



Civil Service Department

Request for Permanent Assignment to Former Classification Form (Revert)

PURPOSE:

To request permanent assignment to former classification for an employee.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 67 (1):

“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.”

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Request for Permanent Assignment to Former Classification Form.
 - The requesting department completes Section I of this form. 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.

Human Resources Approval

Director or Designee:

A handwritten signature in black ink, appearing to read "Fred Van Dyke".

Date: 9/23/2020

Effective Date: 2/14/2019

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: September 21, 2020 **DEPARTMENT:** Financial Management

FORM COMPLETED BY: Nicole Lopez

REQUISITION NUMBER: FM20-056

NAME AND CURRENT CLASSIFICATION TITLE OF EMPLOYEE: Agnes Aguas, Accounting Technician

TITLE OF CLASSIFICATION TO WHICH EMPLOYEE HAS REQUESTED TO RETURN: Accounting Clerk III

Request signed and submitted by employee (letter/memo)? Yes No

A request for transfer must be included in the request to Commission if the appointee will move between departments.
Is a transfer necessary? Yes No

Does the employee hold prior classified status in the requested classification? Yes No

Summary of employee’s work history, specifying all classification titles and dates including date(s) permanent status was attained in each classification.

Ms. Aguas was hired as an Accounting Clerk on September 23, 2002 and attained permanent status in the classification on April 1, 2003. On August 4, 2020, she accepted a position as an Accounting Technician in the Harbor Department with a transfer date of August 29, 2020.

The employee was notified by the department of impacted Civil Service rights. Yes No

The employee was referred to the Human Resources Department and/or hiring department regarding any changes to benefits, salary, department status, working conditions, etc. Yes No

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- Request received by Civil Service. Date Received: **09/23/2020**
- Include requisition number and date received by Civil Service: **FM20-056; Requisition in progress.**
- Civil Service Staff informs employee of terms and conditions of permanent assignment and transfer.
- The employee was referred to the Human Resources Department and/or hiring department regarding any changes to benefits, salary, department status, working conditions, etc.
- Provide notice to requesting department to attend Civil Service Commission Meeting.
- Provide notice to impacted department (if applicable) to attend Civil Service Commission Meeting.
- Provide notice to the employee that the request is scheduled to be on the Civil Service Commission agenda. Notify the candidate of attendance options.
- Suggested Action: **Staff recommends approval.**



Date: October 7, 2020
To: Civil Service Commission
From: Desiree Davalos, Personnel Analyst
Subject: **REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION – ACCOUNT CLERK III AND TRANSFER – AGNES AGUAS**

In accordance with Civil Service Rules and Regulations, Article VI, Section 67(1), the Financial Management Department requests the approval to appoint Ms. Agnes Aguas to her former permanent position of Accounting Clerk III.

Facts for Consideration:

- On September 23, 2020 the Civil Service Department received correspondence from Sandra Kennedy, Administrative Officer of the Financial Management Department requesting the approval to appoint Ms. Agnes Aguas to a position in the classification of Accounting Clerk III where Ms. Aguas previously held permanent status.
- Ms. Aguas began her City career in the Financial Management department as an Accounting Clerk II on September 23, 2002. She obtained permanent status as an Accounting Clerk II on April 1, 2003 and on September 10, 2005 advanced to a Grade III Accounting Clerk.
- Ms. Aguas held the Accounting Clerk III position until applying for the Accounting Technician position and was appointed to a position in the Harbor Department on August 29, 2020.
- Ms. Aguas contacted the Financial Management Department on September 17, 2020 requesting to revert to her former classification of Accounting Clerk III. The Financial Management Department supports this request.
- Ms. Aguas has been notified of impact of her Civil Service rights and referred to the Human Resources Department regarding salary, benefits, department status and working conditions.
- The Harbor Department has been made aware of the request Ms. Aguas has made to transfer back to the Financial Management Department in her former classification and has no reservations with this request.
- The Financial Management Department has one requisition on route to the Civil Service Department. Requisition FM20-056 will be utilized to place the employee in the classification of Accounting Clerk III, if approved by Commission.

RECOMMENDATION:

Civil Service staff has reviewed the supporting documentation from the Financial Management Department and recommends approval of the request to

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permanently assign Ms. Aguas to her former classification of Accounting Clerk III and transfer to the Financial Management Department.

The Financial Management Department, Harbor Department, and the employee have been informed of this Civil Service agenda item and confirmed that this request will be on the Wednesday, October 7, 2020 agenda.

Date: September 21, 2020

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer, Department of Financial Management

Subject: **Request for Permanent Assignment to Former Classification**

The Department of Financial Management is requesting Civil Service Commission approval to permanently assign Agnes Aguas, Accounting Technician, to her former classification of Accounting Clerk III, in accordance with Article VI, Section 67 (1) of the Civil Service Rules and Regulations.

Ms. Aguas was hired as an Accounting Clerk on September 23, 2002 and attained permanent status in the classification on April 1, 2003. On August 4, 2020, she accepted a position as an Accounting Technician in the Harbor Department with a transfer date of August 29, 2020.

Ms. Aguas has requested to return to her former classification as an Accounting Clerk III. The Department of Financial Management has a vacancy for an Accounting Clerk III and an approved requisition (FM20-056) on file in the Civil Service Department.

Ms. Aguas has been informed of the terms and conditions of a permanent assignment to her former classification of Accounting Clerk III.

Should the Commission have any questions regarding this request, please contact me at 562-570-6688.

Human Resources Approval



Director or Designee

09/23/2020

Date

Date: September 28, 2020

To: Civil Service Commission

From: Agnes Aguas *Callaguas*

Subject: **Request to Revert to Former Classification**

I have recently accepted a position as an Accounting Technician for the Harbor Department. I request to revert to my former classified position of Accounting Clerk III which I held from September 23, 2002 to August 28, 2020.

Thank you for your consideration of my request.