

## Agenda Item No. 9

CIVIL SERVICE DEPARTMENT  
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

### REQUEST FOR TEMPORARY REASSIGNMENT FOR REHABILITATION AND/OR TRAINING

Civil Service Rules and Regulations Section 63 (5)

Form to be completed by: **Carolyn Pen**  
Analyst Name

Date: **11 – 02 – 18**

Section 1: *To be completed by department.*

Civil Service Dept.  
Verification

A requisition is required. The requisition number is: # **PW 17-088. Date Received: 10/30/18**

CP

The requisition has been received in the Civil Service Department.

A request for transfer must be included in the request to Commission if the appointee will move between departments. Is a transfer necessary? **Not applicable.**

CP

Have all required documents been submitted to the Civil Service Department?

- Completed Training Program Outline
- Employee Consent Form

CP  
CP

Section 2: *Points to be addressed.*

Formal name and current classification title of employee.

CP

Name: **Esteban Hernandez-Rojas**

Class Title: **Refuse Operator I**

CP

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

Title: **Refuse Operator I**

Hire Date: **April 13, 2015**

Permanent Status Date: **October 22, 2015**

Date of Injury: **April 4, 2016**

CP

Date of Permanent Medical Restrictions: **May 18, 2018**

Analysis between the candidate's current class specification and the reassignment class specification to determine the minimum qualifications are comparable.

CP

Department's explanation of the interactive process and summary of the department's training program, intent of program, goals, objectives, methods, time and criteria.

CP

Length of training requested: **6 months.**

(For training longer than 1 year, the initial request should indicate the overall estimated length of program. A new request and plan must be resubmitted each year for evaluation and Commission approval.)

CP

Department's confirmation that employee will meet the criteria upon successful completion of training program.

CP

## Agenda Item No. 9

### CIVIL SERVICE DEPARTMENT REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

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| Employee was contacted about conditions of temporary reassignment for rehabilitation and/or training.  | CP |
| The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"><li>• Requesting department.</li><li>• Any other impacted departments.</li><li>• Not required for the employee</li></ul>  | CP |
| <b>SUGGESTED ACTION:</b> <p>Staff recommends approval of the request. Staff has reviewed the request form and all documents attached. Mr. Hernandez-Rojas will complete a six-month training period and upon satisfactory completion this program, the Department will seek Civil Service Commission approval of Mr. Hernandez-Rojas's permanent appointment to the position. Staff completed a comparative analysis between the candidate's current class specification and the reassignment class specification, and found the minimum qualifications to be comparable.</p> <p>Mr. Hernandez-Rojas has been notified of the conditions of the temporary reassignment and retraining, and that this reassignment will be an item on the Commission agenda for November 7, 2018. A representative from Public Works will be present at the Commission meeting.</p> |    |



**Date:** October 29, 2018

**To:** Civil Service Commission

**From:** *pf* Russ Ficker, Personnel Officer, Department of Public Works

**Subject:** REQUEST FOR TEMPORARY REASSIGNMENT FOR REHABILITATION  
AND/OR RETRAINING OF ESTEBAN HERNANDEZ-ROJAS, REFUSE  
OPERATOR I, TO PARKING CONTROL CHECKER I

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The Department of Public Works is requesting the temporary reassignment for rehabilitation and/or retraining of Esteban Hernandez-Rojas, Refuse Operator I, Environmental Services Bureau, to the position of Parking Control Checker I, Environmental Services Bureau, in accordance with Article VI, Section 63(5) of the Civil Service Rules and Regulations.

Mr. Hernandez-Rojas was hired as a Refuse Operator I on April 13, 2015, and attained permanent status in the classification on October 22, 2015. Mr. Hernandez-Rojas was injured in the course of employment on April 14, 2016. On May 18, 2018, Mr. Hernandez-Rojas was issued permanent medical restrictions that preclude him from performing the essential functions of his position as a Refuse Operator. In accordance with the Fair Employment and Housing Act (FEHA), the Department engaged Mr. Hernandez-Rojas in the Interactive Process and sought alternate employment opportunities which could accommodate his medical restrictions. The Department identified a Parking Control Checker position in the Environmental Services Bureau's Clean Long Beach Division as a position in which Mr. Hernandez-Rojas could likely be successful after retraining.

Mr. Hernandez-Rojas was advised that the reassignment for rehabilitation and/or retraining is temporary and does not guarantee permanent placement in the Parking Control Checker position. Upon satisfactory completion of a six-month training period the Department would seek Civil Service Commission approval of Mr. Hernandez-Rojas's permanent appointment to the position. Furthermore, Mr. Hernandez-Rojas was advised that during the reassignment he would not accrue any status in the Parking Control Checker classification and his salary will remain that of his current classification.

If you have any questions, please contact me at (562) 570-4686.

**Long Beach Civil Service Commission****REASSIGNMENT FOR TRAINING - REHABILITATION****Employee Consent Form**

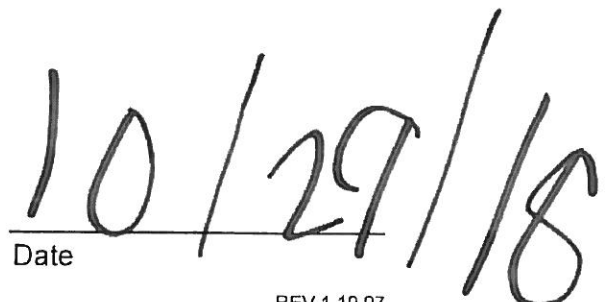
I, the undersigned, am aware that the Department of Public Works is requesting authorization from the Long Beach Civil Service Commission to temporarily assign me to perform the duties of the Parking Control Checker classification. I understand the proposed reassignment, pursuant to Civil Service Rules and Regulations, Section 63(5), is for retraining and rehabilitation purposes only, and will, if approved, be effective for a period of no more than one year.

I further understand that:

1. Completion of the proposed training will not, by itself, be considered sufficient justification for my transfer into the subject classification, nor will it insure that I pass the Civil Service examination, or be appointed to the classification.
2. During the period of reassignment for training purposes, I will neither gain nor accrue Civil Service seniority in the subject classification. Seniority will continue to accrue in my permanent classification.
3. During the period of reassignment, I will continue to be compensated within the salary range of my permanent classification.

Having read and understood the above, I do hereby give my consent to be temporarily reassigned for rehabilitation and/or retraining purposes to perform the duties of the classification.

  
Signature

  
Date



Long Beach Civil Service Commission

REASSIGNMENT FOR TRAINING PROGRAM

Training Plan Outline

NAME OF PARTICIPANT: Esteban Hernandez-Rojas DATE: 10/26/2018

SOCIAL SECURITY NUMBER: [REDACTED]

DESIRED BEGINNING DATE: ASAP

TITLE OF TRAINING CLASSIFICATION: Parking Control Checker I

- Goals and Objectives (must encompass the most substantive duties, attach additional sheets if necessary)

See attached.

- Training Methods

See attached.

- Criteria to Measure Satisfactory Completion of Training Plan

See attached.

- Projected term of training assignment: Six months

- Signature of Trainee: [Signature] Date: 10/29/18

By my signature, I have read this Training Plan and understand it.

Assignment successfully completed? YES ☐ NO ☐

Assignment terminated? YES ☐ NO ☐ If "yes" please explain below.

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Bureau/Division Manager

### 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 preferential/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.