1. **CALL TO ORDER**
Meeting was called to order by the Commission Executive Director at 10:04 a.m.

2. **APPROVAL OF MINUTES**
The Board unanimously approved the minutes of the regular meeting of Thursday, May 14, 2015 on a motion by Commissioner Weiss, seconded by Commissioner McClelland.

3. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**
The Board unanimously approved routine and nonappearance matters as amended under New Business, Pages 4 through 8, items 7 and 8, on a motion by Commissioner Weiss, seconded by Commissioner McClelland.

4. **PUBLIC COMMENTS ON MATTER WITHIN BOARD’S JURISDICTION**
There were no requests for public comment.
5. **APPEALS UNDER CHARTER SECTION 1016**

   Report and recommendations, of the Board’s Hearing Examiner Stephen Biersmith, following the conduct of a hearing on March 18, 2015, into the subject appeal of Mr. Davis.

   The Hearing Examiner recommends that the Board:

   A. FIND that the Skelly due process requirements were met.

      1) SUSTAIN the cause of action of possession of an unauthorized dangerous weapon, such as a firearm or knife, on City property.

   B. FIND that the Suspension effective November 3, 2014, to November 11, 2014, inclusive, (seven working days) was appropriate and is SUSTAINED.

   File No. 53866

COMMISSION ACTION: Continued to June 11, 2015
5. **APPEALS UNDER CHARTER SECTION 1016, (Continued)**
   
b. **Diana PORTILLO**, Traffic Officer II, Department of Transportation. Discharge effective September 11, 2014.

   Report and recommendations of the Board’s Hearing Examiner Angela Shaw, following the conduct of hearings on January 9, 2015, and January 23, 2015, into the subject appeal of Ms. Portillo.

   The Hearing Examiner recommends that the Board:

   A. FIND that the *Skelly* due process requirements were met.

      1) NOT SUSTAIN the cause of action of fraud, dishonesty, theft or falsification of records;

      2) SUSTAIN the cause of action of neglect of duty.

   B. FIND that the Discharge effective September 11, 2014, was NOT appropriate for the single charge sustained. Under the Department of Transportation Manual of Policies and Procedures, section 252, the penalty range for a sustained charge of Neglect of Duty is six days to discharge. While the penalty of discharge is within the Department’s guidelines, there is no evidence showing that a Traffic Officer has been discharged for the loss of equipment and other mitigating factors brought out at hearing support a lesser penalty. It is strongly urged that the parties enter into settlement discussions to agree upon a penalty less than discharge consistent with the Department’s past practice in similar cases.

   File No. 53824

   **COMMISSION ACTION:**

   The parties informed the Commission Office that a settlement had been reached in the case and that signed documents would be forwarded to the Commission to be made a matter of record on a future agenda.
6. **DISCRIMINATION APPEAL**

The General Manager recommends that the Board adopt the findings of the Office of Discrimination Complaint Resolution (ODCR) staff that the closure of the complaint filed by Clifton KERR, Communication Electrician Supervisor, Information Technology Agency, alleging that he was discriminated against by his Department because of his race/ethnicity, disability and medical condition, was appropriate.

COMMISSION ACTION: Continued to July 23, 2015.
7. **ADMINISTRATIVE ACTIONS**
   The General Manager recommends that the Board:
   a. Make a matter of record the following examination bulletins promulgated on:
      
      **April 10, 2015**
      
      **Interdepartmental Promotional and Open Competitive**
      
      **CHIEF AIRPORTS ENGINEER**
      
      **INDUSTRIAL AND COMMERCIAL FINANCE OFFICER**
      
   b. Approve the use of the following Special Examining Assistants:
      1) **ASSOCIATE ZONING ADMINISTRATOR**
         Linn WYATT, Chief Zoning Administrator, and Lisa WEBBER, Deputy Director of Planning, City Planning.
      2) **FINGERPRINT IDENTIFICATION EXPERT**
         Rosemarie CALDA, Principal Fingerprint Identification Expert I, and Darlene HENDERSON, Fingerprint Identification Expert III, Los Angeles Police Department.
      3) **MAINTENANCE AND CONSTRUCTION HELPER**
         James DUNCAN and Dylan JACKSON, Street Services Supervisors II, Department of Public Works, Bureau of Street Services.
      4) **MOTOR SWEEPER OPERATOR**
         Eric GONZALES, Street Services Supervisor I, and Richard LOPEZ, Street Services Supervisor II, Department of Public Works, Bureau of Street Services.
      5) **POLICE SURVEILLANCE SPECIALIST**
         Alexander SUPALL, Police Surveillance Specialist II, and Eric WAHLBERG, Police Surveillance Specialist I, Los Angeles Police Department.
      6) **SANITATION SOLID RESOURCES MANAGER**
         Enrique ZALDIVAR, Director, and Alexander HELOU, Assistant Director, Department of Public Works, Bureau of Sanitation.
      7) **SENIOR COMPUTER OPERATOR**
      8) **SENIOR HOUSING INSPECTOR**
         Robert GALARDI, Chief Inspector, and Vatche KASUMYAN, Principal Inspector, Housing and Community Investment Department.
      9) **SENIOR MANAGEMENT ANALYST**
         Eva SUNG, Chief Management Analyst, Public Works, Bureau of Sanitation, Glenn ROBISON, Chief Management Analyst, City Clerk, and Mark S. ADAMS, Chief Management Analyst, Los Angeles World Airports.
     10) **SENIOR TRAFFIC SUPERVISOR**
         Brian HALE, Parking Enforcement Manager II, and Tom VILLARREAL, Senior Traffic Supervisor III, Department of Transportation.
     11) **TRANSPORTATION ENGINEER**
         Pauline CHAN, Senior Transportation Engineer, Department of Transportation, and Sue LAI, Senior Transportation Engineer, Harbor Department.

   File No. 54027
7. **ADMINISTRATIVE ACTIONS, (Continued)**

c. Approve the use of the following raters for the evaluation of Training and Experience Questionnaires:

1) **CRIMINALIST**
   Tatiana GARCIJA, Chief Forensic Chemist, and Nathan CROSS, Supervising Criminalist, Los Angeles Police Department.

2) **POLICE ADMINISTRATOR**
   Gloria GRUBE, Police Administrator III, and Michael HYAMS, Police Administrator II, Los Angeles Police Department.

   File No. 54028

d. Approve the use of interview boards consisting of representatives from inside the City in the open competitive examination for **CIVIL ENGINEERING ASSOCIATE**.

   File No. 54029

e. Approve the use of interview boards consisting of representatives from inside the City in the open competitive examination for **STRUCTURAL ENGINEERING ASSOCIATE**.

   File No. 54030

f. Approve the change of the test of fitness method in the interdepartmental promotional examination for **TAX COMPLIANCE AIDE**. The examination will be comprised of a qualifying written test and a weighted interview (100%).

   File No. 54031

g. **NOTE AND FILE** the memo discussing procedures to expedite the examination process by combining the review periods as provided in Civil Service Rule 4.24 for examinations with single test parts.

   File No. 54032

h. Make the following Appeals a matter of record:

   **Suspension**

   **Soledad CORONA,** Senior Clerk Typist, Department of Water & Power. Form 77 filed with Records on May __, 2015.

   Cause of Action: 1) Deliberately withholding work-related information from supervisors or others who require the information.

   2) Inexcused [sic], excessive or patterned absenteeism.


   In accordance with Charter Section 1016, the Appellant’s representative filed an appeal with the Office of the Commission received on May 6, 2015.

   File No. 54033
7. **ADMINISTRATIVE ACTIONS, (Continued)**

h. Make the following Appeals a matter of record, (Continued):

**Discharge**

**Robert BRAVO,** Detention Officer, Los Angeles Police Department. Form 77 filed with Records on May __, 2015.

Cause of Action: 1) On or about August 22, 2014, while off duty, employee improperly operated a motor vehicle after consuming an alcoholic beverage; 2) On or about August 22, 2014, while off duty, employee improperly left the scene of a traffic collision; 3) On or about August 23, 2014, while off duty, employee provided a misleading statement to a LAPD detective when employee failed to disclose that the employee went to a bar after work; 4) On or about August 23, 2014, while off duty, employee provided a false statement to LAPD detective when employee denied he had consumed an alcoholic beverage prior to becoming involved in the traffic collision.

Discipline: Discharge effective May 6, 2015.

In accordance with Charter Section 1016, the Appellant filed an appeal in the Office of the Commission on May 12, 2015.

File No. 54034

**Andre GREEN,** Refuse Collection Truck Operator II, Department of Public Works, Bureau of Sanitation. Form 77 filed with Records on May __, 2015.

Cause of Action: Positive drug or alcohol test resulting from a random test on or about February 9, 2015, under the provisions of the United States Department of Transportation Drug and Alcohol Testing Policy.

Discipline: Discharge effective May 8, 2015.

In accordance with Charter Section 1016, the Appellant filed an appeal in the Office of the Commission on May 11, 2015.

File No. 54035

i. Make the following Notices a matter of record:

**Suspensions**

**CIVIL ENGINEERING DRAFTING TECHNICIAN,** Department of Water & Power. Form 77 filed with Records on April 29, 2015.

Cause of Action: 1) Using threats or attempting to harm another employee or the public; 2) Sleeping on the job; 3) Leaving assigned work location without proper approval; 4) Unnecessarily disrupting the work of other employees.


**STREET LIGHTING ELECTRICIAN,** Department of Public Works, Bureau of Street Lighting. Form 77 filed with Records on May 4, 2015.

Cause of Action: 1) Failure to meet a condition of employment (loss of California Class B Driver’s License); 2) Absent without valid leave.

Discipline: Suspension effective March 9, 2015, to April 17, 2015, inclusive (30-Working Days).

COMMISSION ACTION: MADE A MATTER OF RECORD
8. **CLASSIFICATION ACTIONS**
   a. The General Manager recommends the Board approve the following Classification actions:
      1. Allocate the following new position in the Information Technology Agency, as indicated:
         | CSC No. | No. of Positions | Class Title and Code       |
         |        |                |                            |
         | 2197   | 1              | Public Relations Specialist, 1785 |
      2. Allocate the following new positions in the Joint System of the Department of Water and Power, as indicated:
         | DWP No. | No. of Positions | DDR No. | Class Title and Code       |
         |         |                  |         |                            |
         | 4579    | 1                | 91-15136 | Senior Utility Accountant, 1521 |
         | 4580    | 6                | 91-15132 | Utility Accountant, 1511   |
         | 4587    | 1                | 94-12111 | Principal Clerk Utility, 1202 |
         | 4588    | 1                | 91-15024 | Senior Systems Analyst, 1597 |
         | 4591    | 1                | 94-34104 | Plumber, 3443              |
      3. 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       |
         |         |                  |         |                            |
         | 4586    | 6                | 95-75252 | Electrical Engineering Associate, 7525 |
         | 4589    | 1                | 95-75252 | Electrical Engineering Associate, 7525 |
         | 4590    | 1                | 95-75252 | Electrical Engineering Associate, 7525 |
         |         |                  |         | File No. 54036             |
   b. The General Manager recommends that the Board approve the following Classification actions in connection with the 2014-2015 Budget, effective July 1, 2014. Allocate the following positions:
      | CSC No. | No. of Positions | Department  | Class Title and Code        |
      |         |                  |             |                             |
      | 14/15-250| 1             | LOS ANGELES FIRE DEPARTMENT | Fire Assistant Chief, 2166 |
      | 14/15-251| 1             |             | Fire Assistant Chief, 2166  |
      |         |                  |             | File No. 54037              |

COMMISSION ACTION: RECOMMENDATIONS APPROVED

9. **GENERAL MANAGER’S REPORT**
   There was no General Manager’s report.

10. **ADJOURNMENT**
    The meeting was adjourned at 10:07 a.m.