



**CITY OF LOS ANGELES
BOARD OF CIVIL SERVICE COMMISSIONERS**

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Commissioners

AGENDA

**REGULAR MEETING – THURSDAY
JUNE 12, 2008, 10:00 A.M.
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon 72 hour notice, will provide reasonable accommodation (assistive listening devices, sign language interpretation, and translation services) to ensure equal access to its programs, services and activities.

Audiotapes of the meetings are kept for 30 days. You may contact the Commission Office at (213) 473-9107.
Website Address: <http://www.lacity.org>

Call to Order:

1. APPROVAL OF MINUTES

Minutes of the regular meeting of Thursday, May 22, 2008, submitted for approval.

2. COMMISSION ACTION ON ROUTINE AND OTHER MATTERS

Approve routine and nonappearance matters under Unfinished Business, Page 6, item 5, and New Business, Pages 7 through 13, items 7 and 8, subject to any requests for reconsideration by the end of the meeting.

3. PUBLIC COMMENTS ON MATTER WITHIN BOARD'S JURISDICTION

A maximum of 10 minutes will be provided for members of the public to address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board, but not on the printed Agenda. Said 10 minutes shall be equally divided among speakers, not to exceed 5 minutes for any one speaker.

4. APPEALS UNDER CHARTER SECTION 1016

- a. Cindy FENG, Management Analyst II, Los Angeles Police Department. Discharge effective April 12, 2007.

Report and recommendation of the Board's Hearing Examiner Ms. Diane N. Wentworth, following her conduct of hearings on December 20, 2007, and January 14, February 29, March 25, and April 14, 2008, into subject appeal of Ms. Feng.

The Hearing Examiner recommends that the Board of Civil Service Commissioners:

- 1) Find that there was no violation of Skelly v. State Personnel Board.
- 2) Not sustain Charge one that on or about December 28, 2005, the Appellant, while on duty, removed money from the Narcotics Division canteen and failed to return it.
- 3) Not sustain Charge two that on or about January 17, 2006, the Appellant, while on duty, removed money from the Narcotics Division canteen and failed to return it.
- 4) Not sustain Charge three that between December 28, 2005 and January 17, 2006, the Appellant, while on duty, engaged in behavior that reflected negatively on the Department and the City.
- 5) Find that the discharge is not sustained and reinstate the Appellant with appropriate back pay.

File No. 51903

COMMISSION ACTION:

4. APPEALS UNDER CHARTER SECTION 1016 (Continued)

- b. Lawrence O'NEILL, Senior Police Service Representative I, Los Angeles Police Department. Discharge effective May 26, 2007.

Report and recommendation of the Board's Hearing Examiner Mr. Lionel Richman, following his conduct of hearings on August 23, and November 26, December 10 and 17, 2007; and March 24, 2008, into subject appeal of Mr. O'Neill.

The Hearing Examiner recommends that the Board of Civil Service Commissioners:

- 1) Find that the Skelly provisions were met;
- 2) Sustain count one that on or about March 26, 2006, the Appellant, while on duty, inappropriately threatened the Commanding Officer.
- 3) Not sustain count two that on or about April 7, 2006, the Appellant, while off duty, was named as a restrained party on a Temporary Restraining Order.
- 4) Not sustain count three that on or about April 7, 2006, the Appellant, while off duty, was named as a suspect on a Criminal Threats crime report.
- 5) Not sustain count four that on or about April 7, 2006, the Appellant, while off duty, made a false statement during testimony in the California Superior Court.
- 6) Find that the discharge is sustained.

File No. 51905

COMMISSION ACTION:

4. APPEALS UNDER CHARTER SECTION 1016 (Continued)

- c. Dean C. PARRA, Garage Attendant, Los Angeles Police Department. Discharge effective February 13, 2008.

Report and recommendation of the Board's Hearing Examiner Mr. Christopher D. R. Cameron, following his conduct of a hearing on April 8, 2008, into subject appeal of Mr. Parra.

The Hearing Examiner recommends that the Board of Civil Service Commissioners:

- 1) Find that the Appellant was afforded his rights to notice and an opportunity to be heard in compliance with Skelly v. State Personnel Board.
- 2) Sustain charge one that on or about August 13, 2007, the Appellant, while on duty, illegally possessed a loaded firearm within a Department facility.
- 3) Sustain charge two that on or about August 13, 2007, the Appellant, while on duty, illegally transported a loaded firearm in his personal vehicle onto City property.
- 4) Find that the penalty of discharge is sustained.

File No. 52202

COMMISSION ACTION:

4. APPEALS UNDER CHARTER SECTION 1016 (Continued)

- d. Sherrell STAMPS, Management Analyst II, Los Angeles Police Department.
Discharge effective November 21, 2007.

Report and recommendation of the Board's Hearing Examiner Ms. June R. Lehrman, following her conduct of hearings on March 6, March 20, and April 9, 2008, into subject appeal of Ms. Stamps.

The Hearing Examiner recommends that the Board of Civil Service Commissioners:

- 1) Find that the Skelly provisions were met.
- 2) Sustain count one that on or about February 9, 2007, the Appellant, while on duty, was absent from her assignment without authorization.
- 3) Sustain count two that on or about February 9, 2007, the Appellant, while on duty, made a false statement to a Department supervisor.
- 4) Sustain count three that on or about February 9, 2007, the Appellant, while on duty, submitted an official document that she knew or should have known contained false information.
- 5) Sustain count four that on or about February 20, 2007, the Appellant, while on duty, made an improper remark in the workplace.
- 6) Sustain count five that on or about February 20, 2007, the Appellant, while on duty, failed to perform her duties as required.
- 7) Sustain count six that on or about February 20, 2007, the Appellant, while on duty, submitted an overtime report for hours of work not performed.
- 8) Sustain count seven that on or about April 2, 2007, the Appellant, while on duty, failed to obey a direct order from a Department supervisor.
- 9) Find that the penalty is appropriate and the discharge is sustained.

File No. 52121

COMMISSION ACTION:

5. SETTLEMENT/WITHDRAWAL/RECISSIONS – APPEALS UNDER CHARTER SECTION 1016 TO BE MADE A MATTER OF RECORD

- a. Keith LEE, Cement Finisher Worker, Department of Transportation. Suspension effective March 3, 2008 to March 28, 2008, inclusive. (20 Workdays)

Settlement agreement wherein the Department has agreed to substitute the twenty workday suspension with a ten-workday suspension without pay, with the agreement that the Appellant will withdraw his appeal.

File No. 52217

- b. Lorna LOWE, Police Service Representative II, Los Angeles Police Department. Discharge effective April 23, 2008.

The Department rescinded the discharge.

File No. 52249

- c. Kathryn A. LYONS, Customer Service Representative, Department of Water and Power. Suspension effective March 26, 2008 to April 2, 2008. (6 Workdays)

The Department reduced the six workday suspension to a three workday suspension and the Appellant withdrew her appeal.

File No. 52229

- d. Tonny L. PENNSYLVANIA, Senior Gardener, Department of Recreation and Parks. Discharge effective March 28, 2008.

The Appellant withdrew his appeal pursuant to an agreement with the Department in which he will offer his resignation.

File No. 52230

COMMISSION ACTION:

6. DISCRIMINATION APPEAL

Consideration of adopting the Office of Discrimination Complaint Resolution's finding that there is insufficient evidence to support Crystal WALKER'S allegation of hazing.

File No.

COMMISSION ACTION:

7. ADMINISTRATIVE ACTIONS

- a. The General Manager recommends that the Board make a matter of record the following examination bulletin promulgated on:

May 16, 2008

Interdepartmental Promotional

SENIOR SURVEY SUPERVISOR

May 30, 2008

Interdepartmental Promotional

SENIOR INDUSTRIAL WASTE INSPECTOR

Interdepartmental Promotional and Open Competitive

AIRPORT MANAGER

CONTAINER CRANE MECHANIC

7. ADMINISTRATIVE ACTIONS (Continued)

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

- 1) Herminio CONDE, Senior Civil Engineering Drafting Technician, Department of Water and Power, and David DUMPIT, Senior Civil Engineering Drafting Technician, Department of Public Works, Bureau of Street Lighting, for CIVIL ENGINEERING DRAFTING TECHNICIAN.
- 2) David DONOVAN and Ed SLATTERY, Electric Distribution Mechanic Supervisors, Department of Water and Power, for ELECTRIC DISTRIBUTION MECHANIC TRAINEE.
- 3) Stephen BICKEL, Department Personnel Officer, Department of Transportation, and Victor PARKER, Risk Manager III, Office of the City Administrative Officer, and James MCGUIRK, Risk Manager II, Los Angeles World Airports, for RISK MANAGER.
- 4) Ray CRUZ and Charles SPANG, Solid Resource Superintendents, Department of Public Works, Bureau of Sanitation, for REFUSE COLLECTION SUPERVISOR.

File No.

c. Approve the use of interview boards consisting of representatives from inside and outside the City service in the Interdepartmental Promotional and Open Competitive examination for CHIEF INVESTMENT OFFICER.

File No.

d. Approve the change of the test of fitness method in the Interdepartmental Promotional examination for PRINCIPAL TRANSPORTATION ENGINEER. The examination will be comprised of a weighted interview and an advisory essay.

File No.

e. Approve the use of interview boards consisting of representatives from inside and outside the City service in the Interdepartmental Promotional examination for SUPPLY SERVICES MANAGER.

File No.

7. ADMINISTRATIVE ACTIONS (Continued)

- f. Approve the use of interview boards consisting of representatives from inside and outside the City service in the Interdepartmental Promotional examination for STREET SERVICES SUPERVISOR.

File No.

- g. Approve the change of the test of fitness method in the Interdepartmental Promotional and Open Competitive examination for WORKERS' COMPENSATION ANALYST. The examination will be comprised of a weighted interview and an advisory essay.

File No.

- h. Make the following Appeals a matter of record:

Suspension

Steven M. HOLZHAUER, Underground Distribution Construction Mechanic, Department of Water and Power. Suspension effective May 29, 2008 to July 8, 2008, inclusive. (25 Workdays) Filed CSC May 30, 2008.

In accordance with Charter Section 1016, Mr. Holzhauser filed his appeal in the Office of the Commission on May 29, 2008.

File No.

Discharge

Ivy L. BEVERLY, Traffic Officer II, Department of Transportation. Discharge effective May 29, 2008. Filed CSC May 28, 2008.

In accordance with Charter Section 1016, Ms. Beverly filed her appeal in the Office of the Commission on May 28, 2008.

File No.

Francisco FIALLOS, Building Repairer I, Department of Recreation and Parks. Discharge effective May 23, 2008. Filed CSC May 23, 2008.

In accordance with Charter Section 1016, Mr. Fiallos filed his appeal in the Office of the Commission on May 23, 2008.

File No.

7. ADMINISTRATIVE ACTIONS (Continued)

Derrick J. HENDERSON, CUSTODIAN, Department of General Services. Discharge effective May 29, 2008. Filed CSC May 30, 2008.

In accordance with Charter Section 1016, Mr. Henderson filed his appeal in the Office of the Commission on May 29, 2008.

File No.

- i. Make the following Notices a matter of record:

Suspension

Charles DAVIS, Refuse Collection Truck Operator, Department of Public Works, Bureau of Sanitation. Suspension effective May 19, 2008 to June 13, 2008, inclusive. (20 Workdays) Filed CSC May 20, 2008.

Michael A. GREENE, Electrical Distribution Mechanic, Department of Water and Power. Suspension effective May 27, 2008 to June 10, 2008, inclusive. (10 Workdays) Filed CSC May 29, 2008.

Jeffery M. MCDONALD, Maintenance and Construction Helper, Los Angeles World Airports. Suspension effective June 9, 2008 to July 8, 2008, inclusive. (20 Workdays) Filed CSC June 3, 2008.

Cedeno O. RANDLE, Security Officer, Los Angeles World Airports. Suspension effective May 20, 2008 to May 28, 2008, inclusive. (7 Workdays) Filed CSC May 20, 2008.

Todd R. TAYLOR, Electrical Craft Helper, Department of Water and Power. Suspension effective June 3, 2008 to June 17, 2008, inclusive. (10 Workdays) Filed CSC June 2, 2008.

Steven D. TOLAND, Electric Distribution Mechanic Supervisor, Department of Water and Power. Suspension effective May 22, 2008 to May 30, 2008, inclusive. (6 Workdays) Filed CSC May 22, 2008.

Discharge

Tomas GONZALES, Maintenance Laborer, Department of Public Works, Bureau of Sanitation. Discharge effective May 21, 2008. Filed CSC May 28, 2008.

COMMISSION ACTION

8. CLASSIFICATION ACTIONS

a. The General Manager recommends that the Board approve the following classification actions:

1) 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>
1352-1	1	Senior Systems Analyst, 1597
1352-2	1	Telecommunications Planner, 7642
1352-3	1	Telecommunications Planning and Utilization Officer, 7640

2) Allocate the following new position in the Harbor Department, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
1353	1	Roofer Supervisor, 3478

3) 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>
3789	1	95-75251	Electrical Engineering Associate, 7525
3790	1	95-73103	Environmental Specialist, 7310
3791	1	93-11104	Principal Clerk Personnel, 1171
3792	2	94-75360	Safety Engineer Pressure Vessels, 4261
3793	1	94-11030	Systems Programmer, 1455

4) Allocate the following new positions in the Power 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>
3783	1	94-52053	Electric Station Operator, 5224
3784	1	82-38179	Electrical Mechanic Supervisor, 3835
3785	2	94-13637	Clerk Typist, 1358
3786	1	94-75439	Senior Electrical Tester, 7515
3787	1	95-15080	Management Aide, 1508

8. CLASSIFICATION ACTIONS (Continued)

- 5) Allocate the following new position in the Water System of the Department of Water and Power, as indicated:

DWP	No. of		
<u>No.</u>	<u>Positions</u>	DDR No.	Class Title and Code
3795	1	93-72176	Engineering Designer, 7217

- 6) Allocate the following new position in the Department of Transportation, as indicated:

CSC	No. of		
<u>No.</u>	<u>Positions</u>		<u>Class Title and Code</u>
1354	1		Transportation Engineering Associate, 7280

File No.

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

- 1. Adopt the new class of Utility Vocational Worker - Custodian, Code 3119;
- 2. Adopt the new class specification of Utility Vocational Worker - Custodian, Code 3119; and
- 3. Exempt the positions in this classification under Charter Section 1001(d)(1) in the Department of Water and Power.

File No.

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

Change the class title and revise the class specifications for Utility Marketing Representative, Code 3755 and Senior Utility Marketing Representative, Code 3753 to as follows:

- a. Utility Marketing Representative, 3755 to Utility Services Specialist, 3755
- b. Senior Utility Marketing Representative, 3753 to Senior Utility Services Specialist, 3753

File No.

8. CLASSIFICATION ACTION (Continued)

- d. The General Manager recommends that the Board of Civil Service Commissioners:
 - 1. In accordance with Civil Service Rule 2.4, approve the General Manager's action of adopting the new class of Chief Special Investigator, Code 0604; and
 - 2. Approve the new class specification for Chief Special Investigator, Code 0604.

File No.

- e. The General Manager recommends that the Board approve the request to selectively certify candidates on the Electrical Services Manager Eligible List, Code 5265, who possess a certificate as a North American Electric Reliability Corporation (NERC) Certified System Operator.

File No.

COMMISSION ACTION:

9. GENERAL MANAGER'S REPORT

10. ADJOURNMENT