



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.

Human Resources Approval

Director or Designee:

Date:

1/31/20

Effective Date: 8/3/2018

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 01/29/2020 **DEPARTMENT:** Public Works

REQUISITION NUMBER: Not required. Reversion from acting assignment. **FORM COMPLETED BY:** Russ Ficker, Personnel Officer

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: Dave Roberts, Superintendent of Traffic Operations-Acting

Title of classification to which employee has requested to return: Traffic Signal Coordinator

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:

Assignment to acting position ended 01/10/2020.

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: Please select action.

SUMMARY: REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED SERVICE

On January 29, 2020, Civil Service Commission received a request from the Department of Public Works requesting the transfer from Unclassified to Classified service for David Roberts, from Traffic Operations Superintendent back to Traffic Signal Coordinator, in accordance to Article VI, Section 69 of the Civil Service Rules and Regulations.

On May 14, 2005, Mr. Roberts was hired as a Traffic Signal Coordinator with the Department of Public Works. He attained permanent status on December 16, 2005. On August 17, 2019, Mr. Roberts was selected as the interim Traffic Operations Superintendent. On January 11, 2020, the Superintendent of Traffic Operations was selected, and Mr. Roberts submitted correspondence to the Department of Public Works requesting to transfer to his previous classification, Traffic Signal Coordinator.

Staff recommends approval of the request, retroactively effective on January 11, 2020, which is the date on the HR1. The Department of Public Works and Mr. Roberts have been notified that this request will be placed on the Commission agenda.

From: David Roberts
Sent: Wednesday, January 29, 2020 2:54 PM
To: Russ Ficker
Subject: RETURN TO MY POSITION AS TRAFFIC SIGNAL COORDINATOR

At the conclusion of my acting duties as Traffic Operations Superintendent, effective January 11, 2020, I wish to be re-appointed to my previous classified position, Traffic Signal Coordinator.
Thanks.

David Roberts
Traffic Signal Coordinator

Public Works [REDACTED]
2400 E. Spring St [REDACTED] CA 90806
Office: 562-591-7729

