



Civil Service Department

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- Request received by Civil Service. Date Received: April 3, 2019
- Requisition submitted: Yes REQUISITION NUMBER: PW18-141 No
- Confirm employee's work history, i.e. hire date, permanent status date, classification title(s).
 - New Hire (Probationary) – Refuse Operator – 02/20/2006
 - Permanent Status – Refuse Operator – 09/30/2006
 - Reassignment Rehabilitation – Parking Control Checker – 11/18/2017
- Confirm employee's date of injury, permanent medical restrictions, layoff, disciplinary, class consolidation and/or division.
 - Date of injury – 11/23/2016
 - Date of permanent medical restrictions – 07/03/17
- Provide notice to requesting department to attend Civil Service Commission Meeting. Confirmed
- Provide notice to employee of the Request for Permanent Assignment scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options. Confirmed with employee and department.
- Suggested Action: Staff recommends approval.

Civil Service Department
**Recommendation for Permanent Assignment After
Rehabilitation**



Effective Date: 12/19/2018

PURPOSE:

To request a permanent assignment for rehabilitation of an employee.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 67 (1-5):

"Permanent assignment to a position in a classification from a position in another classification shall be contingent on the approval of the appointing authority, the heads of the departments involved, and the approval of the Commission and shall be accomplished in accordance with this section. An employee may be permanently assigned to:

- (1) A former classification in which he/she held permanent status if requested by the employee, or involuntarily to a former or lower classification for disciplinary reasons pursuant to Article VII of these rules. An employee involuntarily demoted to a lower classification shall not serve a probationary period.
- (2) Another classification without further examination if his/her position is allocated to another classification as a result of class consolidation or division.
- (3) Another classification if he/she successfully completes rehabilitation and successfully completes probation pursuant to subsection 4(b) below.
- (4) Another classification if: (a) The employee is the incumbent in a position which has been reclassified and the employee meets the entry qualifications established for the classification into which the reassignment is made; (b) The employee serves the required probationary period in the classification into which the assignment is made as prescribed by these rules. If, during the probationary period, the employee proves unable to perform the duties of the new classification, he or she may be returned to his/her former classification and step with no loss of seniority. Should the employee be terminated from the probationary position and his/her seniority is not sufficient to enable him/her to displace any employee in a former classification his/her name shall be placed on a priority list established for the classification in which he/she holds permanent status.
- (5) When either the reorganization or the elimination of a City operation causes the layoff of a permanent employee who possesses knowledges, skills, and/or abilities which would be in the best interest of the City to retain, the employee may be permanently assigned to another classification. Any employee so assigned shall be required to serve a probationary period in the new classification."

Civil Service Department



PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes the recommendation for Permanent Assignment for Rehabilitation Form.
 - The requesting department completes Section I of this form and Civil Service completes Section II of this form.
- Request Form emailed to Civil Service Department Executive Assistant.
- Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 03/18/19 **DEPARTMENT:** Public Works

REQUISITION NUMBER: PW 18-041

Identify Civil Service Rules and Regulation Section 67 Subsection (refer to Rules and Regulations above): Subsection 3

Formal name and current classification of the employee: Duncan George, Refuse Operator I

Summary of employment history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification dependent on which subsection their situation falls under:

Title: Refuse Operator I

Hire date: 02/20/06

Permanent status date: 09/30/06

Date of Injury (if not applicable, put N/A): 11/23/16

Date of Permanent Medical Restrictions (if not applicable, put N/A): 07/03/17

Date of Layoff (if not applicable, put N/A): N/A

Date of Disciplinary (if not applicable, put N/A): N/A

Date of class consolidation and division (if not applicable, put N/A): N/A

Title of Training Program/Classification: Parking Control Checker I

Brief description of training program and timeline: Mr. George was placed in a temporary reassignment for rehabilitation and/or retraining as a Parking Control Checker on 11/18/17. See attached training plan outline.

Date Civil Service Commission approved the request for temporary reassignment for rehabilitation and/or training. 11/15/17

Did the candidate successfully complete the training program? Yes No

Human Resources Approval:

Date of Approval:

4/1/19



Date: April 2, 2019
To: Civil Service Commission
From: Alejandrina Basquez, Director of Human Resources
Subject: **REQUEST FOR PERMANENT ASSIGNMENT FOR DUNCAN GEORGE, REFUSE OPERATOR I TO PARKING CONTROL CHECKER I**

The Department of Human Resources is requesting the permanent assignment of Duncan George to the Parking Control Checker classification pursuant to Article VI, Section 67 (3)(b) of the Civil Service Rules and Regulations.

On November 15, 2017, the Civil Service Commission approved the request for Reassignment for Rehabilitation and/or Retraining for Duncan George, Refuse Operator I to Parking Control Checker I within the Environmental Services Bureau of Public Works, for training and development in accordance with Article IV, Section 63 (5) of the Civil Service Rules and Regulations.

Mr. George has completed the training and development plan for the Parking Control Checker position which included learning the municipal and vehicle codes related to standing/parking vehicles; safely operating of a Parking Enforcement vehicle; proper handling and use of a handheld citation device and customer service skills. Mr. George training has provided him with the required skills to effectively perform the duties of the Parking Control Checker classification position and the Department supports the permanent assignment request.

Based on Mr. George successful completion of the retraining program, it is recommended that he be permanently assigned to the Parking Control Checker classification. The Department of Public Works has an approved personnel requisition (PW18-041) to place Mr. George into this classification.

If you have any questions, please contact Fred Verdugo, Deputy Director of Human Resources at 8-5045.

AB: DG

cc: Craig Beck, Director of Public Works
Fred Verdugo, Deputy Director of Human Resources
Russell Ficker, Personnel Officer, Department of Public Works
Denise Gonzalez, Personnel Analyst, Human Resources

TRAINING PLAN OUTLINE – PARKING CONTROL CHECKER I / PARKING CONTROL DETAIL, CLEAN LONG BEACH DIVISION

1. Goals and Objectives (must encompass the most essential duties)

The Parking Control Detail of the Clean Long Beach Division is tasked with enforcement of vehicle standing/parking regulations including preferential/restricted parking, street sweeping time zone restrictions, and other time zone restrictions. In addition, the Detail serves to aid in the reporting of suspicious activity, stolen vehicles and malfunctioning or damaged public infrastructure.

This position requires the incumbent to work both independently and as part of a team, and to be courteous, professional and responsive to the public while his/her duties.

Training plan goals and objectives

- Learn applicable municipal code, vehicle code, and/or other regulations related to the standing/parking of vehicles and how to correctly interpret and apply them to issue citations
- Learn various street sweeping routes/time zones and the preferential/restricted parking areas within the vicinity of each route/time zone
- Learn to properly communicate via two-way radio including the use of two-way radios, phonetic alphabet, and two-way radio codes.
- Learn how to safely operate a Parking Enforcement vehicle including how to perform pre/post trip inspections, safe/defensive driving techniques and expectations of how a Parking Enforcement vehicle is to be operated in the course of duty
- Learn the proper use of a handheld citation device including docking/charging, updating software, functionality and commonly used features, citation issuance, daily summary, uploading of citations, etc.
- Learn proper safety procedures including officer safety, situational awareness, accident/incident reporting, etc.
- Learn how to perform other related duties as assigned.

2. Training Methods

Incumbent will be assigned to a training officer and will work side by side with the training officer. The training officer will provide the employee with detailed training on the essential functions of the Parking Control Checker position. The supervisor will meet with the training officer and incumbent to evaluate the progress and address any questions or concerns, and provide feedback. The supervisor will review the incumbent's performance, address any potential areas of improvement and provide remedial training as appropriate. The duration of the side by side training program will depend upon the employee's progress.

Upon completion of the side-by-side training program, incumbent will be expected to have sufficient knowledge to work independently. Incumbent will be assigned to a vehicle unaccompanied where performance and job knowledge will be measured through two-way radio communication, citation issuance and review, and overall job performance. The supervisor will meet with the incumbent on a weekly basis to review the incumbent's performance and provide additional training as necessary. At the end of the training program, incumbent will be expected to perform the journey level duties of the position while meeting performance standards, maintaining good attendance/punctuality, and demonstrating good work ethic.

3. Criteria to Measure Satisfactory Completion of Training Plan

Initial performance will be measured during the side by side training program. Following the side by side training program, performance will be measured during weekly meetings with the supervisor. Satisfactory completion of the training plan will be measured by the incumbent's ability to perform the journey level duties of the position indicated in the goals and objectives as measured by the training officer and supervisor. In addition, the supervisor will review the number of

citations issued for assigned routes/time zones and the preferred/restricted parking areas within the vicinity of each route/time zone and

The minimum proficiency required to successfully complete the training plan will be the issuance of valid citations on par with the Parking Control Detail's average for other full-time employees

In addition to the goals and objectives outlined in this training plan, incumbent is to abide by Department of Public Works and Clean Long Beach Division policies, procedures, and protocols as instructed by the training officer, supervisor, or superintendent.