



## 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:

Effective Date: 8/3/2018

## SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

**DATE FORM COMPLETED:** 04/22/2020 **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:** Jorge Godinez, Special Projects Officer-Acting

**Title of classification to which employee has requested to return:** Administrative Analyst III

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 04/24/2020.

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: April 28,2020
- ☐ Requisition submitted: ☒ Yes ☐ No Requisition is required and is en route to Civil Service.
- ☐ Civil Service Staff informs employee of Civil Service rights. ☒ Yes ☐ No
- ☐ Correspondence was received from the employee requesting a return to his former position after the form was submitted to Civil Service.
- ☐ 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
- ☐ Provide notice to requesting department to attend Civil Service Commission Meeting. Yes
- ☐ Provide notice to impacted department to attend Civil Service Commission Meeting. N/A
- ☐ 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. Yes
- ☐ Suggested Action: Civil Service recommends approval of this request.



**Date:** May 6, 2020  
**To:** Civil Service Commission  
**From:** Christina Pizarro Winting, Executive Director  
**Subject:** **REQUEST TO RETURN TO CLASSIFIED SERVICE – JORGE GODINEZ**

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Correspondence has been received from Russ Ficker, Personnel Officer in the Public Works Department requesting Commission approval to return Mr. Jorge Godinez to the classified service. Mr. Godinez has been serving as the Acting Special Projects Officer in the Special Projects Division of the Department of Public Works and is requesting to return to his former classified position of Administrative Analyst III in the Public Works Department. Staff has reviewed the request and recommends that the Commission approve the request in accordance with Article VI, Section 69 of the Civil Service Rules and Regulations.

Facts for Consideration

- Correspondence has been received from Mr. Godinez requesting to be returned to his former position of Administrative Analyst III in the classified service.
- Mr. Godinez was hired as an Administrative Analyst March 12, 2018 and acquired permanent status in the classified service on September 18, 2018.
- Mr. Godinez accepted an Acting Special Projects Officer position in the unclassified service on February 3, 2020. On April 24, 2020, the acting position ended due to the return from leave of the Special Projects Officer.
- The permanent Administrative Analyst III position previously held by Mr. Godinez is available for him to return to in the Public Works Department. The Department has confirmed that a requisition is in route to the Civil Service Department.
- Section 69 of the Civil Service Rules and Regulations states, “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.”

The Department and Mr. Godinez have been advised that this item is on today's agenda. A department representative will be available to answer any questions the Commission may have.



**Date:** April 28, 2020  
**To:** Civil Service Commission  
**From:** Jorge Godinez *Jg*  
**Subject:** REQUEST TO REVERT TO FORMER CLASSIFICATION

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I am completing an assignment as Special Projects Officer-Acting in the Special Projects Division of the Department of Public Works. I request to revert to my former classified position of Administrative Analyst which I held from March 12, 2018 to February 2, 2020.

Thank you for your consideration of my request.