



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: See Email Attachment	Date:

Effective Date: 2/14/2019

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**DATE FORM COMPLETED:** 7/21/2020 **DEPARTMENT:** Water**FORM COMPLETED BY:** Jessica Stoudenmire**REQUISITION NUMBER:** W20-40**NAME AND CURRENT CLASSIFICATION TITLE OF EMPLOYEE:** Fermin Gracian, Gas Maintenance Supervisor I**TITLE OF CLASSIFICATION TO WHICH EMPLOYEE HAS REQUESTED TO RETURN:** Construction Inspector IIRequest 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 ☐ NoDoes 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.

02/29/2020: Gas Maintenance Supervisor I (Permanent Status: 07/23/2018)

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: 06/7/1998)

03/31/1997: Gas Crew Utility Assistant I (Permanent Status: 10/03/1997)

The employee was notified by the department of impacted Civil Service rights. ☒ Yes ☐ NoThe 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: 7/27/2020
- ☒ Include requisition number and date received by Civil Service: W20-40 Received on 7/16/2020
- ☒ 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: August 5, 2020
To: Civil Service Commission
From: Sylvana Tamura, Personnel Analyst
Subject: **REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION-
CONSTRUCTION INSPECTOR II AND TRANSFER– FERMIN GRACIAN**

In accordance with Civil Service Rules and Regulations, Article VI, Section 67(1), the Department of Water requests the approval to appoint Mr. Fermin Gracian to his former permanent position of Construction Inspector II.

Facts for Consideration:

- On July 27, 2020, the Civil Service Department received correspondence from Christopher J. Garner, General Manager of the Water Department requesting the approval to appoint Mr. Fermin Gracian to a position in the classification of Construction Inspector II where Mr. Gracian previously held permanent status.
- Mr. Gracian began his City career in the Energy Resources Department where he held a variety of positions culminating in his appointment as a Gas Maintenance Supervisor on 12/23/17. He obtained permanent status as a Gas Maintenance Supervisor on July 23, 2018.
- On January 5, 2019 Mr. Fermin Gracian accepted a position in the Water Department as a Construction Inspector II and subsequently passed probation in this classification on July 14, 2019.
- On March 28, 2020 Mr. Gracian was reappointed to his former classification of Gas Maintenance Supervisor I with the Department of Energy Resources. This request was approved by Commission on February 19, 2020.
- On July 17, 2020, Mr. Fermin Gracian contacted the Water Department requesting to revert to his former classification of Construction Inspector II position. The Water Department supports this request.
- Mr. Gracian has been notified of impact of his Civil Service rights and referred to the Human Resources Department regarding salary, benefits, department status and working conditions.
- The Energy Resources Department has been made aware of Mr. Fermin Gracian request to transfer back to the Water Department in his former classification of Construction Inspector II and has no reservations with this request.
- Civil Service currently has one (1) eligible list for the classification of Construction Inspector, which is expiring on December 10, 2020.
- The Water Department currently has one (1) requisition on file with the Civil Service Department. The requisition # W20-40 was received on July 16, 2020 in the Civil Service Department. Requisition W20-40 will be utilized to

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place the employee in the classification of Construction Inspector, if approved by the Commission.

RECOMMENDATION:

Civil Service staff has reviewed the supporting documentation from the Water Department and recommends the approval of Mr. Fermin Gracian's request to be permanently assigned to his former classification of Construction Inspector II and transfer with the Water Department.

The Water Department, the Energy Resources Department and the employee have been informed of this Civil Service Commission agenda item and confirmed that this request will be on the Wednesday, August 5, 2020.



Long Beach Water


Exceptional Water • Exceptional Service

Christopher J. Garner
General Manager

1800 E. Wardlow Road, Long Beach, CA 90807-4931
562.570.2300 | lbwater.org

Date: July 23, 2020

To: Civil Service Commission

From: Christopher J. Garner, General Manager, Water Department 

Subject: Request for Permanent Reassignment to Former Classification – Fermin Gracian

The Water Department respectfully requests that the Commission grant a permanent assignment for Fermin Gracian, Gas Maintenance Supervisor I, to his former classification of Construction Inspector II in accordance with Article VI, Section 67 (1) of the Civil Service Rules and Regulations.

Mr. Gracian became a Construction Inspector II with the Long Beach Water Department effective January 5, 2019, and obtained permanent status in this classification on July 14, 2019. Effective February 29, 2020, Mr. Gracian reverted to his previous classification of Gas Maintenance Supervisor I with the Energy Resources Department.

Mr. Gracian has requested to revert to his former classification of Construction Inspector II with the Long Beach Water Department.

Approved Requisition #W20-40 for Construction Inspector is on file with the Civil Service Department.

If you have any questions or if additional information is needed, please contact Ken Bott, Director of Administration, at Kenneth.Bott@lbwater.org or extension 8-2364.

cc: B. Anatole Falagan, Assistant General Manager, Water Department
Robert Verceles, Director of Engineering, Water Department
Ken Bott, Director of Administration, Water Department

Request to revert to previous classification of Construction Inspector II to the Long Beach water department.

Fermin Gracian <Fermin.Gracian@longbeach.gov>

Fri 7/17/2020 2:43 PM

To: Robert Verceles <Robert.Verceles@lbwater.org>

Cc: Jessica Stoudenmire <Jessica.Stoudenmire@lbwater.org>

Me. Verceles,

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

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

Sincerely,
Fermin Gracian.

Sent from my iPhone