



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

COMMISSIONERS

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NANCY P. MCCLELLAND  
Vice President

MARISSA CASTRO-SALVATI  
ANTHONY DE LOS REYES  
JOHN P. PEREZ  
Commissioners

**AGENDA**

**REGULAR MEETING – THURSDAY  
JULY 26, 2007, 9:00 A.M.  
ROOM 350, PERSONNEL BUILDING  
700 EAST TEMPLE STREET  
LOS ANGELES, CALIFORNIA 90012**

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Call to Order:

**1. CLOSED SESSION – PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL**

Discussion pursuant to Government Code Section 54957 regarding the discipline/dismissal of an Airport Police Officer.

**2. APPROVAL OF MINUTES**

Minutes of the regular meeting of Thursday, July 12, 2007, submitted for approval.

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

Approve routine and nonappearance matters under New Business, Pages 5 through 14, items 10 and 11, subject to any requests for reconsideration by the end of the meeting.

**4. 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.

**5. APPEALS UNDER CHARTER SECTION 1016**

Peter O. HOLLAND, Senior Gardener, Department of Recreation and Parks. Suspension effective February 1, 2007 to February 8, 2007, inclusive. (6 Workdays)

Report and recommendation of the Board's Hearing Examiner Ms. Sara Adler, following her conduct of a hearing on April 6, 2007, into subject appeal of Mr. Holland.

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

- 1) Sustain the charge of engaging in a confrontation with the public.
- 2) Find that the six working day suspension is sustained.

File No. 51832

**COMMISSION ACTION:**

On May 24, 2007, the Board adopted the finding that the due process provisions of Skelly were met. The matter was continued for a fuller Commission.

**6. DISCIPLINARY APPEAL OF MR. ANTHONY EDWARDS**

Consideration of receiving and filing the Department of Airports' letter regarding the disciplinary appeal of Mr. Anthony EDWARDS

File No. 51430

COMMISSION ACTION:

**NEW BUSINESS**

**7. PERFORMANCE APPRAISAL PROCESS**

Consideration of adopting staff's recommendation to form a Performance Appraisal Task Force composed of human resource experts from various City departments for the purpose of taking a critical look at the City's employee evaluation form (PDAS-28) and making appropriate recommendations where warranted.

File No.

COMMISSION ACTION:

**8. BACKGROUND DISQUALIFICATION**

Consideration of denying the appeal of Mr. Michael Wayne MINNIFIELD from background disqualification in the examination for GARDENER CARETAKER.

File No.

COMMISSION ACTION:

**9. MEDICAL APPEALS**

- a. Consideration of denying the medical appeal of Mr. Kevin R. QUINN and finding that his medical condition constitutes a medical limitation that would significantly impair the performance of essential duties in the class of FIREFIGHTER.

File No. 51961

COMMISSION ACTION:

- b. Consideration of denying the medical appeal of Mr. David ROMERO, JR. and finding that his medical condition constitutes a medical limitation that would significantly impair performance of essential duties in the class of FIREFIGHTER.

File No.

COMMISSION ACTION:

- c. Consideration of denying the medical appeal of Mr. John DEMPSEY and finding that his medical condition constitutes a medical limitation that would significantly impair performance of essential duties in the class of POLICE OFFICER.

File No.

COMMISSION ACTION:

- d. Consideration of denying the medical appeal of Mr. Gil A. PANGANIBAN and finding that his medical condition constitutes a medical limitation that would significantly impair performance of essential duties in the class of POLICE OFFICER.

File No.

COMMISSION ACTION:

**10. ADMINISTRATIVE ACTIONS**

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

**July 6, 2007**

Interdepartmental Promotional

CITY PLANNER

**July 13, 2007**

Interdepartmental Promotional

EQUIPMENT SUPERVISOR  
HEAD CUSTODIAN SUPERVISOR  
SENIOR ANIMAL KEEPER  
STAFF ASSISTANT TO GENERAL MANAGER WATER AND POWER

Open Competitive

METER READER

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

- 1) Rick ROGERS, Investment Officer II, Fire and Police Pensions, for INVESTMENT OFFICER.
- 2) Jacque LORRAINE, Automotive Supervisor, Department of General Services, for SENIOR EQUIPMENT MECHANIC.
- 3) Terry MUNOZ and Ellen SANDT, Assistant City Administrative Officers, Office of the City Administrative Officer, for SENIOR ADMINISTRATIVE OFFICER.
- 4) Emmanuela ARCENO, Fiscal Systems Specialist, Office of the City Controller, for PAYROLL ANALYST.
- 5) Allan KAWAGUCHI, Principal Civil Engineer, Department of Public Works, Bureau of Engineering, for SENIOR CIVIL ENGINEER.

10. ADMINISTRATIVE ACTIONS (Continued)

- 6) Lyndon SALVADOR, Financial Management Specialist V, Office of the City Controller, for FISCAL SYSTEMS SPECIALIST.
- 7) Tom LO VULLO, Construction and Maintenance Supervisor II, Los Angeles Zoo Department, and Marty KEFFER, Electrician Supervisor, Los Angeles World Airports, for SENIOR ELECTRICIAN.
- 8) Raul LEMUS, Chief Personnel Analyst, Personnel Department, and Joseph MARIANI, Police Captain, Los Angeles Police Department, for BACKGROUND INVESTIGATION MANAGER.
- 9) Bellete YOHANNES, Chief Industrial Waste Inspector II, Department of Public Works, Bureau of Sanitation, for INDUSTRIAL WASTE INSPECTOR.
- 10) Linda VIGIL, Chief Wharfinger I, and Susan SCHAEFER, Senior Management Analyst I, Harbor Department, for WHARFINGER.
- 11) Ruth PERRY, Senior Management Analyst I, and Michelle UPSHAW, Personnel Analyst II, Los Angeles City Employees' Retirement System, for BENEFITS SPECIALIST.
- 12) Elizabeth HOAGE, Principal Librarian II, Library Department, for LIBRARY ASSISTANT.
- 13) Vicky ROJAS, Senior Accountant II, Department of Transportation, and Abe RASHEED, Principal Accountant II, Department of Public Works, Board of Public Works, for ACCOUNTANT.

File No.

- c. Approve the use of interview boards consisting of representatives from inside the City service in the Interdepartmental Promotional and Open Competitive examination for AIRPORT SUPERINTENDENT OF OPERATIONS.

File No.

10. ADMINISTRATIVE ACTIONS (Continued)

- d. Approve the use of interview boards consisting of representatives from inside the City service in the Interdepartmental Promotional and Open Competitive examination for SENIOR CIVIL ENGINEER.

File No.

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

Discharge

Kenyatta T. BONNER, Custodian, Department of General Services. Discharge effective July 5, 2007. Filed CSC July 5, 2007

In accordance with Charter Section 1016, Ms. Bonner filed her appeal in the Office of the Commission on July 9, 2007.

File No.

Darrin HAYES, Polygraph Examiner II, Police Department. Discharge effective July 17, 2007. Filed CSC July 17, 2007.

In accordance with Charter Section 1016, Mr. Hayes filed his appeal in the Office of the Commission on July 16, 2007.

File No.

Eugene J. PEREIDA, Gardener Caretaker, Department of Recreation and Parks. Discharge effective July 16, 2007. Filed CSC July 16, 2007.

In accordance with Charter Section 1016, Mr. Pereida filed his appeal in the Office of the Commission on July 16, 2007.

File No.

Sheila WASKIELIS, Clerk Typist, Police Department. Discharge effective July 13, 2007. Filed CSC July 13, 2007.

In accordance with Charter Section 1016, Ms. Waskielis filed her appeal in the Office of the Commission on July 16, 2007.

File No.

10. ADMINISTRATIVE ACTIONS (Continued)

Suspension

Glenn VEGA, Refuse Collection Truck Operator, Department of Public Works, Bureau of Sanitation. Suspension effective July 16, 2007 to July 27, 2007, inclusive. (10 Workdays) Filed CSC July 18, 2007.

In accordance with Charter Section 1016, Mr. Vega filed his appeal in the Office of the Commission on July 16, 2007.

File No.

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

Suspension

Sara AYALA, Senior Clerk Typist, Department of Water and Power. Suspension effective July 9 to July 13, and July 23 to July 27, and August 6 to August 10, 2007, inclusive. (15 Workdays) Filed CSC July 2, 2007.

Albert GRIFFIN, Truck Operator, Department of General Services. Suspension effective June 11 to June 22, and July 9 to July 20, 2007, inclusive. (20 Workdays) Filed CSC July 5, 2007.

Gerald A. HENDERSON, Custodian Supervisor, Department of Water and Power. Suspension effective July 9, 2007 to August 3, 2007, inclusive. (20 Workdays) Filed CSC July 10, 2007.

Anthony HIDALGO, Water Utility Worker, Department of Water and Power. Suspension effective July 4, 2007 to August 1, 2007, inclusive, April 23, 2007 already served. (20 Workdays) Filed CSC July 5, 2007.

Jason JACKSON, Security Aide, Department of General Services. Suspension effective July 4, 5, 6, 9, 10 and 11, 2007, inclusive. (6 Workdays) Filed CSC July 5, 2007.



10. ADMINISTRATIVE ACTIONS (Continued)

Suspensions (Continued)

Archie SANDERS, Tree Surgeon Supervisor, Department of Public Works, Bureau of Street Services. Suspension effective July 16, 2007 to August 10, 2007, inclusive. (20 Workdays) Filed CSC July 18, 2007.

Anthony C. WIGGINS, Refuse Collection Truck Operator II, Department of Public Works, Bureau of Sanitation. Suspension effective July 16, 2007 to July 27, 2007, inclusive. (10 Workdays) Filed CSC July 18, 2007.

Discharge

Mark W. LOVING, Security Officer, Department of Airports. Discharge effective July 17, 2007. Filed CSC July 18, 2007.

Juan M. SANCHEZ, Park Maintenance Supervisor, Department of Water and Power. Discharge effective June 12, 2007, Rescinded. Filed CSC June 29, 2007.

COMMISSION ACTION:

**11. 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 <u>No.</u>	No. of <u>Positions</u>	<u>Class Title and Code</u>
1245-1	1	Systems Programmer, 1455
1245-2	1	Senior Clerk Typist, 1368

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

CSC <u>No.</u>	No. of <u>Positions</u>	<u>Class Title and Code</u>
1241	1	Project Coordinator, 1537

3) Exempt the above position in accordance with Charter Section 1001(d)(4) from the civil service provisions of the Charter, based on the position being grant-funded for a term not to exceed two years.

4) Allocate the following new positions in the Fire Department, as indicated:

CSC <u>No.</u>	No. of <u>Positions</u>	<u>Class Title and Code</u>
1209	1	Management Aide, 1508
1243-1	2	Clerk Typist, 1358
1243-2	1	Senior Clerk Typist, 1368

5) Allocate the following new positions in the Harbor Department, as indicated:

CSC <u>No.</u>	No. of <u>Positions</u>	<u>Class Title and Code</u>
1244-1	1	Garage Attendant, 3531
1244-2	2	Executive Administrative Assistant, 1117
1244-3	1	Systems Programmer, 1455

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

DWP <u>No.</u>	No. of <u>Positions</u>	DDR No.	<u>Class Title and Code</u>
3563	2	91-17011	Operations and Statistical Research Analyst, 1779
3564	1	95-91053	Utility Administrator, 9105

11. CLASSIFICATION ACTIONS (Continued)

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

DWP <u>No.</u>	No. of <u>Positions</u>	DDR No.	Class Title and Code
3565	1	85-52128	Electric Station Operator, 5224
3566	48	94-38006	Electrical Mechanic, 3841
3567	45	82-85602	Steam Plant Assistant, 5622
3568	55	94-85201	Electric Station Operator, 5224
3569	60	94-83805	Electric Distribution Mechanic Trainee, 3870

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

DWP <u>No.</u>	No. of <u>Positions</u>	DDR No.	Class Title and Code
3557	1	93-72012	Civil Engineering Drafting Technician, 7232
3558	1	93-35125	Equipment Operator, 3525
3559	4	94-72052	Field Engineering Aide, 7228
3560	4	93-35144	Heavy Duty Truck Operator, 3584
3561	5	93-39126	Water Utility Worker, 3912
3562	12	93-39130	Water Utility Worker, 3912

9) Reallocate the existing position in the Department of City Planning, as indicated:

CSC <u>No.</u>	No. of <u>Positions</u>	From: Class Title and Code	To: Class Title and Code
1242	1	Cartographer, 7204	Geographic Information Systems Specialist, 7213

File No.

**11. CLASSIFICATION ACTIONS (Continued)**

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

In connection with the 2007-2008 budget, effective July 1, 2007:

- 1) allocate the following positions:

CSC No.	No. of Pos.	<u>Department/Class and Code</u>
<b>AIRPORTS</b>		
07/08-330	1	Management Analyst, 9184
07/08-331	2	Principal Security Officer, 3200
07/08-332	5	Senior Security Officer, 3184
07/08-333	50	Security Officer, 3181
07/08-334	11	Senior Security Officer, 3184
07/08-335	1	Clerk Typist, 1358
07/08-336	1	Management Analyst, 9184
07/08-337	1	Management Analyst, 9184
07/08-338	4	Custodian, 3156
07/08-339	1	Personnel Analyst, 1731
07/08-340	1	Communication Electrician Supervisor, 3689
07/08-341	1	Senior Systems Analyst, 1597
07/08-342	1	Accountant, 1513
07/08-343	1	Senior Civil Engineer, 9485
07/08-344	2	Geographic Information Systems Specialist, 7213
07/08-345	1	Engineering Designer, 7217
07/08-346	1	Senior Civil Engineering Drafting Technician, 7207
07/08-347	1	Mechanical Engineering Associate, 7554
07/08-348	1	Electrical Engineering Associate, 7525
07/08-349	1	Civil Engineer, 7237
07/08-350	1	Civil Engineer, 7237
07/08-351	2	Civil Engineering Associate, 7246
07/08-352	2	Senior Construction Inspector, 7294
07/08-353	8	Construction Inspector, 7291
07/08-354	1	Civil Engineer, 7237

**11. CLASSIFICATION ACTIONS (Continued)**

**AIRPORTS (CONTINUED)**

07/08-355	1	Civil Engineering Associate, 7246
07/08-356	1	Engineering Designer, 7217
07/08-357	1	Mechanical Engineering Associate, 7554
07/08-358	1	Real Estate Associate, 1941
07/08-359	1	Secretary, 1116
07/08-360	1	Management Analyst, 9184
07/08-361	1	Engineering Designer, 7217
07/08-362	1	Senior Management Analyst, 9171
07/08-363	1	Civil Engineer, 7237
07/08-364	1	Civil Engineering Associate, 7246
07/08-365	1	Senior Systems Analyst, 1597
07/08-366	1	Warehouse and Toolroom Worker, 1832
07/08-374	1	Accounting Clerk, 1223
07/08-375	1	Senior Systems Analyst, 1597

**HARBOR DEPARTMENT**

07/08-324	1	Deck Hand, 5131
07/08-325	1	Crime and Intelligence Analyst, 2236
07/08-326	2	Clerk Typist, 1358
07/08-327	1	Communications Engineer, 7610
07/08-328	1	Senior Management Analyst, 9171

**LOS ANGELES CITY EMPLOYEES' RETIREMENT SYSTEM**

07/08-367	1	Accounting Clerk, 1223
07/08-368	2	Benefits Specialist, 1203
07/08-369	1	Management Analyst, 9184
07/08-370	1	Principal Public Relations Specialist, 1786
07/08-371	1	Programmer Analyst, 1431

2) reallocate the following position:

CSC No.

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

**LOS ANGELES CITY EMPLOYEES' RETIREMENT SYSTEM**

07/08-372	1	Chief Management Analyst, 9182	Chief Benefits Analyst, 9151
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File No.

**11. CLASSIFICATION ACTIONS (Continued)**

- c. The General Manager recommends that the Board approve the revised class specification for Astronomical Lecturer, Class Code 6215.

File No.

- d. The General Manager recommends that the Board approve the revise class specification for Theater Technician, Class Code 0710.

File No.

COMMISSION ACTION:

**12. GENERAL MANAGER'S REPORT**

**13. ADJOURNMENT**