



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

COMMISSIONERS

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Vice President

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Commissioners

AGENDA

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

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Website Address: <http://www.lacity.org>

Call to Order:

1. APPROVAL OF MINUTES

Minutes of the regular meeting of Thursday, June 26, 2008, submitted for approval.

2. COMMISSION ACTION ON ROUTINE AND OTHER MATTERS

Approve routine and nonappearance matters under Unfinished Business Page 4, items 5 and 6, and New Business, Pages 5 through 17, items 8 through 10, 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. Nafeesah HENDRICKS-POTTS, Refuse Collection Truck Operator II, Department of Public Works, Bureau of Sanitation. Suspension effective January 14, 2008 to January 25, 2008, inclusive. (10 Workdays)

Report and recommendation of the Board's Hearing Examiner Mr. Joseph W. Duffy, following his conduct of a hearing on May 12, 2008, into subject appeal of Ms. Hendricks-Potts.

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

- 1) Find that the Department met the due process provisions of *Skelly*.
- 2) Sustain the cause of action that the Appellant caused or contributed to two (2) accidents on June 20, 2007 and July 30, 2007, respectively, by operating city equipment in an unsafe manner.
- 3) Find that the ten 10 workday suspension is appropriate and sustained.

File No. 52168

COMMISSION ACTION:

4. APPEALS UNDER CHARTER SECTION 1016 (Continued)

- b. Mawoke LOWANGA, Senior Custodian, Department of Water and Power.
Discharge effective October 16, 2007.

Report and recommendation of the Board's Hearing Examiner Mr. Steven R. Sauer, following his conduct of hearings on January 30, February 29, and March 21, 2008, into subject appeal of Mr. Lowanga.

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

- 1) Find that the due process provisions of *Skelly* were met;
- 2) Sustain count 1 – for unwelcome physical contact in sexual areas, including but not limited to breasts, buttocks, or genitalia.
- 3) Sustain count 2 – for unwelcome touching, rubbing, or any type of physical contact and/or conduct toward other employees, which is sexually suggestive.
- 4) Sustain count 3 – for demonstrating insensitivity to others by making derogatory comments, epithets, jokes, teasing, remarks, slurs, or questions of a sexual nature.
- 5) Sustain count 4 – for repeated, unwelcome, unwanted actions as described earlier, which created or could lead to a hostile, offensive, threatening or intimidating work environment.
- 6) Find that the Appellant's discharge is appropriate.

File No. 52097

COMMISSION ACTION:

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

- a. Lawrence A. MAR, Steam Plant Assistant, Department of Water and Power. Discharge effective September 27, 2007.

Settlement agreement wherein the Department of Water and Power is agreeable to a thirty (30) working day suspension in lieu of discharge. In exchange for the reduction in penalty, Mr. Mar withdrew his appeal and agreed to additional conditions specified in the agreement.

File No. 52069

- b. Ricardo HERNANDEZ, Water Utility Worker, Department of Water and Power. Suspension effective June 20, 2008 to August 5, 2008, inclusive. (30 Workdays)

Appellant withdrew his appeal from the 30-workday suspension.

COMMISSION ACTION:

6. CARLOS ESPINOZA – DISPLINARY APPEAL

Receive and File the Department of Recreation and Parks' letter returning Mr. Carlos Espinoza to his position as an Aquatic Facility Manager.

File No. 52030

COMMISSION ACTION:

7. DISCRIMINATION APPEALS

- a. Consideration of adopting the Office of Discrimination Complaint Resolution's finding that there is insufficient evidence to support William ERNST'S allegation of sex discrimination.

File No.

COMMISSION ACTION:

- b. Consideration of adopting the Office of Discrimination Complaint Resolution's finding that there is insufficient evidence to support Ralph MENDOZA'S allegation of race and retaliatory discrimination.

File No.

COMMISSION ACTION:

8. CIVILIAN BACKGROUND APPEAL REVIEW PANEL

The General Manager recommends that the Board of Civil Service Commissioners give 21 Days' Notice of Intention to:

- 1. Revise Personnel Department Policy 1.1 to permit the Board of Civil Service Commissioners to delegate the authority to consider civilian background disqualification appeals; and
- 2. Delegate authority to the Civilian Background Appeal Review Panel to consider background disqualification appeals to civilian positions.

File No.

COMMISSION ACTION:

9. ADMINISTRATIVE ACTIONS

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

June 20, 2008

Interdepartmental Promotional

REFUSE COLLECTION SUPERVISOR

Interdepartmental Promotional and Open Competitive

SAFETY ENGINEER

June 27, 2008

Interdepartmental Promotional

PRINCIPAL TRANSPORTATION ENGINEER
WORKERS' COMPENSATION CLAIMS ASSISTANT

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

- 1) John FISHER and Amir SEDADI, Assistant General Managers, Department of Transportation, for PRINCIPAL TRANSPORTATION ENGINEER.
- 2) Sylvia ROMERO, Principal Clerk, Office of the City Administrative Officer, and Sheila SHANNON-THOMAS, Payroll Supervisor I, Department of Public Works, Bureau of Street Services, for ACCOUNTING CLERK.
- 3) Amir SEDADI, Assistant General Manager, and Rudy CARASSCO, Parking Enforcement Manager II, Department of Transportation, for PARKING ENFORCEMENT MANAGER.
- 4) Ben REYNOLDS, Principal Workers' Compensation Analyst, Personnel Department, for WORKERS' COMPENSATION ANALYST
- 5) Carmelina SANDOVAL, Senior Workers' Compensation Analyst, Department of Water and Power, and Mary Anne BALLEZA, Workers' Compensation Analyst, Personnel Department, for WORKERS' COMPENSATION CLAIMS ASSISTANT.

9. ADMINISTRATIVE ACTIONS (Continued)

- 6) William REESE, Rick VEIGA, and Victor OROSCO, Solid Resource Superintendents, Department of Public Works, Bureau of Sanitation, for REFUSE COLLECTION TRUCK OPERATOR.

File No.

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

Suspension

Airport Police Officer II, Department of Airports. Suspension effective June 25, 2008 to July 13, 2008, inclusive. (10 Workdays) Filed CSC June 25, 2008.

Eugene H. MEZGER, Electrician, Department of General Services. Suspension effective June 18, 2008 to June 26, 2008, inclusive. (6 Workdays) Filed CSC June 20, 2008.

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

Suspension

Lloyd CANO, Signal Systems Electrician, Department of Transportation. Suspension effective July 7, 2008 to July 18, 2008, inclusive. (10 Workdays) Filed CSC June 19, 2008.

In accordance with Charter Section 1016, Mr. Cano filed his Appeal in the Office of the Commission on June 19, 2008.

File No.

Ricardo HERNANDEZ, Water Utility Worker, Department of Water and Power. Suspension effective June 20, 2008 to August 5, 2008, inclusive. (30 Workdays) Filed CSC June 20, 2008.

In accordance with Charter Section 1016, Mr. Hernandez filed his Appeal in the Office of the Commission on June 27, 2008.

File No.

Marilyn MCFEE, Senior Clerk Typist, Planning Department. Suspension effective June 23, 2008 to June 30, 2008, inclusive. (6 Workdays) Filed CSC June 18, 2008.

In accordance with Charter Section 1016, Ms. McFee filed her Appeal in the Office of the Commission on June 17, 2008.

File No.

9. ADMINISTRATIVE ACTIONS (Continued)

Discharge

Jacqueline DILEVA, Fingerprint Expert I, Police Department. Discharge effective June 19, 2008. Filed CSC June 19, 2008.

In accordance with Charter Section 1016, Ms. Dileva filed her Appeal in the Office of the Commission on June 24, 2008.

File No.

Gary W. FULTON, Clerk Typist, Fire Department. Discharge effective June 19, 2008. Filed CSC June 25, 2008.

In accordance with Charter Section 1016, Mr. Fulton filed his Appeal in the Office of the Commission on June 19, 2008.

File No.

John GONZALES, Locksmith, Department of Recreation and Parks. Discharge effective June 12, 2008. Filed CSC June 12, 2008.

In accordance with Charter Section 1016, Mr. Gonzales filed his Appeal in the Office of the Commission on June 17, 2008.

File No.

Lorna LOWE, Police Service Representative II, Police Department. Discharge effective May 14, 2008. Filed CSC May 13, 2008.

In accordance with Charter Section 1016, Ms. Lowe filed her Appeal in the Office of the Commission.

File No.

Jeriel D. WOMACK, Clerk Typist, Personnel Department. Discharge June 17, 2008. Filed CSC June 17, 2008.

In accordance with Charter Section 1016, Ms. Womack filed her Appeal in the Office of the Commission on June 30, 2008.

File No.

COMMISSION ACTION:

10. 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:

CSC	No. of	
<u>No.</u>	<u>Positions</u>	<u>Class Title and Code</u>
1360-1	1	Financial Manager, 1557
1360-2	1	Airport Information Specialist, 1783

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

CSC	No. of	
<u>No.</u>	<u>Positions</u>	<u>Class Title and Code</u>
1361	1	Senior Roofer, 3477

3) Allocate the following new position in the Department of Recreation and Parks, as indicated:

CSC	No. of	
<u>No.</u>	<u>Positions</u>	<u>Class Title and Code</u>
1359	1	Community Program Director, 2500

4) 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>
1362	1	Transportation Engineering Associate, 7280

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

DWP	No. of		
<u>No.</u>	<u>Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
3811	1	60-17006	Management Analyst, 9184

10. CLASSIFICATION ACTIONS (Continued)

6) Allocate the following new positions in the Power System of the Department of Water and Power, as indicated:

DWP No.	No. of Positions	DDR No.	Class Title and Code
3804	1	95-96011	General Services Manager, 9601
3805	2	93-33103	Carpenter Supervisor, 3346
3806	6	93-37100	Mechanical Helper, 3771
3807	7	93-33105	Carpenter, 3344
3808	4	93-37008	Welder, 3796
3809	1	94-13110	Utility Executive Secretary, 1336
3810	2	93-31011	Construction and Maintenance Supervisor, 3127

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

DWP No.	No. of Positions	DDR No.	Class Title and Code
3812	1	95-75252	Electrical Engineering Associate, 7525

8) Reallocate the existing position in the Fire Department, as indicated:

CSC No.	No. of Positions	From: Class Title and Code	To: Class Title and Code:
1349	1	Clerk Typist, 1358	Senior Clerk Typist, 1368

File No.

b. The General Manager recommends that the Board approve the following Classification actions:

In connection with the 2008-2009 budget, effective July 1, 2008:

1) allocate the following positions:

CSC No.	No. of Pos.	Department/Class and Code
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ANIMAL SERVICES

08/09-002	4	District Supervisor Animal Regulation, 4320
08/09-003	1	Systems Analyst, 1596

NEW BUSINESS

7-10-08

10. CLASSIFICATION ACTIONS (Continued)

BUILDING AND SAFETY

08/09-001 1 Emergency Preparedness Coordinator, 1702

CONVENTION CENTER

08/09-132 4 Electrician, 3863

EMERGENCY MANAGEMENT

08/09-032 2 Emergency Preparedness Coordinator, 1702

FIRE DEPARTMENT

08/09-073 3 Special Investigator, 0602
08/09-074 1 Chief Special Investigator, 0604
08/09-075 12 Firefighter, 2112
08/09-076 3 Engineer of Fire Department, 2131
08/09-077 3 Fire Captain, 2142
08/09-078 1 Human Relations Advocate, 9207

GENERAL SERVICES

08/09-110 1 Equipment Mechanic, 3711
08/09-111 3 Equipment Mechanic, 3711
08/09-112 1 Senior Automotive Supervisor, 3716
08/09-113 1 Heavy Duty Equipment Mechanic, 3743
08/09-114 1 Mechanical Engineering Associate, 7554
08/09-115 1 Chief Custodian Supervisor, 3182
08/09-116 1 Head Custodian Supervisor, 3178
08/09-117 2 Senior Custodian, 3157
08/09-118 1 Building Repairer Supervisor, 3338
08/09-119 1 Building Repairer, 3333
08/09-120 4 Building Operating Engineer, 5923
08/09-121 1 Air Conditioning Mechanic, 3774
08/09-122 1 Electrician, 3863
08/09-123 1 Plumber, 3443
08/09-124 1 Special Officer, 3183

10. CLASSIFICATION ACTIONS (Continued)

HOUSING

08/09-071	2	Programmer Analyst, 1431
08/09-072	1	Systems Programmer, 1455

INFORMATION TECHNOLOGY AGENCY

08/09-021	3	Programmer Analyst, 1431
08/09-022	4	Communications Electrician, 3686
08/09-023	2	Telecommunications Planner, 7642
08/09-024	3	Programmer Analyst, 1431

LIBRARY

08/09-047	4	Librarian, 6152
08/09-048	4	Clerk Typist, 1358
08/09-049	1	Senior Librarian, 6153
08/09-050	2	Messenger Clerk, 1111

OFFICE OF FINANCE

08/09-106	5	Senior Clerk Typist, 1368
08/09-107	1	Senior Tax Auditor, 1519
08/09-108	1	Senior Tax Auditor, 1519
08/09-109	1	Senior Management Analyst, 9171

PERSONNEL

08/09-027	2	Advance Practice Provider Correctional Care, 2325
08/09-028	1	Senior Workers' Compensation Analyst, 1769
08/09-029	5	Workers' Compensation Analyst, 1774
08/09-030	2	Workers' Compensation Claims Assistant, 1775

10. CLASSIFICATION ACTIONS (Continued)

PLANNING

08/09-051	1	Senior Clerk Typist, 1368
08/09-052	1	Systems Analyst, 1596
08/09-053	1	Graphics Designer, 1670
08/09-054	1	Geographic Information Systems Specialist, 7213
08/09-055	6	Planning Assistant, 7939
08/09-056	3	City Planning Associate, 7941
08/09-057	7	City Planner, 7944
08/09-058	1	Senior City Planner, 7947

POLICE

08/09-033	1	Accounting Clerk, 1223
08/09-034	3	Accountant, 1513
08/09-035	1	Systems Analyst, 1596
08/09-039	1	Police Performance Auditor, 1627
08/09-040	2	Firearms Examiner, 2233
08/09-041	11	Criminalist, 2234
08/09-042	1	Supervising Criminalist, 2235
08/09-043	1	Chief Forensic Chemist, 2237
08/09-044	1	Police Deputy Chief, 2262
08/09-045	1	Community Program Assistant, 2501
08/09-046	1	Police Surveillance Specialist, 3687
08/09-060	2	Laboratory Technician, 7854

PUBLIC WORKS BOARD OFFICE

08/09-079	1	Accountant, 1513
08/09-080	2	Senior Accountant, 1523

PUBLIC WORKS BUREAU OF CONTRACT ADMINISTRATION

08/09-098	21	Construction Inspector, 7291
08/09-099	5	Senior Construction Inspector, 7294
08/09-084	5	Management Analyst, 9184
08/09-100	3	Senior Clerk Typist, 1368
08/09-133	1	Management Analyst, 9184

10. CLASSIFICATION ACTIONS (Continued)

PUBLIC WORKS BUREAU OF ENGINEERING

08/09-061	2	Management Analyst, 9184
08/09-062	1	Civil Engineer, 7237
08/09-063	3	Civil Engineering Associate, 7246
08/09-064	1	Senior Clerk Typist, 1368

PUBLIC WORKS BUREAU OF SANITATION

08/09-036	2	Mechanical Helper, 3771
08/09-037	1	Senior Environmental Engineer, 7874
08/09-038	1	Management Analyst, 9184
08/09-081	1	Senior Personnel Analyst, 9167
08/09-082	1	Senior Management Analyst, 9171
08/09-083	1	Auditor, 1517
08/09-085	1	Environmental Engineering Associate, 7871
08/09-086	1	Environmental Engineering Associate, 7871
08/09-087	1	Water Biologist, 7856
08/09-088	1	Clerk Typist, 1358
08/09-101	2	Refuse Collection Truck Operator, 3580
08/09-102	1	Maintenance Laborer, 3112

PUBLIC WORKS BUREAU OF STREET LIGHTING

08/09-103	1	Civil Engineering Drafting Technician, 7232
08/09-104	2	Street Lighting Engineering Associate, 7527
08/09-105	1	Street Lighting Engineering Associate, 7527

RECREATION AND PARKS

08/09-031	1	City Planning Associate, 7941
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10. CLASSIFICATION ACTIONS (Continued)

TRANSPORTATION

08/09-004	1	Senior Transportation Engineer, 9262
08/09-005	1	Transportation Engineer, 7278
08/09-006	3	Transportation Engineering Associate, 7280
08/09-007	9	Transportation Engineering Associate, 7280
08/09-008	1	Senior Civil Engineering Drafting Technician, 7207
08/09-009	3	Civil Engineering Drafting Technician, 7232
08/09-010	9	Signal Systems Electrician, 3819
08/09-011	1	Transportation Engineering Aide, 7285
08/09-012	1	Principal Transportation Engineer, 9266
08/09-013	1	Senior Transportation Engineer, 9262
08/09-014	1	Senior Management Analyst, 9171
08/09-015	1	Senior Management Analyst, 9171
08/09-016	1	Systems Analyst, 1596
08/09-017	1	Transportation Engineer, 7278
08/09-018	1	Senior Management Analyst, 9171
08/09-019	3	Management Analyst, 9184

ZOO

08/09-026	1	Animal Keeper, 4304
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2) reallocate the following positions:
CSC No.

<u>No. of</u>	<u>Department/Class and Code</u>	
<u>Pos.</u>	<u>From</u>	<u>To</u>

CONTROLLER

08/09-125	1	Clerk, 1141	Clerk Typist, 1358
08/09-126	1	Accountant, 1513	Senior Accountant, 1523
08/09-127	1	Accountant, 1513	Senior Accountant, 1523
08/09-128	1	Accountant, 1513	Senior Accountant, 1523
08/09-129	1	Accountant, 1513	Senior Accountant, 1523
08/09-130	1	Systems Analyst, 1596	Senior Systems Analyst, 1597
08/09-131	1	Internal Auditor, 1625	Departmental Chief Accountant, 1593

10. CLASSIFICATION ACTIONS (Continued)

TRANSPORTATION

08/09-020	1	Transportation Engineering Aide, 7285	Transportation Engineering Associate, 7280
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File No.

COMMISSION ACTION:

11. GENERAL MANAGER'S REPORT

12. ADJOURNMENT