



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: HD 14-033

FORM COMPLETED BY: David Espinoza

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: Miguel Zatarain Jr., Acting Manager of Utilities

Title of classification to which employee has requested to return: Electrical Supervisor

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:

The position for Manager of Utilities was filled. Miguel Zatarain is no longer Acting Manager.

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: [Click or tap here to enter text.](#)

☒ 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, the Civil Service Commission received a request from the Harbor Department requesting the transfer from Unclassified to Classified service for Miguel Zatarain Jr., Electrical Supervisor, in accordance to Article VI, Section 69 of the Civil Service Rules and Regulations.

On August 3, 2015, Mr. Zatarain started as an Electrical Supervisor in the Maintenance Division. On February 12, 2016, Mr. Zatarain obtained permanent status. On August 18, 2018, he transferred from Classified to Unclassified service to become an Unclassified Acting Manager of Utilities in the Maintenance Division.

The Department is requesting that Mr. Zatarain be granted his Classified Electrical Supervisor position in order to transfer into his vacant Classified Electrical Supervisor position in the Maintenance Division.

The Civil Service Commission received requisition HD 14-033 for Electrical Supervisor on January 14, 2015.

Staff recommends approval of the request.

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



Memorandum

Date: August 21, 2019
To: Civil Service Commission
From: Stacey Lewis, Director of Human Resources
Subject: Request to Transfer from Unclassified to Classified – MIGUEL ZATARAIN JR.

In accordance with the provisions of Section 69 of the Civil Service Rules and Regulations, the Harbor Department respectfully requests Mr. Miguel Zatarain Jr. from the unclassified service to the classified service.

Mr. Zatarain was a classified Electrical Supervisor from August 3, 2015, through August 17, 2018, attaining permanent status in the classification on February, 12, 2016. On August 18, 2018, Mr. Zatarain voluntarily transferred to the unclassified service as an Acting Manager of Utilities, to assist with the operational needs of the Maintenance Division.

At this time, Mr. Zatarain is requesting to return to the classified service in the position of Electrical Supervisor, effective May 25, 2019. The Harbor Department supports this request with the approved requisition for a classified Electrical Supervisor (HD 14-033).

Thank you for your consideration of this request. If you have any questions or require additional information, please contact me or my staff at (562) 283-7500.

August 8, 2019

To: Civil Service Commission

I, Miguel Zatarain Jr., request reinstatement to my former classification of Electrical Supervisor, effective May 25, 2019. I requested a change in my employment status to serve as Acting Manager of Utilities and Fleet Services, for the Maintenance Division at the Harbor Department. The position was recently filled and I would like to return to my previously held classified status.

Please let me know if you have any questions or concerns.

Thank You.

Miguel Zatarain Jr.

A handwritten signature in black ink, appearing to read 'Miguel Zatarain Jr.', with a large, stylized flourish at the end.