



Date: March 31, 2021
To: Civil Service Commission
From: Elsa Ramos, Personnel Analyst
Subject: **REVISED: RETURN TO CLASSIFIED SERVICE IN-LIEU OF LAYOFF –
OLIVIA VALERO**

This staff report replaces the staff report of January 20, 2021 to correctly reflect the unclassified position Ms. Valero left and the fact that she will remain in the Financial Management Department.

Correspondence has been received from Fred Verdugo, Acting Human Resources Director, requesting Civil Service Commission approval to return Ms. Olivia Valero to classified service. Ms. Valero has been serving as an unclassified Accounting Operations Officer with the Financial Management Department and is requesting to transfer to her former classified position of Senior Accountant in lieu-of layoff. Staff has reviewed the request and recommends that the Commission approve the request in accordance with Article VI, Section 69 of the Civil Service Rules and Regulations.

Facts for Consideration:

- Article VI, Section 69 of the Civil Service Rules and Regulations allows for an unclassified employee to “request a transfer from a position in the unclassified service to a position in the classified service in which he/she formerly held status subject to the consent of the appointing authority, the department heads involved and the approval of the Commission.”
- Ms. Olivia Valero served as a classified Senior Accountant from July 22, 2002 through August 3, 2007; achieving permanent status on January 28, 2003. On August 4, 2007, Ms. Valero voluntarily transferred to unclassified service as an Accounting Operations Officer with the Financial Management Department.
- Due to Fiscal Year 2021 budget cuts, Ms. Valero’s current position, of Accounting Operations Officer, has been slated for elimination. The Human Resources Department has identified a Senior Accountant position, in the classified service, within Financial Management which would allow Ms. Valero to remain employed by the City.
- Ms. Valero is requesting to be returned to the classified service in the classification of Senior Accountant. Ms. Valero will not have to complete a probationary period since she is returning to a former classification where permanent status had been achieved. Ms. Valero is aware of and accepts the terms and conditions of this transfer in-lieu of layoff.
- The classified Senior Accountant position is available for Ms. Valero to transfer to. The Financial Management Department is in support of this transfer and requisition FM 20-057, has been approved to complete the transfer.

The Departments of Human Resources and Financial Management and Ms. Valero have been advised that this item is on today’s agenda. Department representatives will be present to respond to any questions posed by the Civil Service Commission.

Date: March 25, 2021

To: Civil Service Commission

From: Fred Verdugo, Acting Director of Human Resources For: 

Subject: **Request To Transfer From Unclassified To Classified Service In-Lieu Of Layoff**

In accordance with provisions of Section 69 of the Civil Service Rules and Regulations, the Department of Human Resources respectfully requests the Civil Service Commission approve the transfer of Olivia Valero from unclassified service to classified service. This request is a transfer In-Lieu of Layoff and would allow the employee to remain employed by the City.

Olivia Valero was a Senior Accountant from July 22, 2002 through August 3, 2007 and obtained permanent status in the classification on January 28, 2003. On August 4, 2007, Ms. Valero voluntarily transferred to unclassified service as an unclassified Accounting Operations Officer to pursue another career opportunity. Due to the budget cuts for FY21, this position is currently slated for elimination.

At this time, Ms. Valero, currently an Accounting Operations Officer, is requesting to return to classified service in the position of Senior Accountant in the Financial Management Department. The Financial Management Department supports this request, and has an approved requisition, FM20-057, for a classified Senior Accountant.

A representative from the Financial Management Department will be present at the Civil Service Commission meeting to respond to any questions.

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

ATTACHMENTS

CC: DANA ANDERSON, INTERIM DEPUTY DIRECTOR, HUMAN RESOURCES
KHRISTINA JASON, HUMAN RESOURCES OFFICER, HUMAN RESOURCES
SANDRA KENNEDY, ADMINISTRATIVE OFFICER, FINANCIAL MANAGEMENT