



Date: October 21, 2020
To: Civil Service Commission
From: Sylvana Tamura, Personnel Analyst

Subject: **TERMINATION OF REASSIGNMENT FOR TRAINING FOR REHABILITATION OF VICTOR GARCIA, GENERAL MAINTENANCE ASSISTANT, AND TRANSFER FROM DEVELOPMENT SERVICES DEPARTMENT TO THE HARBOR DEPARTMENT**

On September 30, 2020, the Civil Service Department received correspondence from Francisco Davila, Administrative Officer, of the Development Services Department, requesting approval to transfer Victor Garcia from the Development Services Department back to the Harbor Department due to the termination of his reassignment for training for rehabilitation. Staff has reviewed the request and recommends that the Commission approve the termination of the reassignment for training request, in accordance with Article VI, Section 63 (5) and Section 64 of the Civil Services Rules and in accordance with the Civil Service Commission Policy 1.20.

Facts for Consideration:

- On April 15, 2020, in accordance with Section 63 (5) and Section 64 of the Civil Service Rules & Regulations, the Civil Service Commission approved the Request for Temporary Reassignment for Rehabilitation and Transfer of Victor Garcia, General Maintenance Assistant, to the Development Service Department as an Accounting Clerk. This temporary reassignment for rehabilitation required Mr. Garcia to meet minimum requirements of the position.
- On September 4, 2020, the Human Resources Department was informed that Mr. Garcia did not meet the requirements of the position of Account Clerk as necessary to continue in the program. Therefore, the Development Service Department requested the termination of the assignment for Mr. Garcia and requested that he be transferred back to the Harbor Department.
- On September 28, 2020, Kimberly Clay, Leave Management Administrator, confirmed by email that the Harbor Department had been notified of Mr. Garcia's return and was preparing for his return.
- On October 15, 2020, the Civil Service Department received a memorandum from the Human Resources Department supporting the termination of reassignment for training and reversion of Mr. Garcia, to his position of General Maintenance Assistant in the Harbor Department.

October 21, 2020
Civil Service Commission

- If approved, Victor Garcia will be transferred back to the Harbor Department using requisition number # HD 21-0003.

The Development Services Department, the Harbor Department, and the Human Resources Department have been informed that this request is on the Civil Service Commission Agenda this week.

Representatives from all departments involved in this request will be present to respond to any questions from the Civil Service Commission.

Date: October 15, 2020

To: Civil Service Commission

From: Fred Verdugo, Interim Director of Human Resources



Subject: **TERMINATION OF THE REASSIGNMENT FOR TRAINING FOR
REHABILITATION – VICTOR E. GARCIA**

On April 15, 2020, the Civil Service Commission, in accordance with Section 63(5), approved the reassignment for training for rehabilitation of Victor E. Garcia, General Maintenance Assistant in the Harbor Department, to the position of Accounting Clerk III, Development Services. This reassignment was necessitated as a result of Mr. Garcia's permanent medical restrictions arising out of non-occupational injury which preclude him from performing the essential functions of a General Maintenance Assistant.

The continued participation in this reassignment was contingent on Mr. Garcia meeting the communicated training requirements for this position. Unfortunately, Mr. Garcia was not successful in meeting the assigned benchmarks of his training program. Therefore, the department is not able to continue the reassignment. Mr. Garcia has been notified.

The Development Services Department and the Department of Human Resources request the Civil Service Commission discontinue Mr. Garcia's reassignment for training for rehabilitation and revert him back to his position of General Maintenance Assistant in the Harbor Department.

Should you have any questions please contact Francisco Davila, Administrative Officer of Development Services at (562) 570-7744.

CC: DANA ANDERSON, INTERIM DEPUTY DIRECTOR HUMAN RESOURCES
FRANCISCO DAVILA, ADMINISTRATIVE OFFICER DEVELOPMENT SERVICES
STACEY LEWIS, DIRECTOR OF HUMAN RESOURCES HARBOR DEPARTMENT
KYMBERLY CLAY, LEAVE MANAGEMENT ADMINISTRATOR HARBOR DEPARTMENT
SYLVANA TAMURA, PERSONNEL ANALYST CIVIL SERVICE

Memorandum

Date: **September 30, 2020**

To: Civil Service Commission

From: Francisco Davila, Administrative Officer of Development Services **FD**

Subject: **TERMINATION OF THE REASSIGNMENT FOR TRAINING FOR
REHABILITATION – Victor E. Garcia**

On April 15, 2020, the Civil Service Commission, in accordance with Section 63(5) and 64 of the Civil Service Rules and Regulations, approved the reassignment for training for rehabilitation of Victor E. Garcia, General Maintenance Assistant in the Harbor Department, to the position of Accounting Clerk III in the Department of Development Services. This reassignment was necessitated as a result of Mr. Garcia's permanent medical restrictions arising out of a serious non-occupational injury which preclude him from performing the essential functions of a General Maintenance Assistant.

The continued participation in this reassignment was contingent on Mr. Garcia meeting the entire employment requirement. Unfortunately, he did not and is therefore not able to continue in this reassignment.

The Development Services Department requests that the Civil Service Commission terminate Mr. Garcia's reassignment for training for rehabilitation and revert him back to his position of General Maintenance Assistant in the Harbor Department.

cc: Michelle Hamilton, Human Resources Officer – Return to Work Coordinator
Stacey Lewis, Director of Human Resources – Harbor Department
Kymberly Clay, Leave Management Administrator – Harbor Department
Sylvana Tamura, Personnel Analyst – Civil Service
Personal Medical File

