



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.

Human Resources Approval

Director or Designee:

Date:

Effective Date: 2/14/2019

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: May 7, 2020 **DEPARTMENT:** Health

FORM COMPLETED BY: Brett Bruhanski, Administrative Analyst II

REQUISITION NUMBER: HE19-013

NAME AND CURRENT CLASSIFICATION TITLE OF EMPLOYEE: Pamela Buckner, Clerk Typist III

TITLE OF CLASSIFICATION TO WHICH EMPLOYEE HAS REQUESTED TO RETURN: Housing Aide II

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.

Pamela Buckner has worked as a Clerk Typist III with the Development Services Department as of March 19, 2019. Prior to her transfer, Ms. Buckner served as a Housing Aide I from February 22, 2016 until August 18, 2017, and as a Housing Aide II from August 19, 2017 until her transfer to Development Services. She attained permanent status as a Housing Aide on August 24, 2016. Before working for the City, Ms. Buckner served as a Senior Paralegal in the Long Beach community for over 13 years.

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: **May 7, 2020**
- ☒ Include requisition number and date received by Civil Service: **HE19-013**
- ☒ 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: May 13, 2020
To: Civil Service Commission
From: Christina Pizarro Winting, Executive Director
Subject: **REQUEST FOR TRANSFER AND PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION – PAMELA BUCKNER**

Correspondence has been received from Jodie Griner, Administrative Officer for the Department of Health and Human Services requesting Commission approval to permanently assign Ms. Pamela Buckner, Clerk Typist III, Development Services to her former classification of Housing Aide II, and transfer her to the Department of Health and Human Services. Staff has reviewed the request and recommends that the Commission approve the request in accordance with Article VI, Section 67(1) of the Civil Service Rules and Regulations.

Facts for Consideration

- Correspondence has been received from Ms. Buckner requesting to be returned to her former classification of Housing Aide II.
- Ms. Buckner was hired as a Housing Aide I, February 22, 2016 and acquired permanent status in the classified service on August 24, 2016. On August 19, 2017 she was promoted to a Housing Aide II.
- March 19, 2019 Ms. Buckner accepted a classified Clerk Typist III position in the Development Services Department where she has remained until the request to revert to her former classification of Housing Aide II.
- The Department of Health and Human Services has had several vacancies in the Housing Aide classification. The current eligible list was established 9/14/18. One vacancy was filled utilizing requisition HE 19-012. A second vacancy was received utilizing requisition HE19-013. Names were certified from the eligible list and an offer was made and refused. This same requisition is now being utilized to hire Ms. Buckner. A third offer from the eligible list is pending utilizing requisition HE 20-023.
- Staff is requesting that this transfer and reversion be retroactive to April 25, 2020. The departments involved were not aware of the requirement to request Commission action and therefore moved Ms. Buckner prior to Commission approval. The Departments are now aware of this requirement and understand any future requests of this nature will require Commission approval prior to any actions being taken.

May 8, 2020

Page 2

The Department and Ms. Buckner have been advised that this item is on today's agenda. A representative from the Department of Health and Human Services will be available to answer any questions the Commission may have.



Date: May 7, 2020
To: Civil Service Commission
From: Jodie Griner, Administrative Officer, Department of Health and Human Services

Subject: REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION

The Department of Health and Human Services is requesting Civil Service Commission approval to permanently assign Pamela Buckner, Clerk Typist III, to her former classification of Housing Aide II in accordance with Article VI, Section 67(1) of the Civil Service Rules and Regulations.

Ms. Buckner was hired as a Housing Aide I on February 22, 2016, attained permanent status in the classification on August 24, 2016, and was promoted to a Housing Aide II on August 19, 2017. On March 19, 2019 she accepted a position as a Clerk Typist III with the Development Services Department.

Ms. Buckner has requested to return to her former classification as a Housing Aide II. Approved requisition HE19-013: Housing Aide II at the Health and Human Services Department is on file in the Civil Service Department. Ms. Buckner will be filling the position as budgeted.

Ms. Buckner has been advised of the terms and conditions of the permanent assignment.

Please contact me should you have any questions at (562) 570-3304.

APPROVED:

ALEJANDRINA BASQUEZ
DIRECTOR OF HUMAN RESOURCES