



CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

AGENDA

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 11, 2022

VIRTUAL MEETING

ROOM 350, PERSONNEL BUILDING

700 EAST TEMPLE STREET

LOS ANGELES, CALIFORNIA 90012

In conformity with AB 361 and the Governor's executive order n-15-21 (September 20, 2021) 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 should dial (669) 900-6833, and when asked for a Meeting ID, enter 815 1816 8798 followed by the pound sign (#). When asked, enter the passcode 175900 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>

1. **CALL TO ORDER**

2. **ELECTION OF COMMISSION PRESIDENT AND VICE PRESIDENT**

3. **APPROVAL OF MINUTES**

Minutes of the regular meeting of Thursday, July 28, 2022, submitted for approval.

4. **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.

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

Approval of routine and non-appearance matters under Unfinished Business, page two, item 7, and New Business, pages three through nine, items 8 and 9 subject to any requests for reconsideration by the end of the meeting.

6. **TELECONFERENCE MEETINGS PURSUANT TO AB361**

APPROVE FINDINGS in accordance with AB361 Section 3(e)(3) that, while the state of emergency due to the COVID-19 pandemic, as originally proclaimed by the governor on March 4, 2020, remains active, and/or state or local authorities have imposed or recommended measures to promote social distancing, this Commission, in the interest of safety for the public, City employees and the members of the Commission, will meet in a virtual setting accessible to the public until such time as proper authorities shall deem it safe to resume in-person meetings.

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

- a. **Edward MUNIZ**, Maintenance and Construction Helper, Department of Water & Power. Suspension effective October 4, 2021 to October 15, 2021, (10 working days). On July 27, 2022, during the Course of the Appellant’s Administrative Hearing, he informed the Hearing Examiner that he wanted to withdraw his Appeal from Suspension. With the concurrence of the Department as required under Personnel Policy 24, the Commission Office received a signed withdrawal form from the Appellant on July 27, 2022.

File No. 55566

- b. **Reginald SCOTT**, Transitional Worker, Department of Recreation and Parks. Suspension effective October 4, 2021 to October 15, 2021, (six-working days). On August 1, 2022, the Appellant’s Union Representative informed the Commission that he wanted to withdraw his Appeal from Suspension effective August 1, 2022.

File No. 54850

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:

July 22, 2022

Interdepartmental Promotional and Open Competitive

AUDITOR

INVESTMENT OFFICER

DIRECTOR OF POLICE TRANSPORTATION

July 29, 2022

Interdepartmental Promotional

SENIOR CONSTRUCTION ENGINEER

Interdepartmental Promotional and Open Competitive

FINANCIAL DEVELOPMENT OFFICER

OPEN COMPETITIVE

HUMAN RESOURCES ASSISTANT

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

SENIOR CIVIL ENGINEERING DRAFTING TECHNICIAN

Chad Adam CROUCHMAN, Principal Civil Engineering Drafting Technician, Department of Water & Power and Jack COOK, Engineering Designer II, Department of Public Works, Bureau of Engineering

File No.

- c. Approve the change of the test of fitness method in the interdepartmental promotional and open competitive examination for **Financial Development Officer**. The examination will be comprised of an advisory technical exercise and a weighted interview (100%).

File No.

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

d. Make the following APPEALS a matter of record:

Discharge

Grace RODRIGUEZ, Administrative Clerk, Office of Finance. The Department filed the General Form 77 with Personnel Records on July 18, 2022.

Cause of Action: 1) Use of abusive language toward or making inappropriate statements to the public, supervisors or co-workers.

Discipline: Discharge effective July 19, 2022.

In accordance with Charter Section 1016, the Appellant filed an appeal via email to the Commission Office on July 18, 2022.

File No.

e. Make the following NOTICE a matter of record:

Suspensions

ELECTRICAL DISTRIBUTION MECHANIC Department of Water & Power. The Department filed the General Form 77 with Personnel Records on July 25, 2022.

Cause of Action: 1) Violation of Department Manual §50.04 (B-5) Failure to carry out assigned work responsibilities and failure to maintain a safe and productive workplace for subordination.

Discipline: Suspension effective January 13, 2022 to February 25, 2022, inclusive (20-working days).

MAINTENANCE LABORER Department of Airports. The Department filed the General Form 77 with Personnel Records on July 25, 2022.

Cause of Action: 1) Violation of Department Manual §5.020 (B-1) Violation of Rules.
2) Violation of Department Manual §5.020 (B-7) Failure to remain alert and responsive while on duty including, but not limited to sleeping on duty.
3) Violation of Department Manual §5.020 (F-1) Operating City Equipment in an unsafe manner and/or without the required license.
4) Violation of Department Manual §5.020 (F-2) Causing or contributing to an accident by operating City Equipment in an unsafe manner.

Discipline: Suspension effective July 28, 2022 to September 12, 2022, inclusive (20-working days) to be served as agreed.

Discharge

REFUSE COLLECTION TRUCK OPERATOR II, Department of Public Works, Bureau of Sanitation. The Department filed the General Form 77 with Personnel Records on July 25, 2022.

Cause of Action: Absent without proper leave for more than two weeks.

Discipline: Discharge effective July 13, 2022.

COMMISSION ACTION:

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 and Power**, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
6154	1	93-78150	Chemist, 7833
6159	1	93-58107	Water Treatment Supervisor, 5887

2. Allocate the following new positions in the **Joint System** of the **Department of Water and Power**, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
6155	2	93-37002	Air Conditioning Mechanic Supervisor, 3781
6156	1	95-36913	Senior Communications Electrician Supervisor, 3691
6157	1	93-18174	Storekeeper, 1835
6158	1	95-14092	Information Systems Manager, 1409 File No.

- b. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions in connection with the 2022-2023 Budget, effective July 1, 2022.

1. Allocate the following positions:

DEPARTMENT OF GENERAL SERVICES

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
22/23-290	1	Delivery Driver, 1121
22/23-291	2	Accounting Clerk, 1223
22/23-292	1	Administrative Clerk, 1358
22/23-293	1	Senior Administrative Clerk, 1368
22/23-294	1	Programmer Analyst, 1431
22/23-295	1	Systems Analyst, 1596
22/23-296	1	Warehouse and Toolroom Worker, 1832
22/23-297	2	Senior Storekeeper, 1837
22/23-298	1	Principal Storekeeper, 1839
22/23-299	1	Stores Supervisor, 1866
22/23-300	1	Real Estate Associate, 1941
22/23-301	21	Custodian, 3156
22/23-302	3	Senior Custodian, 3157
22/23-303	1	Building Maintenance District Supervisor, 3190
22/23-304	1	Building Repair Supervisor, 3338
22/23-305	1	Senior Parking Attendant, 3529
22/23-306	6	Parking Attendant, 3530
22/23-307	1	Parking Attendant, 3530
22/23-308	1	Garage Attendant, 3531
22/23-309	2	Equipment Mechanic, 3711
22/23-310	5	Equipment Mechanic, 3711

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

- b. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions in connection with the 2022-2023 Budget, effective July 1, 2022, (Continued).

DEPARTMENT OF GENERAL SERVICES,(Continued)

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
22/23-311	2	Equipment Mechanic, 3711
22/23-312	1	Heavy Duty Equipment Mechanic, 3743
22/23-313	1	Heavy Duty Equipment Mechanic, 3743
22/23-314	1	Air Conditioning Mechanic, 3774
22/23-315	1	Welder, 3796
22/23-316	2	Elevator Mechanic, 3866
22/23-317	1	Elevator Repair Supervisor, 3869
22/23-318	2	Materials Testing Engineering Associate, 7967
22/23-319	1	Senior Management Analyst, 9171
22/23-320	1	Senior Management Analyst, 9171
22/23-321	1	Senior Management Analyst, 9171
22/23-322	1	Management Analyst, 9184

LOS ANGELES CITY EMPLOYEES' RETIREMENT SYSTEM

22/23-182	1	Systems Programmer, 1455
22/23-183	1	Investment Officer, 9146
22/23-341	1	Administrative Clerk, 1358

LOS ANGELES POLICE DEPARTMENT

22/23-323	1	Chief Clerk Police, 1249
22/23-324	1	Criminalist, 2234
22/23-325	3	Equipment Mechanic, 3711
22/23-326	1	Photographer, 1793
22/23-327	1	Principal Property Officer, 3210
22/23-328	4	Property Officer, 3207
22/23-329	1	Senior Communications Engineer, 7614
22/23-330	1	Senior Equipment Mechanic, 3712
22/23-331	1	Senior Forensic Print Specialist, 2201
22/23-332	1	Senior Management Analyst, 9171
22/23-333	1	Senior Personnel Analyst, 9167
22/23-334	1	Senior Personnel Analyst, 9167
22/23-335	1	Senior Property Officer, 3209

OFFICE OF FINANCE

22/23-336	1	Fiscal Systems Specialist, 1555
22/23-337	1	Senior Management Analyst, 9171
22/23-338	1	Chief Tax Compliance Officer, 1211
22/23-339	1	Systems Programmer, 1455
22/23-340	1	Programmer Analyst, 1431

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

- b. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions in connection with the 2022-2023 Budget, effective July 1, 2022, (Continued).

DEPARTMENT OF TRANSPORTATION

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
22/23-342	1	Transportation Engineering Associate, 7280
22/23-343	1	Senior Management Analyst, 9171
22/23-344	1	Management Analyst, 9184
22/23-345	10	Signal Systems Electrician, 3819
22/23-346	1	Transportation Engineer, 7278
22/23-347	1	Transportation Engineering Associate, 7280
22/23-348	1	Transportation Engineering Associate, 7280
22/23-349	1	Parking Meter Technician Supervisor, 3757
22/23-350	2	Parking Meter Technician, 3738
22/23-351	1	Civil Engineering Drafting Technician, 7232
22/23-352	1	Geographic Information Systems Specialist, 7213
22/23-353	1	Senior Management Analyst, 9171
22/23-354	2	Management Analyst, 9184
22/23-355	2	Management Assistant, 1539
22/23-356	1	Administrative Hearing Examiner, 9135
22/23-357	4	Traffic Painter and Sign Poster, 3421
22/23-358	1	Transportation Engineering Aide, 7285
22/23-359	1	Senior Administrative Clerk, 1368
22/23-360	1	Sign Painter, 3428
22/23-361	1	Maintenance Laborer, 3112
22/23-364	1	Transportation Engineering Associate, 7280
22/23-365	1	Transportation Engineering Associate, 7280
22/23-366	1	Programmer Analyst, 1431
22/23-367	1	Transportation Engineering Associate, 7280
22/23-368	1	Signal Systems Supervisor, 3839
22/23-369	1	Transportation Engineering Associate, 7280
22/23-370	1	Supervising Transportation Planner, 2481
22/23-371	1	Supervising Transportation Planner, 2481
22/23-372	1	Supervising Transportation Planner, 2481
22/23-373	4	Transportation Planning Associate, 2480
22/23-374	2	Transportation Planning Associate, 2480
22/23-375	2	Transportation Engineering Associate, 7280
22/23-376	1	Civil Engineering Drafting Technician, 7232
22/23-377	1	Geographic Information Systems Specialist, 7213
22/23-378	1	Senior Management Analyst, 9171
22/23-379	1	Management Analyst, 9184
22/23-380	1	Senior Administrative Clerk, 1368
22/23-381	1	Senior Systems Analyst, 1597

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

- b. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions in connection with the 2022-2023 Budget, effective July 1, 2022, (Continued).

DEPARTMENT OF TRANSPORTATION, (Continued)

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
22/23-382	1	Transportation Engineer, 7278
22/23-383	1	Transportation Engineering Associate, 7280
22/23-384	1	Senior Transportation Engineer, 9262
22/23-385	1	Transportation Engineer, 7278
22/23-386	1	Transportation Engineering Associate, 7280
22/23-387	3	Transportation Engineering Associate, 7280

ZOO DEPARTMENT

22/23-388	3	Animal Keeper, 4304
22/23-389	1	Data Analyst, 1779
22/23-390	1	Zoo Curator of Education, 4300
22/23-391	1	Zoo Curator of Education, 4300

OFFICE OF THE CITY CONTROLLER

22/23-394	1	Senior Accountant, 1523
22/23-395	2	Fiscal Systems Specialist, 1555
22/23-396	1	Fiscal Systems Specialist, 1555
22/23-397	1	Senior Management Analyst, 9171
22/23-398	1	Principal Accountant, 1525
22/23-399	1	Special Investigator, 0602
22/23-400	1	Senior Administrative Clerk, 1368

THE DEPARTMENT OF PUBLIC WORKS, BUREAU OF ENGINEERING

22/23-208	1	Civil Engineer, 7237
22/23-212	1	Civil Engineer, 7237
22/23-216	1	Engineering Designer, 7212
22/23-217	3	Civil Engineering Associate, 7246
22/23-222	1	Civil Engineer, 7237
22/23-223	1	Senior Civil Engineer, 9485
22/23-229	1	Field Engineering Aide, 7228
22/23-230	1	Civil Engineer, 7237
22/23-231	1	Architect, 7925
22/23-232	1	Civil Engineer, 7237
22/23-233	1	Architect, 7925
22/23-234	1	Civil Engineer, 7237
22/23-236	1	Mechanical Engineering Associate, 7554
22/23-237	1	Electrical Engineering Associate, 7525

File No.

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

- c. The General Manager recommends that the Board of Civil Service Commissioners give a 10-day notice of its intention to:
1. Create the new class of **Climate Emergency Mobilization Officer**, Code 7325;
and
 2. Adopt the Duties Statement for **Climate Emergency Mobilization Officer**, Code 7325.
File No.
- d. The General Manager recommends that the Board of Civil Service Commissioners give a 10-day notice of intention to:
1. Create the new classifications of **Customer Service Specialist Trainee**, Class Code 1231, and **Customer Service Specialist Assistant**, Class Code 1232;
and
 2. Adopt the new duties statements for **Customer Service Specialist Trainee**, Class Code 1231, and **Customer Service Specialist Assistant**, Class Code 1232.
File No.
- e. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following new positions in the **Economic and Workforce Development 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>
3615	2	Principal Project Coordinator, 9134
3616	2	Senior Project Coordinator, 1538
3617	2	Project Coordinator, 1537
3618	1	Senior Project Assistant, 1546

File No.

COMMISSION ACTION:

10. **ADJOURNMENT**