



Civil Service Department

Request to Transfer from Unclassified to Classified Service Form

PURPOSE:

To request transfer from unclassified to classified service.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 69:

“An unclassified employee may 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. Time spent by an employee in the unclassified service shall not be included in seniority point calculations for classified promotional examinations. Further, when an employee who formerly held classified status returns to the classified service from the unclassified service, he/she shall not receive credit for the time served in the unclassified service when calculating an order of layoff from the classified service.”

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Transfer from Unclassified to Classified Service 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.

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: August 14, 2019 **DEPARTMENT:** Harbor

REQUISITION NUMBER: HD18-014

FORM COMPLETED BY: Betsy Grazier, HR Business Partner

Correspondence received by employee requesting transfer from unclassified to classified service. ☒ Yes ☐ No

Is the appointee transferring between departments? If yes, a HR1 is required to complete the transfer. ☐ Yes ☒ No

Name and current classification title of employee: Danielle Marie Ornelas, Harbor Control Center Supervisor

Title of classification to which employee has requested to return: Port Security System Operator II

Employee holds prior classified status in the classification to which he/she has requested to return. ☒ Yes ☐ No

Reason for return to former classified service:

Ms. Ornelas finds it in her best interest to make this decision to revert back to her former classification in order to obtain work/life balance.

Department informed employee of terms and conditions of 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: August 14, 2019

☒ Requisition submitted: ☒ Yes ☐ No

☒ Civil Service Staff informs employee of 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.

☒ Provide notice to requesting department to attend Civil Service Commission Meeting.

☒ Provide notice to impacted department to attend Civil Service Commission Meeting.

☒ Provide notice to employee of Request for Transfer of Unclassified to Classified Service scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.

☒ Suggested Action: Staff recommends approval.

REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED

On August 14, 2019, Civil Service Commission received a request from the Harbor Department requesting the transfer from Unclassified to Classified service for Danielle Ornelas, Harbor Control Center Supervisor, in accordance to Article VI, Section 69 of the Civil Service Rules and Regulations.

On April 10, 2010, Ms. Ornelas was hired as a Control Center Operator II. On November 6, 2010, Ms. Ornelas was promoted to a Control Center Operator III. This classification title was changed to a Port Security Systems Operator effective April 23, 2011. On October 12, 2017, she transferred from Classified to Unclassified service to become a Harbor Control Center Supervisor in the Security Division at the Harbor department. This is her current position.

The Department is requesting that Ms. Ornelas be granted her Port Security Systems Operator II position in order to transfer into a vacant Port Security System Operator II position in the Security Division of Harbor Department.

Civil Service Department received the requisition HD18-014 Port Security System Operator on January 4, 2018.

Staff recommends approval of the request.

The Harbor Department and Ms. Ornelas have been notified that this request will be placed on the Commission Agenda.



Memorandum

Date: August 14, 2019

To: Civil Service Commission

From: Stacey Lewis, Director, Human Resources

Subject: REQUEST TO TRANSFER TO PREVIOUSLY HELD CLASSIFIED POSITION
FROM CURRENT UNCLASSIFIED POSITION – Danielle Ornelas

The Security Division at the Harbor Department respectfully requests the Permanent Assignment to her former Classification of Port Security Systems Operator II for Danielle Ornelas. Ms. Ornelas is currently a Harbor Control Center Supervisor, and has held this title since October 14, 2017. She was originally hired as a Control Center Operator II on April 10, 2010 and promoted via grade change to a Control Center Operator III on November 6, 2010. The classification title was changed to a Port Security Systems Operator effective April 23, 2011.

Ms. Ornelas finds it in her best interest to make this decision to revert back to her former classification in order to obtain work/life balance. Ms. Ornelas does understand that this would change her current hourly wage, and that the current opening in the Security Division is for a Port Security System Operator II.

The Division supports her request to return to her former position and classification.

Ms. Ornelas has been advised of the terms and conditions of the permanent assignment and return to her former classification.


Please contact me at 562-283-7500 if any further information is required regarding this request.



Memorandum

Date: August 6, 2019

To: Stacey V. Lewis, Director, Human Resources

From: Casey J. Hehr, Director of Security 

Subject: Request for Permanent Assignment to Former Classification – Danielle Ornelas

Danielle Ornelas, an unclassified Harbor Control Center Supervisor, has requested to revert to her previous position, a Port Security Systems Operator.

The Security Division is in full support of Ms. Ornelas' decision to return to her former classification.

cc: Drew Schneider, Assistant Director of Security
Bridgett Lewis, Manager of Security Operations



Memorandum

DATE: Amended 07/25/2019

TO: Casey Hehr, Director of Security
CC: Drew Schneider, Assistant Director of Security
Bridgett Lewis, Manager, Security Operations

FROM: Danielle Ornelas, Command Center Supervisor

SUBJECT: Stepping Down – Supervisor to Port Security Systems Operator (PSSO)

I would like to start by thanking you all for believing in my ability to be a good Supervisor. I am beyond humbled to have been given the opportunity to oversee the Command Center. With my predecessor Scott's mentorship, and your ongoing leadership, I was truly set up for success. For all of the support, I am truly grateful. That being said I am saddened and disappointed to have to write this request. I am formally requesting to revert back to my position as a Port Security Systems Operator II. I understand the available position is a PSSO II and not my previous PSSO III (Lead) position I left prior to promoting to Supervisor.

Since taking interim Supervisor in June 2017, and officially accepting the position in October 2017, I have worked hard to improve my employee relations, polite candor, and leadership skills to support each member of the Command Center. I have shown up to work every day with absolute focus to personally succeed at skills that don't come naturally to me. However, I feel my efforts have not been fruitful. I struggle personally to keep afloat, and the demands that this position requires is not something I can continue at this time.

I am a talented PSSO and I feel this request will be mutually beneficial to both the Command Center and Management; the Command Center will have 13 operationally necessary PSSOs and Management will find a Supervisor that is willing to fill this position. I will do everything I can to make the transition as seamless as possible.

Cordially,

Danielle Ornelas, Command Center Supervisor

7.25.19