

COUNTY OF LOS ANGELES CIVIL SERVICE COMMISSION



2024 ANNUAL REPORT

COMMISSIONERS:

PERCY DURAN III
EMILIA C. HUNTLEY
HEIDI SEGAL
JOHN DONNER
BRENT A. BRAUN

CRAIG M. HOETGER, EXECUTIVE DIRECTOR



COUNTY OF LOS ANGELES CIVIL SERVICE COMMISSION

OPENING REMARKS



The Los Angeles County Civil Service Commission is pleased to present its 2024 Annual Report, detailing the Commission's work in upholding the integrity, transparency, and fairness of the County's merit system. Throughout the past year, the Commission continued its core mission: to ensure that employment decisions within the County are based on merit, that disciplinary actions are reviewed impartially, and that both employees and departments receive timely, thorough, and equitable adjudication of cases before the Commission.

In a period marked by evolving workplace needs and increasing public expectations for accountability, the Commission remained committed to due process and equal opportunity for all County employees. This report contains information about the Commissioners, our staff, the Civil Service appeals process, and detailed case data for the preceding year. While we hope this report is useful and informative, we understand that you may have additional questions about the Civil Service Commission. In that event, please feel free to contact our office and we will be happy to assist you with your requests.

On a personal note, I want to extend my deep appreciation to the Commissioners, whose dedication and reasoned decision-making are essential to the functioning of the Civil Service system, and to my staff for their hard work and positive attitude. I also want to thank the County departments, employee organizations, hearing officers, and other stakeholders who contribute to the fairness and effectiveness of the Civil Service system. We look forward to continuing our service to the County with independence, diligence, and respect for the principles that guide the merit system.

A handwritten signature in blue ink that reads "Craig M. Hoetger".

Craig M. Hoetger
Executive Director



COUNTY OF LOS ANGELES CIVIL SERVICE COMMISSION

I. INTRODUCTION

The Civil Service Commission (“Commission”) is the only County Charter mandated independent Commission and serves as the quasi-judicial appellate body for classified employees who have been disciplined, i.e., discharged, reduced, and/or suspended in excess of five days. The Commission has jurisdiction regarding allegations of discrimination in the imposition of discipline or the treatment of persons seeking employment in the classified service of the County. The Commission also hears appeals of employees, persons seeking employment, and of the scored portions of examinations. Additionally, the Commission serves as the administrative appeals body for a number of cities that directly contract with the County.

The Commission is comprised of five (5) Commissioners appointed by the Board of Supervisors. The Commissioners in 2024 were:

Percy Duran III	First District
Emilia C. Huntley	Second District
Heidi Segal	Third District
John Donner	Fourth District
Brent A. Braun	Fifth District



The Commission’s day-to-day operations were overseen by the Craig M. Hoetger, Executive Director, who managed a staff of eight (8) full-time employees and two (2) Student Workers. Staff for the Commission are part of the Executive Office of the Board of Supervisors:

Steve Cheng	Deputy Executive Director
Lupe Castellanos	Custodian of Records
Karen Magsino-Natividad	Deputy Compliance Officer
Luz Delgado	Head Commission Specialist
Harry Chang	Head Commission Specialist
Svetlana Vardanyan	Senior Commission Specialist
Yancely Welch	Intermediate Commission Specialist
Meagan Alday	Commission Specialist
Alisa Avagyan	Student Worker
Margaret Castillo-Lalyre	Student Worker
Vacant	Student Worker



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II. APPEALS PROCESS

The appeals process commences with the filing of a petition for hearing and usually placed on the Commission's agenda for consideration. When a matter is granted a hearing, the case is assigned to one of the Commission's hearing officers. The hearing officers serve as the trier of fact and preside over evidentiary hearings. Parties to hearings have the opportunity to present, subpoena, and cross-examine witnesses. In disciplinary matters, the Los Angeles County Civil Service Rules provide that the burden of proof is on the Department. In all other cases, the burden of proof is on the petitioner. Subsequent to the close of hearings, the hearing officers submit reports and recommendations for the Commission's consideration. Hearing officers' reports must include findings of fact, conclusions of law and recommendations for discipline. If the Commission adopts a hearing officer's recommendation, the parties may file objections. The Commission considers objections and if the Commission adopts a new proposed decision based upon objections, any party who has not previously filed objections may do so. After all parties have been provided an opportunity to submit objections and present them orally at the Commission's regular meeting, the Commission renders its final decision.



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III. AT A GLANCE

In 2024, the County of Los Angeles employed about 111,944 employees with 38 departments. The number of employees disciplined was 0.001% of the total number of employees.

The Commission received 225 petitions for hearing (170 disciplinary and 55 discretionary). The disciplinary matters included 71 discharges, 88 suspensions, and 11 reductions. The Commission granted hearings in 118 cases filed in Calendar Year 2024. There were 1,079 hearings scheduled for 2024.

During 2024, 234 matters were closed. These matters were closed as follows:

- Granted
 - 1 discretionary examination was granted without a hearing.
- Denied
 - 36 petitions requesting hearings were denied by the Commission.
- Dismissed
 - 26 cases were dismissed without a full hearing.
- Withdrawals/Settlements
 - 93 matters were withdrawn or settled.
- Completion of Evidentiary Hearing
 - 78 disciplinary matters were closed after completion of the evidentiary hearing process.
 - The Departments' actions were upheld in 60 cases (77%).
 - The Departments' discipline was modified in 11 cases (14%).
 - The Departments' discipline was not sustained in 7 cases (9%).

The following pages contain statistical and graphical breakdowns of the petitions that were filed, and the decisions rendered post-hearing by the Commission.



COUNTY OF LOS ANGELES CIVIL SERVICE COMMISSION

2024 PETITIONS FOR HEARING

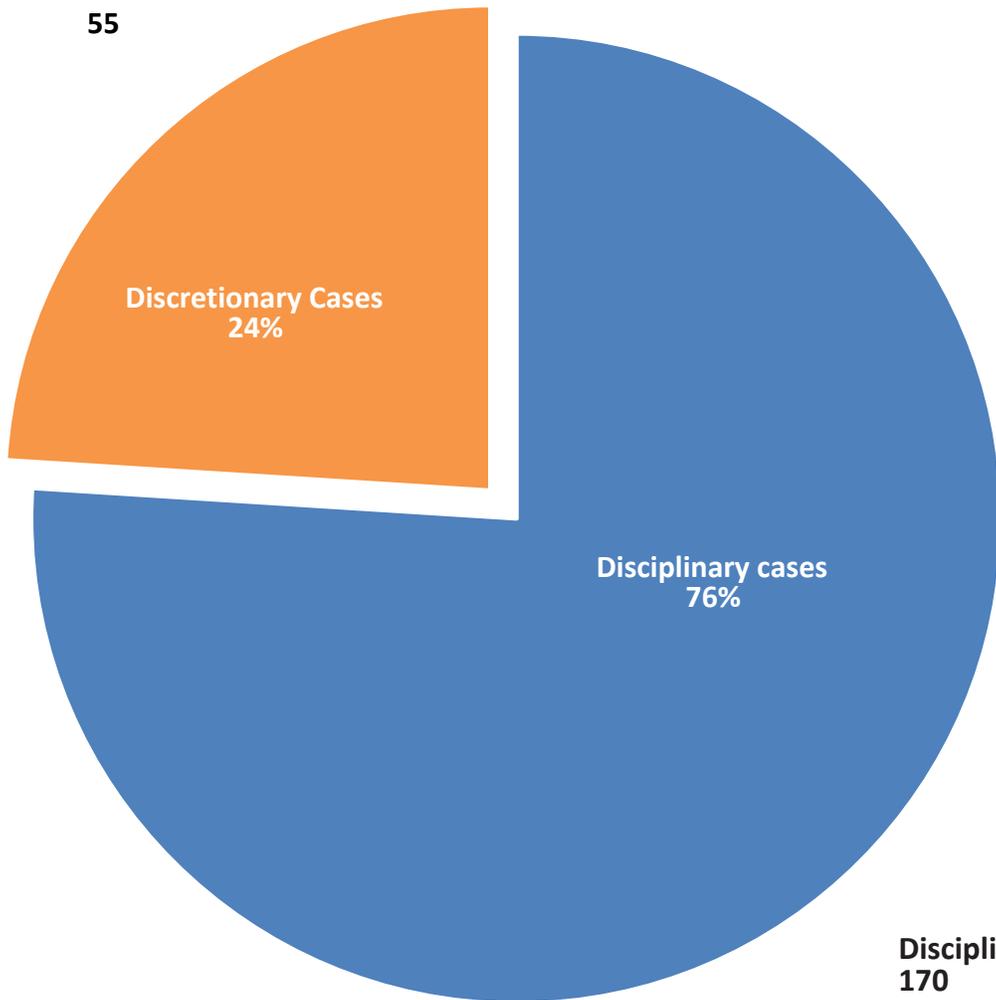
DEPARTMENT	DISCIPLINARY	DISCRETIONARY	TOTAL
Animal Care and Control	1	0	1
Assessor	1	0	1
Chief Executive Office	0	1	1
Child Support Services	2	2	4
Children & Family Services	3	4	7
Consumer Affairs	1	0	1
District Attorney	1	1	2
Economic Opportunity	0	1	1
Fire	8	6	14
Health Services	15	4	19
Human Resources	0	4	4
Internal Services	1	2	3
LACERA	0	2	2
Mental Health	1	0	1
Parks and Recreation	1	1	2
Probation	40	0	40
Public Defender	0	3	3
Public Health	1	2	3
Public Social Services	13	5	18
Public Works	1	4	5
Registrar-Recorder/County Clerk	1	0	1
Sheriff	78	13	91
Treasurer & Tax Collector	1	0	1
GRAND TOTALS	170	55	225



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CIVIL SERVICE COMMISSION 2024 CASE DATA

Discretionary Cases
55

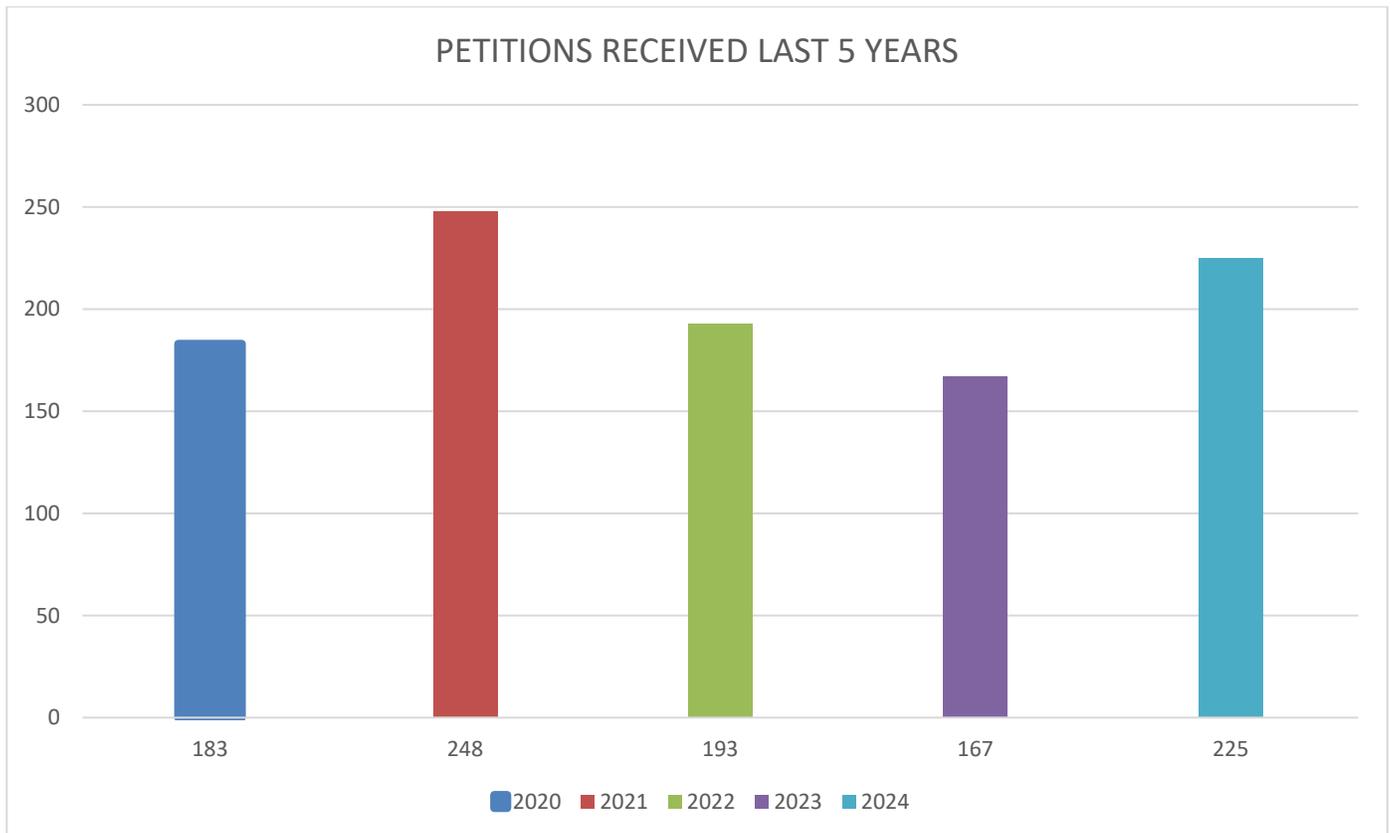


Disciplinary Cases
170

- Disciplinary Cases
- Discretionary Cases



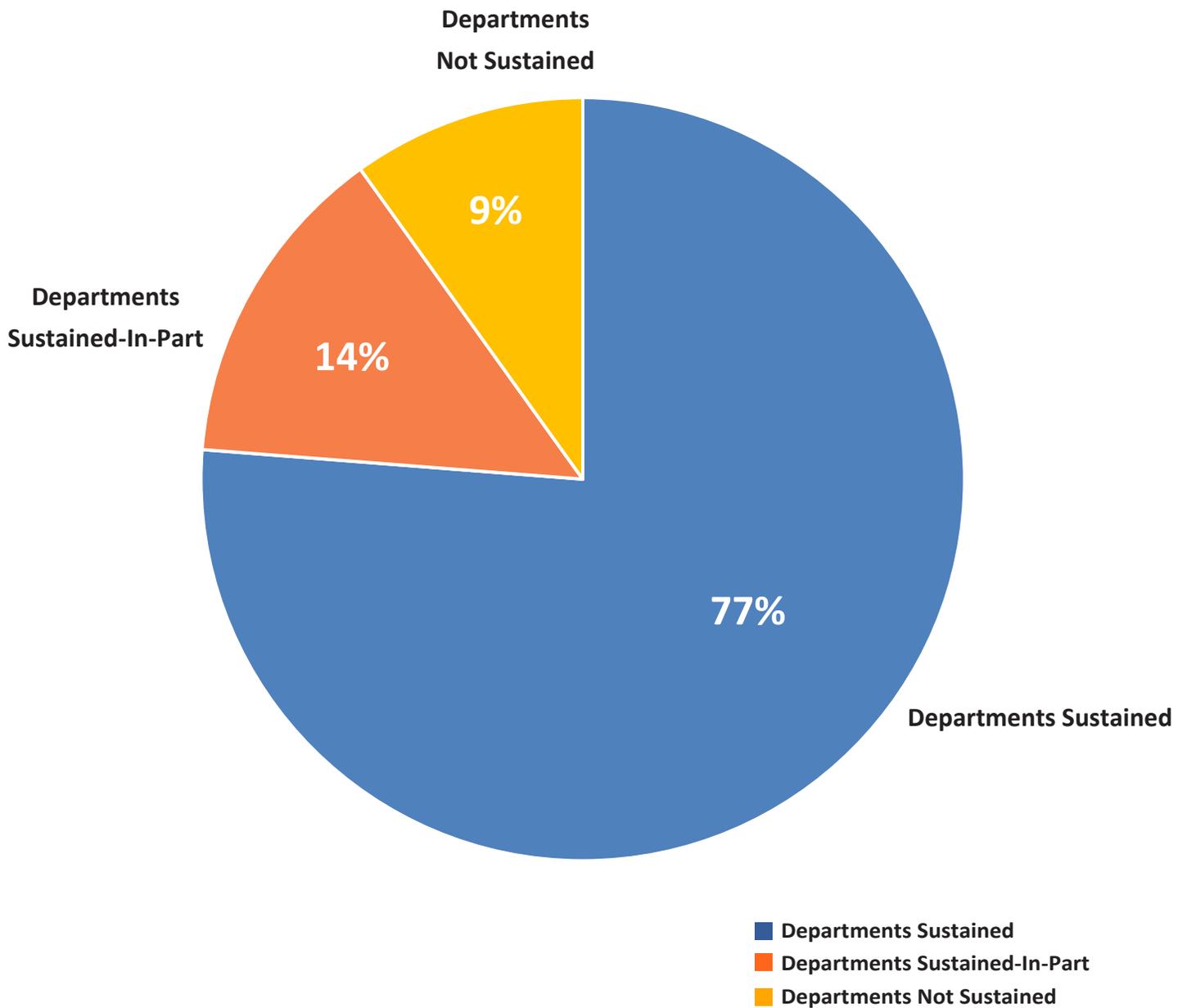
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CIVIL SERVICE COMMISSION 2024 POST-HEARING DISCIPLINARY OUTCOMES





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POST-HEARING DECISIONS 2024

DEPARTMENT	SUSTAINED	NOT SUSTAINED	SUSTAINED IN PART
Aging and Disability	0	1	0
Animal Control	1	0	0
Beaches & Harbor	1	0	0
Child Support Services	2	0	0
Children and Family Services	2	1	0
City of Hermosa Beach	2	0	0
Fire	5	0	0
Health Services	8	0	0
Internal Services	2	0	0
Mental Health	0	0	2
Parks and Recreation	2	0	1
Probation	9	1	6
Public Defender	0	0	1
Public Health	3	0	0
Public Social Services	3	1	0
Sheriff	20	3	1
TOTAL	60	7	11



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IV. DISCIPLINE OVERTURNED OR MODIFIED BY THE COMMISSION

1. Case No. 18-189, Peace Officer (Dept. not sustained) – The department discharged the employee from the position of Deputy Probation Officer II for discourtesy to the public, clients, or patients; failure to follow established rules, regulations, policies, and procedures, providing false information in the course of an administrative investigation; falsifying or concealing reports or documents; withholding information from superiors, which could or does result in loss, injury or damage to those individuals or the County; carelessness or inattention to duties resulting in improper service being rendered to clients, patients, public or resulting in impairment of a County function; and failure to exercise good judgment. The Commission sustained the hearing officer’s recommendation of discharge. After a court decision, the Commission vacated the discharge.
2. Case No. 21-98, Phyllis Bush (Dept. not sustained) – The department suspended the employee for 10 days from the position of Eligibility Worker II for discourtesy towards supervisors and failure to follow established rules and regulations. The Commission adopted, as their proposed decision, the findings and recommendation of the hearing officer who found that the department has not met its burden in proving all of the allegations, and did not meet its burden of proving that the discipline is appropriate. Commissioner Huntley was absent.
3. Case No. 21-124, Peace Officer (Dept. sustained in part) – The department suspended the employee for 20 days from the position of Detention Service Officer for inappropriate conduct involving job nexus; failure to report relationship or association with current clients or prohibited individuals; employee client relations; withholding information from superiors; failure to cooperate in an administrative investigation; failure to follow established rules or regulations; and failure to exercise sound judgment. The Commission adopted the findings but rejected the recommendation of the hearing officer who found the department did not meet its burden in proving that the level of discipline was within the scope of the recommended level of discipline for the proven offences and reduced the discipline to a 1-day suspension. Instead, the Commission sustained a 5-day suspension. Commissioners Donner and Segal dissented.
4. Case No. 20-96, Gregory Chase (Dept. not sustained) - The department suspended the employee for 15 days from the position of Supervising Children’s Social Worker for violating the procedural guide for identifying and arranging appropriate services for children and families; refusal, failure to comply; failure to exercise sound judgement; unacceptable on the job behavior; code of conduct; disrespectful conduct; carelessness or inattention to duties; and work performance fails to meet job expectations. The Commission adopted the findings and recommendation of the hearing officer who found that the department did not prove any of the allegations were true and therefore the discipline is reversed. Commissioner Segal was absent.



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5. Case No. 21-176, Peace Officer (Dept. not sustained) – The department discharged the employee from the position of Deputy Sheriff for general behavior; obedience to laws, regulations, and orders; accountability; performance to standards; money and property of others; safeguarding money and property. The Commission adopted the findings and recommendation of the Hearing officer who found that the department violated the Peace Officer Bill of Rights Act and the discipline was not sustained.
6. Case No. 22-113, Margie Cobarrubio (Dept. not sustained) – The department discharged the employee from the position of security Assistant, Sheriff for failure to report to work as ordered; and failure to provide proof satisfactory and/or medical certification to be absent. The Commission adopted the findings of the hearing officer who did not find the allegations true. The Commission did not find the discipline appropriate. Commissioners Huntley and Braun dissented.
7. Case No. 21-212, Peace Officer (Dept. not sustained) – The department discharged the employee from the position of Deputy Sheriff for general behavior; obedience to laws, regulations, and orders; use of drugs or narcotics; and performance to standards. The Commission adopted the findings and recommendation of the hearing officer who found that the charges in the notice of imposition are not true, and the appropriate remedy is to reinstate the employee. Commissioner Segal was absent.
8. Case No. 22-87, Khalalah Todd (Dept. not sustained) - The department suspended the employee for 30 days from the position of Social Worker Trainee for carelessness or inattention to duties resulting in improper service being rendered to clients, patients, public or impairment of a county function and failing to meet job expectations. The Commission issued a proposed decision adopting the findings and recommendation of the hearing officer not sustaining the department. Timely objections to the Commission’s proposed decision were not received, resulting in the Commission’s final decision to not sustain the department.
9. Case No. 20-27, Peace Officer (Dept. sustained in part) – The department suspended the employee for 20 days from the position of Detention Services Officer for incomplete and inaccurate documentation; failure to follow established rules and regulations; failure to exercise sound judgment. The Commission adopted the findings and recommendation of the hearing officer who found the department failed to consider mitigating factors and the level of discipline is harsh and excessive under the circumstances. The discipline is reduced to a letter of reprimand. Commissioner Duran and Segal Dissented.



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- 10.** Case No. 21-113, Peace Officer (Dept. sustained in part) – The department discharged the employee from their position of Deputy Probation Officer II for failure to report relationship or association with former or current clients or prohibited individuals; association or relationship with former or current clients or prohibited individuals; failure to follow established rules or regulations; failure to exercise sound judgment. The Commission adopted the findings and recommendation of the hearing officer who found the department did not meet its burden of proving all of the allegations and the appropriate discipline is a 5-day suspension.
- 11.** Case No. 21-177 & 21-178, Consolidated cases - Erin Campos and Rebecca Moseley (Dept. sustained in part) - The department discharged the employees from their positions of Administrative Manager II and Administrative Services Manager I for improper accessing and dissemination of confidential department information; insubordination and discourtesy toward your supervisors and coworkers; knowingly submitting false timecards and requests for benefits based on improperly calculated time accrual benefits; failure to remain at work as scheduled; and dishonesty during the administrative investigation. The Commission adopted the findings and recommendation of the hearing officer who found that not all allegations were proven, and the department did not meet its burden in proving the discipline to be appropriate and reduced the discharges to 30-day suspensions and reductions to the next lower position for each employee. Commissioner Huntley dissented.
- 12.** Case No. 20-16, Peace Officer (Dept. sustained in part) - The department suspended the employee for 15 days from the position of Deputy Probation Officer II for conduct unbecoming a peace officer; untruthful statements; poor judgement; failure to cooperate with outside agencies. The Commission adopted the findings and recommendation of the hearing officer who did not find all allegations to be true and reduced the discipline to a 10-day suspension.
- 13.** Case No. 21-149, Peace Officer (Dept. sustained in part) – The department discharged the employee from the position of Detention Services Officer for allegedly engaging in criminal misdemeanor activity; conduct unbecoming a peace officer; misuse of employee identification; and failure to exercise sound judgment. The Commission adopted the findings and recommendation of the hearing officer who found not all the charges were supported by the evidence along with several mitigating factors and reduced the discharge to a 30-day suspension. Commissioner Segal and Donner dissented.



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- 14.** Case No. 19-123, Peace Officer (Dept. sustained in part) – The department discharged the employee from the position of Deputy Probation Officer II for falsification of Physical Incident Report (PIR); falsification of industrial accident packet; business recording and documentation; employee honesty; failure to cooperate in an administrative investigation; failure to exercise sound judgment; and failure to follow established rules and regulations. The Commission rejected the recommendation of the hearing officer to sustain the department. The department did not prove all of the allegations and announced as its final decision the appropriate discipline is a thirty (30) day suspension. Commissioner Huntley was absent.
- 15.** Case No. 21-251, Caness Nolberto (Dept. sustained in part) – The department discharged the employee from the position of Custody Assistant for violation of the honesty policy; false information in records; general behavior; and obedience to laws; regulations and orders as it pertains to the use of drugs or narcotics. The Commission rejected the recommendation of the hearing officer to sustain the department. Based on the findings and conclusions, a 30-day suspension is the appropriate level of discipline. Commissioner Braun dissented. Commissioner Huntley was absent.
- 16.** Case No. 21-238, Oscar Villagomez (Dept. sustained in part) – The department suspended the employee for thirty (30) days from the position of Senior Lake Lifeguard for violation of the County Policy of Equity for inappropriate conduct toward others; the department’s Code of Ethics; office practices; standards of behavior; and the County’s Policies and Procedures concerning courtesy and respect in the workplace; and employee’s cooperation in the administrative investigation process. The Commission adopted as its final decision the findings and recommendation of the hearing officer who found most of the allegations were proven and reduced the thirty (30) day suspension to a twenty (20) day suspension. Commissioners Huntley and Segal were absent.
- 17.** Case No. 22-5, Lesley Cruz (Dept. sustained in part) – The department suspended the employee for 30 days from the position of Mental Health Clinician II for inappropriate conduct with a client, insubordinate conduct, and failure to safeguard confidential client information. The Commission adopted as its final decision the findings and recommendation of the hearing officer who did not find most of the allegations true and reduced the thirty (30) day suspension to a ten (10) day suspension. Commissioner Segal was absent.
- 18.** Case No. 23-57, Rasean Jones (Dept. sustained in part) – The department suspended the employee for fifteen (15) days from the position of Psychiatric Social Worker II disrespectful conduct/insubordination; inappropriate conduct in violation of County Policy of Equity; performance to standards or expectations; threatening behavior/workplace violence. The Commission issued a proposed decision adopting the findings and recommendation of the hearing officer who found a 10-day suspension is appropriate to correct the behavior of the employee. No timely objections were filed, resulting in the 10-day suspension to be final. Commissioner Huntley was absent.