



## Civil Service Department

# Request for Permanent Assignment to Former Classification Form (Revert)

### PURPOSE:

To request permanent assignment to former classification for an employee.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 67 (1):

“Permanent assignment to a position in a classification from a position in another classification shall be contingent on the approval of the appointing authority, the heads of the departments involved, and the approval of the Commission and shall be accomplished in accordance with this section. An employee may be permanently assigned to:

(1) A former classification in which he/she held permanent status if requested by the employee, or involuntarily to a former or lower classification for disciplinary reasons pursuant to Article VII of these rules. An employee involuntarily demoted to a lower classification shall not serve a probationary period.”

### PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Request for Permanent Assignment to Former Classification 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.

<b>Human Resources Approval</b>	
<b>Director or Designee:</b>	<b>Date:</b>

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**

**DATE FORM COMPLETED:** 12/24/2019 **DEPARTMENT:** Public Works

**FORM COMPLETED BY:** Navyd Rodriguez, Administrative Analyst

**REQUISITION NUMBER:** PW19-122

**NAME AND CURRENT CLASSIFICATION TITLE OF EMPLOYEE:** Thomas Murray, Construction Inspector

**TITLE OF CLASSIFICATION TO WHICH EMPLOYEE HAS REQUESTED TO RETURN:** Street Maintenance Supervisor

Request signed and submitted by employee (letter/memo)?  Yes  No

A request for transfer must be included in the request to Commission if the appointee will move between departments.  
Is a transfer necessary?  Yes  No

Does the employee hold prior classified status in the requested classification?  Yes  No

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

11/09/1998	Unclassified	Maintenance Assistant (Non-Career)
11/06/1999	Probationary	Maintenance Assistant
05/16/2000	Permanent	Maintenance Assistant
06/09/2001	Probationary	Equipment Operator
01/05/2002	Permanent	Equipment Operator
11/10/2018	Probationary	Street Maintenance Supervisor
05/31/2019	Permanent	Street Maintenance Supervisor
08/17/2019	Probationary	Construction Inspector

The employee was notified by the department of impacted 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: **December 27, 2019**
- Include requisition number and date received by Civil Service: **October 14, 2019**
- Civil Service Staff informs employee of terms and conditions of permanent assignment and transfer.
- 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 (if applicable) to attend Civil Service Commission Meeting.
- Provide notice to the employee that the request is scheduled to be on the Civil Service Commission agenda. Notify the candidate of attendance options.
- Suggested Action: Staff recommends approval.



**Date:** December 24, 2019

**To:** Civil Service Commission

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

**Subject:** **REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION – THOMAS MURRAY**

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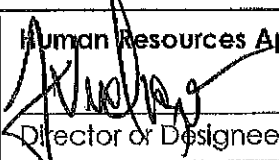

The Department of Public Works is requesting Civil Service Commission approval to permanently assign Thomas Murray, Construction Inspector, to the classification of Street Maintenance Supervisor in accordance with Article VI, Section 67(1) of the Civil Service Rules and Regulations.

On November 9, 1998, Mr. Murray was hired as a Maintenance Assistant Non-Career. On November 6, 1999, he was hired as a full-time Maintenance Assistant and attained permanent status in the classification on May 16, 2000. On June 9, 2001, Mr. Murray was promoted to Equipment Operator and attained permanent status in the classification on January 5, 2002. On November 10, 2018, Mr. Murray was promoted to Street Maintenance Supervisor in the Street Maintenance Division of the Public Service Bureau and attained permanent status in the classification on May 31, 2019. On August 17, 2019, he accepted a position as a Construction Inspector in the Construction Management Division of the Engineering Bureau.

Mr. Murray has requested to revert to his former classification of Street Maintenance Supervisor. Approved requisition PW19-122 for a Street Maintenance Supervisor I vacancy in the Department of Public Works is on file in the Civil Service Department.

Mr. Murray has been advised of the terms and conditions of the reversion to his former status.

Please contact Navyd Rodriguez, Administrative Analyst, or I at (562) 570-4686, should you have any questions or require additional information.

Human Resources Approval	
	
Director or Designee	Date

**From:** [Robert Pfingsthorn](#)  
**To:** [Katrina Reynolds](#); [Thomas Murray](#)  
**Cc:** [Marc Wright](#); [Navyd Rodriguez](#); [Russ Ficker](#)  
**Subject:** RE: transfer departments  
**Date:** Wednesday, December 18, 2019 3:17:05 PM

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Hi Thomas,

Thank you we will start the process with Civil Service. I or another member of our staff will be contacting you shortly to explain the process.

**Rob Pfingsthorn**  
*Administrative Analyst*

**Department of Public Works | Personnel Operations**  
2929 E. Willow Street | Long Beach CA 90806  
Office: 562.570.4697 | Main: 568.570.4686

**From:** Katrina Reynolds  
**Sent:** Wednesday, December 18, 2019 2:49 PM  
**To:** Thomas Murray <[Thomas.Murray@longbeach.gov](mailto:Thomas.Murray@longbeach.gov)>; Robert Pfingsthorn <[Robert.Pfingsthorn@longbeach.gov](mailto:Robert.Pfingsthorn@longbeach.gov)>  
**Cc:** Marc Wright <[Marc.Wright@longbeach.gov](mailto:Marc.Wright@longbeach.gov)>  
**Subject:** RE: transfer departments  
**Importance:** High

Hello, Thomas,

I am forwarding your email to Rob Pfingsthorn – the Analyst in our office who would handle this sort of thing.

Best of luck.

Have a fantastic day,

**Katrina Reynolds**  
Payroll Personnel Assistant, Public Works  
P: (562) 570-4683 F: (562) 570-8985

**From:** Thomas Murray  
**Sent:** Tuesday, December 17, 2019 8:01 AM  
**To:** Katrina Reynolds <[Katrina.Reynolds@longbeach.gov](mailto:Katrina.Reynolds@longbeach.gov)>  
**Cc:** Marc Wright <[Marc.Wright@longbeach.gov](mailto:Marc.Wright@longbeach.gov)>  
**Subject:** transfer departments

Hello Katrina, I am interested in returning back to my prior position as supervisor in the street maintenance division. I am currently an Inspector 1.

Sincerely, Thomas Murray