



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: 9/23/20 **DEPARTMENT:** Harbor

FORM COMPLETED BY: Betsy Grazier

REQUISITION NUMBER: HD 19-118

NAME AND CURRENT CLASSIFICATION TITLE OF EMPLOYEE: Roger Santos, Police Officer – Probationary

TITLE OF CLASSIFICATION TO WHICH EMPLOYEE HAS REQUESTED TO RETURN: Special Services Officer III-Armed

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.

2-22-2020 – Police Officer – Probationary

8-24-2019 – Police Recruit – Transfer from Harbor Dept.

7-29-2017 – Special Services Officer III-Armed

3-25-2017 – Police Officer – Probationary

9-17-2016 – Police Recruit – Transfer from Harbor Dept.

3-25-2015 – Special Services Officer III-Armed

9-22-2014 – HIRED as Special Services Officer III-Armed – Probationary

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: **September 25, 2020**
- ☒ Include requisition number and date received by Civil Service: **HD 19-118 ; RECEIVED ON 1/24/19**
- ☒ 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: October 7, 2020
To: Civil Service Commission
From: Sheree Valdoria, Personnel Analyst
Subject: **REQUEST FOR TRANSFER AND PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION– ROGER SANTOS**

On September 29, 2020, the Civil Service Commission received correspondence from the Harbor Department, requesting the transfer and permanent assignment of Roger Santos, Police Officer, to former classification of Special Services Officer, in accordance with Article VI 67(1) of the Civil Service Rules and Regulations.

Facts for Consideration:

- On September 22, 2014, Mr. Santos was hired from the Special Services Officer eligible list by the Harbor Department as a Special Services Officer III- Armed. He attained permanent status in this classification on March 25, 2015.
- On September 17, 2016, Mr. Santos was hired from the Police Recruit eligible list by the Police Department. However, he did not complete probation.
- Therefore, on July 29, 2017, Mr. Santos returned to the Harbor Department as a Special Services Officer III – Armed.
- On August 24, 2019, Mr. Santos was hired again by the Police Department as a Police Recruit. Mr. Santos is currently serving a probationary period in this classification.
- On August 19, 2020, the Harbor Department received correspondence from Mr. Santos requesting to revert to his former classification as Special Services Officer III – Armed with the Harbor Department.
- Staff has verified that the Civil Service Department received the requisition for this classification, HD 19-118, on January 24, 2019.

Recommendation:

- If Commission approves this request, Mr. Santos will forfeit all the time earned during his probationary period as a Police Recruit since he did not complete his probationary period. If selected from a future Police Recruit eligible list, 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. Santos 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.
- A representative from the Harbor Department will be available to answer any questions the Commission may have regarding this request.



Date: September 29, 2020

To: Civil Service Commission

From: Stacey Lewis, Director, Human Resources

Subject: REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION

The Harbor Department is requesting Civil Service Commission approval to return Roger Santos to his previous classification as a Special Services Officer III-Armed. Mr. Santos began his career with the Harbor Department as a Special Services Officer III-Armed on September 22, 2014, and obtained permanent status on March 25, 2015. He transferred to the Long Beach Police Department as a Police Recruit on September 17, 2016, became a probationary Police Officer March 25, 2017, and then returned to the Harbor Department July 29, 2017 as a Special Services Officer III-Armed when he did not complete probation as a Police Officer. On August 24, 2019, he again transferred to Long Beach Police Department as a Police Recruit, and became a Police Officer-Probationary on February 22, 2020.

Mr. Santos again finds it in his best interest to revert to his former classification of Special Services Officer III-Armed.

The Division supports his request to return to his former position and classification.

Mr. Santos has been advised of the terms and conditions of the permanent assignment and return to his former classification.

Please contact me at 562-283-7500 if any further information is required regarding this request.

Roger Santos

A large black rectangular redaction box covers the signature area, obscuring the name and any handwritten notes.

August 19, 2020

Dear Mr. Espinoza,

I'm currently working with the City of Long Beach Police Department as a Police Officer under the provisionary period and I would like to revert to my former position with the Port of Long Beach Harbor Patrol Security Division as Special Service Officer III classification.

Thank you in advance for your consideration and I look forward to your response.

Sincerely,
Roger Santos