



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, AUGUST 24, 2023

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 **845 9903 4198** followed by the pound sign (#). When asked, enter the passcode **157292** 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 agenda. 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, August 10, 2023 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 three, Items 7 & 8 and New Business, pages four through nine, items 9 and 10, subject to any requests for reconsideration by the end of the meeting.

5. **GENERAL MANAGER’S REPORT**

6. **APPEAL UNDER CHARTER SECTION 1016**

Daniela GOGA, Senior Management Analyst I, Department of General Services. Discharge effective June 16, 2022.

Report and recommendations of the Board’s Hearing Examiner Craig Renetzky, following the holding of a hearing on May 24, 2023 and June 1, 2023, into the appeal of Ms. Goga.

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 failure to meet a condition of employment to be fully vaccinated for COVID-19 as required by the City of Los Angeles Ordinance 187134.
- C. FIND that the Discharge effective June 16, 2022, was appropriate and is SUSTAINED.
- D. ADOPT the findings and conclusions in the Hearing Examiner’s report as the Board’s own.

File No. 55677

7. UNFINISHED CLASSIFICATION ACTIONS)

The General Manager recommends that after the Board of Civil Service Commissioners give a 10-day notice of intention on July 13, 2023, it now:

1. Create the new classification of **Wildland Hand Crew Technician**, Class Code 2105;
and
2. Adopt the Class Specification for **Wildland Hand Crew Technician**, Class Code 2105;
and
3. Designate the new class as Safety Sensitive in accordance with the Federal Omnibus Transportation Employee Testing Act of 1994 and City policy, which may require employees to undergo mandatory drug and alcohol testing prior to and during employment.

File No. 55873

COMMISSION ACTION**8. RESIGNATIONS, SETTLEMENTS AND WITHDRAWALS OF APPEALS UNDER CHARTER SECTION 1016 TO BE MADE A MATTER OF RECORD**

William OLANO-DERAS, Street Services Worker, Department of Public Works, Bureau of Street Services. Discharge effective December 30, 2021. Settlement agreement whereby the Department agreed to rescind the penalty of discharge imposed on December 30, 2021. The Department agreed to accept the Appellant's resignation in lieu of discharge effective December 30, 2021. The Appellant agreed to withdraw his Appeal from Discharge currently pending before the Civil Service Commission. The parties agreed to other terms and conditions. The Commission Office received the signed settlement documents August 15, 2023.

File No. 55589

COMMISSION ACTION:

9. **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 4, 2023

Interdepartmental Promotional

GENERAL AUTOMOTIVE SUPERVISOR

SENIOR ENVIRONMENTAL ENGINEER

Interdepartmental Promotional and Open Competitive

CHIEF AIRPORTS ENGINEER

August 11, 2023

Interdepartmental Promotional

SENIOR UTILITY BUYER

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

1. **ANIMAL CARE TECHNICIAN SUPERVISOR**

Mark SALAZAR, Director of Field Operations and Christy LOUZAN, District Supervisor Animal Services, Animal Services Department.

2. **ASSISTANT UTILITY BUYER**

Maria MADERO and Jennifer ABELEDA, Senior Utility Buyers, Department of Water & Power.

3. **ENVIRONMENTAL SPECIALIST**

David CHAN, Environmental Supervisor II, Department of Airports, Michelle BARTON, Environmental Supervisor I, Department of Public Works, Bureau of Sanitation.

4. **MATERIALS TESTING TECHNICIAN**

Hiren PATEL, Civil Engineering Associate, Department of Water & Power and Kris PETREVSKI, Materials Testing Engineering Associate IV, Harbor Department

5. **SENIOR ANIMAL KEEPER**

Beth SCHAEFER, Animal Collection Curator, Los Angeles Zoo.

File No.

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

c. Make the following APPEALS a matter of record:

Suspension

Derrick CAMERON, Security Officer, Los Angeles Police Department. The Department filed the General Form 77 with Personnel Records on August 10, 2023.

Cause of Action: On or about December 24, 2022, the employee, while on-duty, failed to follow a direct order from a supervisor

Discipline: Suspension effective August 11, 2023 to August 18, 2023, inclusive (six-working days).

In accordance with Charter Section 1016, the Appellant filed an appeal with the Civil Service Commission on August 10, 2023.

File No.

d. Make the following NOTICE a matter of record:

Suspensions

ELECTRICAL TEST TECHNICIAN, Department of Water & Power. The Department filed the General Form 77 with Personnel Records on August 3, 2023.

Cause of Action: Violation of Department Administrative §50-04 (E-3) Reporting for duty unfit to work due to the use of drugs or alcohol.

Discipline: Suspension effective August 21, 2023 to September 1, 2023, inclusive (10-working days).

EQUIPMENT MECHANIC, Department of General Services. The Department filed the General Form 77 with Personnel Records on August 10, 2023.

Cause of Action: Causing or contributing to an accident by operating City equipment in an unsafe manner.

Violation of safety rules and practices, which endanger the employee or others or damages City property or equipment.

Discipline: Suspension effective July 17, 2023 to August 3, 2023, inclusive (seven-working days) to be served as agreed.

SECURITY OFFICER, Harbor Department. The Department filed the General Form 77 with Personnel Records on August 3, 2023.

Cause of Action: Violation of Department Administrative Manual §5.030

1) Failure to report a collision to proper authorities.

2) Failure to remain at the scene of a collision until law enforcement arrived and the arrangements for the disposition of disabled vehicles have been completed.

3) Failure to provide information related to work to supervisors or others requiring the information.

Discipline: Suspension effective August 14, 2023 to September 29, 2023, inclusive, (20-working days) to be served as agreed.

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

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

Discharge

PLUMBER, Department of Airports. The Department filed the General Form 77 with Personnel Records on August 10, 2023.

Cause of Action: Violation of Department Administrative §5.020

(B-1) Violation of Department Rules.

(B-7) Failure to remain alert and responsive while on duty, including, but not limited to sleeping on the job.

(D-2) Using abusive language or making inappropriate statements to the public, supervisors or co-workers.

(D-4) Making threats (verbal or non-verbal) or initiating a confrontation with the public, supervisors or co-workers,

(F-2) Causing or contributing to an accident by operating City equipment in an unsafe manner.

Discipline: Discharge effective August 20, 2023.

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>
6482	1	95-91054	Utility Administrator, 9105
6483	1	94-36127	Senior Communications Electrician, 3638
6488	4	95-12031	Benefits Specialist, 1203
6489	4	91-13641	Senior Administrative Clerk, 1368
6490	1	95-94150	Assistant Retirement Plan Manager, 9415

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>
6486	6	95-72462	Civil Engineering Associate, 7246
6487	1	95-72462	Civil Engineering Associate, 7246
6491	1	95-75252	Electrical Engineering Associate, 7525

3. Allocate the following new position for the **Office of the City Administrative Officer**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3808	1	Environmental Affairs Officer, 7320

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

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3809	1	Marine Environmental Specialist, 9433
3810	1	Administrative Clerk, 1358
3811	1	Communications Engineering Associate, 7607
3812	1	Senior Management Analyst, 9171
3813	1	Gardener Caretaker, 3141

5. Allocate the following new positions in the **Department of Airports**, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3814	1	Data Analyst, 1779
3815	2	Programmer Analyst, 1431
3816	2	Systems Administrator, 1455

File No.

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

- b. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions in connection with the 2023-2024 Budget, effective July 1, 2023.

1. Allocate the following positions:

LOS ANGELES POLICE DEPARTMENT

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department</u> <u>Class Title and Code</u>
23/24-218	1	Information Systems Manager, 1409
23/24-229	1	Senior Communications Electrician, 3638

DEPARTMENT OF PUBLIC WORKS, BUREAU OF SANITATION

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department</u> <u>Class Title and Code</u>
23/24-362	1	Accounting Clerk, 1223
23/24-363	1	Maintenance Laborer, 3112
23/24-364	1	Mechanical Helper, 3771
23/24-365	1	Instrument Mechanic, 3843
23/24-367	1	Administrative Clerk, 1358
23/24-368	5	Refuse Crew Field Instructor, 4100
23/24-369	1	Refuse Collection Supervisor, 4101
23/24-370	2	Management Analyst, 9184
23/24-371	2	Administrative Clerk, 1358
23/24-372	1	Environmental Specialist, 7310
23/24-373	1	Environmental Engineering Associate, 7871
23/24-375	1	Geographic Information Systems Supervisor, 7214
23/24-376	2	Environmental Compliance Inspector, 4292
23/24-377	3	Refuse Collection Truck Operator, 3580
23/24-378	4	Maintenance Laborer, 3112
23/24-379	1	Programmer Analyst, 1431
23/24-380	1	Programmer Analyst, 1431
23/24-381	1	Systems Administrator, 1455
23/24-382	1	Systems Administrator, 1455
23/24-386	1	Community Program Assistant, 2501

LIBRARY DEPARTMENT

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department</u> <u>Class Title and Code</u>
23/24-388	1	Storekeeper, 1835

LOS ANGELES ZOO

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department</u> <u>Class Title and Code</u>
23/24-389	7	Animal Keeper, 4304
23/24-390	1	Senior Animal Keeper, 4305
23/24-391	1	Aquarist, 2400
23/24-392	1	Air Conditioning Mechanic, 3774

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

- b. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions in connection with the 2023-2024 Budget, effective July 1, 2023, (Continued)

2. Reallocate the following positions:

DEPARTMENT OF PUBLIC WORKS, BUREAU OF SANITATION

<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>
23/24-383	1	Environmental Specialist, 7310	Environmental Engineering Associate, 7871
23/24-384	1	Delivery Driver, 1121	Systems Analyst, 1596
23/24-387	1	Laboratory Technician, 7854	Environmental Affairs Officer, 7320 File No.

- c. The General Manager recommends that the Board of Civil Service Commissioners:
1. Approve the revised class specification for **Electrical Repairer, 3853**.

File No.

- d. 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>
3818	1	Senior Project Coordinator, 1538 File No.

COMMISSION ACTION:

11. **ADJOURNMENT**