



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: GM 5.12.20

Date:

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 5/11/20 **DEPARTMENT:** Public Works

FORM COMPLETED BY: Russ Ficker, Personnel Officer

REQUISITION NUMBER: PW20-032

NAME AND CURRENT CLASSIFICATION TITLE OF EMPLOYEE: Jason Ferguson, Senior Survey Technician

TITLE OF CLASSIFICATION TO WHICH EMPLOYEE HAS REQUESTED TO RETURN: Construction Inspector

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.

10/22/2018	Probationary	Construction Inspector I
05/03/2019	Permanent	Construction Inspector I
02/15/2020	Probationary	Senior Survey Technician

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: **March 12, 2020**
- ☒ Include requisition number and date received by Civil Service: **PW20-032**
- ☒ 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. **N/A**
- ☒ 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 20, 2020
To: Civil Service Commission
From: Shellie I. Goings, Personnel Analyst
Subject: **REQUEST FOR PERMANENT ASSIGNMENT TO FORMER
CLASSIFICATION – JASON FERGUSON**

On May 12, 2020, the Civil Service Commission received correspondence from the Public Works Department, requesting the transfer and permanent assignment to his former classification for Jason Ferguson, Senior Survey Technician, in accordance to Article VI, Section 67(1) of the Civil Service Rules and Regulations.

Facts for Consideration:

- Mr. Jason Ferguson was hired as a Construction Inspector I with the Department of Public Works on October 22, 2018. He passed probation and obtained permanent status on May 3, 2019.
- On February 15, 2020, Mr. Ferguson was selected from the Senior Survey Technician eligible list with the Department of Public Works, where he is currently on probation.
- On May 7, 2020, the Department of Public Works received correspondence from Mr. Ferguson requesting to revert to his former classification of Construction Inspector.
- The Department of Public Works has had several vacancies in the Construction Inspector classification. The current eligible list was established on June 11, 2019.
- The Department of Public Works has a current Construction Inspector vacancy and staff has verified that the Civil Service Department received the requisition, PW20-032 on December 3, 2019.
- If Commission approves this request, Mr. Ferguson will forfeit all the time earned during his probationary period as a Senior Survey Technician since he did not complete his probationary period.
- If reappointed to Senior Survey Technician, a new probationary period will be required.
- Mr. Ferguson will not serve a new probationary period in the classification of Construction Inspector since earning permanent status previously on May 3, 2019.
- Staff has informed Mr. Ferguson of the terms and conditions of this

May 20, 2020

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permanent assignment to his former classification and has been notified that this request will be placed on the Commission agenda.

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


Recommendation:

- Staff has reviewed the request and recommends that the Commission approve the request for permanent assignment to former classification for Mr. Ferguson in accordance with Article VI, Section 67(1) of the Civil Service Rules and Regulations.



City of Long Beach
Working Together to Serve

Memorandum

Date: May 7, 2020
To: Civil Service Commission
From: Jason Ferguson 
Subject: REQUEST TO REVERT TO FORMER CLASSIFICATION

I am currently holding the classification of Senior Survey Technician in the Construction Management Division of the Department of Public Works. I request to revert to my former classified position of Construction Inspector which I held from October 22, 2018 to February 14, 2020.

Thank you for your consideration of my request.