



Date: February 7, 2017
To: Civil Service Commission
From: Danielle Mitchell, Administrative Officer, Technology & Innovation Department
Subject: Permanent Assignment to Former Classification

In accordance with Civil Service Rules and Regulations, Article VI, Section 67 (1), the Technology & Innovation Department requests that the Civil Service Commission approve that Hugo Gil be returned to his former classification, Communications Specialist. Mr. Gil held permanent status as a Communications Specialist and has voluntarily requested this change.

Mr. Gil has been a Business Systems Specialist III with the Technology & Innovation Department since February 8, 2014. Prior to that, Mr. Gil was a Communications Specialist I for more than 7 years.

Mr. Gil recently participated in the interview process for a Communications Specialist V position in the Wireless Division and was selected as the top candidate. The Department supports his request to return to his former classification.

The Department intends to use approved requisition TI 17-013 to promote Mr. Gil to a Communications Specialist V.

If you have any questions, please contact me at (562) 570-7079.

Human Resource Approval	
 _____ Director or Designee	<u>2/8/17</u> Date

CIVIL SERV. DEPT. -RCVD.

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CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION

Civil Service Rules and Regulations Section 67 (1)
Civil Service Commission Policy Not Applicable

Form completed by: DANIELLE MITCHELL, ADMINISTRATIVE OFFICER Date: 2-8-17
Name/Title/Department TECHNOLOGY & INNOVATION

Section 1: To be completed by requesting department.

	To be completed by department	Civil Service Dept. Verification
A requisition is required. The requisition number is: # <u>TS 17-013</u> . Has the requisition been received in the Civil Service Department?	<input checked="" type="radio"/> Yes No	YES
Have all required documents been submitted to the Civil Service Department? • Request signed by employee. • Corresponding request from hiring department	<input checked="" type="radio"/> Yes No <input checked="" type="radio"/> Yes No	YES
A request for transfer must be included in the request to Commission if the appointee will move between departments. Is a transfer necessary?	Yes <input checked="" type="radio"/> No	NO

Section 2: Points to be addressed in request.

Formal name and current classification title of employee.	<u>HUGO GIL, BUSINESS SYSTEMS SPECIALIST III</u>	X
Title of classification to which employee has requested to return.	<u>COMMUNICATIONS SPECIALIST V</u>	X
Summary of employee's work history, specifying all classification titles and dates including date(s) permanent status was attained in each classification.	<u>HIRED - COMMUNICATIONS SPECIALIST I - 7/24/06</u> <u>PROMOTED TO BUSINESS SYSTEMS SPECIALIST III ON 2/9/14</u>	X
The employee was notified of impacted Civil Service rights.	<input checked="" type="radio"/> Yes No	X
The employee was referred to the Human Resources Department and/or hiring department regarding any changes to benefits, salary, department status, working conditions, etc.	<input checked="" type="radio"/> Yes No	X
The following should be in attendance at the Civil Service Commission meeting: • Requesting department. • Any other impacted department. • The employee requesting return to former classification (attendance is recommended.)		

Notes:
Civil Service staff contacted Mr. Gil and he is aware that appointment to his former classification is pending Civil Service Commission approval; he is also aware that if the request is approved, he will not have to serve a probationary period in the Communication Specialist classification.

SUGGESTED ACTION:
Civil Service staff recommends approval of this request.

February 9, 2017

Dear Danielle,

I would like to transfer back to a Communications Specialist classification from the Business Systems Specialist classification. I was originally hired as a Communications Specialist in July 2006.

Best Regards,



Hugo Gil