

CIVIL SERVICE DEPARTMENT  
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

**REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION**

Civil Service Rules and Regulations Section 67 (1)  
Civil Service Commission Policy Not Applicable

Form completed by: Anja Jacobsen/Acting Administrative Officer/Energy Resources Date: 01/30/2020  
Name/Title/Department

Section 1: <i>To be completed by requesting department.</i>		To be completed by department	Civil Service Dept. Verification
A requisition is required. The requisition number is: # <u>ER 20-004</u> . Has the requisition been received in the Civil Service Department?	<input checked="" type="radio"/> Yes No		SV
Have all required documents been submitted to the Civil Service Department? <ul style="list-style-type: none"> <li>Request signed by employee.</li> <li>Corresponding request from hiring department</li> </ul>	<input checked="" type="radio"/> Yes No <input checked="" type="radio"/> Yes No		SV SV
A request for transfer must be included in the request to Commission if the appointee will move between departments. Is a transfer necessary?	<input checked="" type="radio"/> Yes No		SV

Section 2: *Points to be addressed in request.*

Formal name and current classification title of employee.	Fermin Gracian, Construction Inspector II	
Title of classification to which employee has requested to return.	Gas Maintenance Supervisor I	
Summary of employee's work history, specifying all classification titles and dates including date(s) permanent status was attained in each classification.	Please see Attachment A.	
The employee was notified of impacted Civil Service rights.	<input checked="" type="radio"/> Yes No	SV
The employee was referred to the Human Resources Department and/or hiring department regarding any changes to benefits, salary, department status, working conditions, etc.	<input checked="" type="radio"/> Yes No	SV
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 department.</li> <li>The employee requesting return to former classification (attendance is recommended.)</li> </ul>		SV

Notes:  
**Please see attached summary .**

SUGGESTED ACTION:



ENERGY RESOURCES  
2400 EAST SPRING STREET • LONG BEACH, CA 90806  
(562) 570-2000 • www.longbeach.gov

Date: January 30, 2020  
To: Civil Service Commission  
From: Anja Jacobsen, Acting Administrative Officer, Energy Resources Department *AJ*  
Subject: **REQUEST FOR PERMANENT REASSIGNMENT TO FORMER CLASSIFICATION**

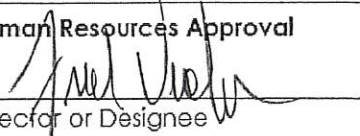
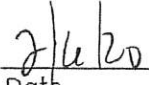
The Energy Resources Department is requesting Civil Service Commission approval to permanently assign Fermin Gracian, Construction Inspector II, to his former classification of Gas Maintenance Supervisor I in accordance with Article VI, Section 67(1) of the Civil Service Rules and Regulations.

Mr. Gracian was appointed to a Gas Maintenance Supervisor I position on December 23, 2017. He obtained permanent status in this classification on July 23, 2018. On January 5, 2019, he accepted a position as Construction Inspector II with the Water Department, and obtained permanent status on July 14, 2019.

Mr. Gracian has requested to return to his former classification as a Gas Maintenance Supervisor I in the Energy Resources Department. Approved requisition ER 20-004 for a Gas Maintenance Supervisor I is on file with the Civil Service Department.

Mr. Gracian has been advised of the terms and conditions of permanent assignment.

If you have any questions, please contact me at (562) 570-2063.

Human Resources Approval	
	
Director or Designee	Date

ATTACHMENT A

**EMPLOYMENT WORK HISTORY -- FERMIN GRACIAN**

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

- 01/05/2019: Construction Inspector II (Permanent Status: 07/14/2019)
- 12/23/2017: Gas Maintenance Supervisor I (Permanent Status: 07/23/2018)
- 02/17/2007: Gas Pipeline Welder/Layout Fitter (Permanent)
- 11/22/1997: Pipeline Welder (Permanent Status: 06/07/1998)
- 03/31/1997: Gas Crew Utility Assistant I (Permanent Status: 10/03/1997)



2400 EAST SPRING STREET • LONG BEACH, CA 90806  
(562) 570-2000 • www.longbeach.gov

Date: January 29, 2020  
To: Nathan Lynch, Construction & Pipeline Maintenance Bureau Manager  
From: Fermin Gracian, Construction Inspector II  
Subject: Request to revert to previous classification-Gas Maintenance Supervisor I

---

Mr. Lynch,

This memo is to confirm my interest in reverting to my previous classification of Gas Maintenance Supervisor I in the Construction and Pipeline Maintenance Bureau from my current classification of Construction Inspector II at The Long Beach Water Department.

Thank you for your consideration and feel free to contact me should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Fermin Gracian", written in a cursive style.

Fermin Gracian  
Construction Inspector II

**REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION FOR  
FERMIN GRACIAN FROM CONSTRUCTION INSPECTOR II TO GAS  
MAINTENANCE SUPERVISOR I**

On February 6, 2020, the Civil Service Commission received correspondence from the Energy Resources Department requesting Commission approval to permanently assigned Fermin Gracian, Construction Inspector II, to his former classification of Gas Maintenance Supervisor I in accordance with Article VI, Section 67(1) of the Civil Service Rules and Regulations.

On December 23, 2017, Mr. Gracian was appointed as a Gas Maintenance Supervisor I with the Energy Resources Department and obtained permanent status on July 23, 2018. On January 5, 2019, Mr. Gracian accepted a position as a Construction Inspector II with the Water Department and obtained permanent status on July 14, 2019.

On January 29, 2020, Mr. Gracian sent correspondence to the Energy Resources Department requesting to return to his former classification as a Gas Maintenance Supervisor I.

Mr. Gracian has been notified that his request will be placed on the February 19, 2020 Commission agenda.

The Energy Resources Department will be present at the Commission meeting to answer any questions.

Staff verified receipt of requisition number ER 20-004 and recommends approval of Mr. Gracian's request.