

5. **GENERAL MANAGER'S REPORT**

The General Manager noted that among the nearly 50 Personnel Department employees taking advantage of the Separation Incentive Program (SIP) are the Commission's own Jolene Reyes and Lupe Durazo. Michele Garcia-Godinez from the Executive Office will be on loan to the Commission Office to assist in keeping the Commission operation moving. Staff is looking into replacement options for Lupe Durazo as the Commission Court Reporter.

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 **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> |
|----------------|-------------------------|----------------|-----------------------------|
| 5860 | 1 | 94-33110 | Building Repairer, 3333 |

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> |
|----------------|-------------------------|----------------|-----------------------------------|
| 5859 | 2 | 95-72462 | Civil Engineering Associate, 7246 |

3. Allocate the following new position in the **Department of Public Works, Bureau of Street Services**, as indicated:

| <u>CSC No.</u> | <u>No. of Positions</u> | <u>Class Title and Code</u> |
|----------------|-------------------------|-----------------------------|
| 3410 | 2 | Civil Engineer, 7237 |

File No. 55556

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

- 1) Approve the change of class title from **Executive Director, Civil and Human Rights Department**, Class Code 9423 to **Executive Director, Civil, Human Rights and Equity Department**, Class Code 9423;
and
- 2) Approve the revised duties statement for **Executive Director, Civil, Human Rights and Equity Department**, Class Code 9423.

File No. 55557

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

- 1) Approve the change of class title from **Utility Vocational Worker - Custodian**, Code 3119, to **Utility Worker**, Code 3119;
and
- 2) Approve the revised class specification for **Utility Worker**, Code 3119; and

File No. 55558

- d. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following positions in the **Department of Public Works, Bureau of Street Services** 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> |
|----------------|-------------------------|----------------------------------|
| 3412 | 2 | Senior Project Coordinator, 1538 |
| 3413 | 1 | Project Coordinator, 1537 |
| 3414 | 1 | Project Coordinator, 1537 |

File No. 55559

COMMISSION ACTION: RECOMMENDATIONS APPROVED



CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

AGENDA

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1. **CALL TO ORDER**

2. **APPROVAL OF MINUTES**

Minutes of the regular meeting of Thursday, December 10, 2020, submitted for approval.

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

Time set aside for the Board to hear comments 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 three and four, items 7 & 8, and New Business, pages four thru eight items 9 and 10, subject to any requests for reconsideration by the end of the meeting.

5. **GENERAL MANAGER'S REPORT**

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 **Power System of the Department of Water & Power**, as indicated:

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File No.

COMMISSION ACTION:

11. **ADJOURNMENT**