



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: 05/07/20 **DEPARTMENT:** Harbor

FORM COMPLETED BY: Eric Ventura

REQUISITION NUMBER: HD 20-002

NAME AND CURRENT CLASSIFICATION TITLE OF EMPLOYEE: Christopher Jones, Combination Building Inspector Aide II

TITLE OF CLASSIFICATION TO WHICH EMPLOYEE HAS REQUESTED TO RETURN: Plumber

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.

1. 12/9/17- 9/28/19 became Plumber with Parks, Recreation and Marine Department (PRM)
2. 6/24/18 pass probation as Plumber with PRM
3. 11/30/19 became Combination Building Inspector Aide II at Development Services (still on probation).

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 8, 2020**
- ☒ Include requisition number and date received by Civil Service: **HD 20-002, April 29, 2020**
- ☒ 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: Sheree Valdoria, Personnel Analyst
Subject: **REQUEST FOR TRANSFER AND PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION– CHRISTOPHER JONES**

On May 8, 2020, the Civil Service Commission received correspondence from the Harbor Department, requesting the transfer and permanent assignment to his former classification for Christopher Jones, in accordance to Article VI 67(1) of the Civil Service Rules and Regulations.

Facts for Consideration:

- On December 9, 2017, Mr. Jones was hired from the Plumber eligible list by the Parks, Recreation, and Marine Department. He attained permanent status in the Plumber classification on June 24, 2018.
- On November 30, 2019, Mr. Jones was hired from the Combination Building Inspector Aide eligible list by the Development Services Department. Mr. Jones is currently serving a probationary period in this classification.
- On March 31, 2020, Mr. Jones interviewed for the position of Plumber with the Harbor Department. On April 20, 2020, the Harbor Department offered him the position and he accepted.
- On May 7, 2020, Mr. Jones sent correspondence to the Civil Service Commission requesting to revert to his former classification as Plumber and transfer to the Harbor Department.
- The Harbor Department has a current Plumber vacancy and staff has verified that the Civil Service Department received the requisition, HD 20-002 on April 29, 2020.

Recommendation:

- If Commission approves this request, Mr. Jones will forfeit all the time earned during his probationary period as a Combination Building Inspector Aide since he did not complete his probationary period. If reappointed to Combination Building Inspector Aide in the future, a new probationary period will be required.
- 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.
- Staff has informed Mr. Jones of the terms and conditions of this permanent assignment to his former classification and has been notified that this request will be placed on the Commission agenda.

May 13, 2020

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- A representative from the Harbor Department will be available to answer any questions the Commission may have regarding this request.



Memorandum

Date: May 7, 2020

To: Civil Service Commission

From: Stacey Lewis, Director of Human Resources, Harbor Department

Subject: **REQUEST FOR TRANSFER AND PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION**

The Harbor Department is requesting Civil Service Commission approval to permanently assign Christopher Jones, Combination Building Inspector Aide II, Development Services Department, to his former classification of Plumber and transfer him to the Harbor Department in accordance with Article VI, Section 64 and 67(1) of the Civil Service Rules and Regulations.

Mr. Jones on December 9, 2017, was promoted to Plumber and transferred to the Parks, Recreation, and Marine Department. He attained permanent status in the Plumber classification on June 24, 2018. On November 30, 2019, he was promoted to Combination Building Inspector Aide II and transferred to the Development Services Department, the position he currently holds.

On March 31, 2020, Christopher Jones interviewed for the position of Plumber in the Harbor Department. He was chosen as the top candidate. On April 20, 2020, the Harbor Department offered him the position and he accepted.

Should the Commission approve this request the Harbor Department intends to use and approve requisition HD 20-002 to permanently assign Mr. Jones to his former classification of Plumber and transfer him to the Harbor Department.

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

If you have any questions, please do not hesitate to contact me at (562)283-7500.

Stacey Lewis
Director of Human Resources
Harbor Department

May 7, 2020

Civil Service Commission
City of Long Beach
411 W. Ocean Blvd., 4th Floor
Long Beach, CA 90802

Dear Civil Service Commissioners,

I, Christopher Jones, currently work for the Development Services Department as a Combination Building Inspector Aide II. At this time, I respectfully request I revert back to my former classification as a Plumber and transfer to the Harbor Department.

If you have any questions or need additional information, please do not hesitate to contact me at Christopher.Jones@longbeach.gov.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Jones', followed by a long horizontal flourish.

Christopher Jones