

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR TEMPORARY REASSIGNMENT FOR TRAINING

Civil Service Rules and Regulations Section 63 (3)
Civil Service Commission Policy Section 1.20

Form to be completed by: Rob Pfingsthorn, Administrative Analyst, Public Works Date 12-03-2020
Name/Title/Department

Section 1: To be completed by department.

To be completed
by department

Civil Service Dept.
Verification

A requisition is required. The requisition number is: #PW20-081

SG

Has the requisition been received in the Civil Service Department?

Yes No

SG

A request for transfer must be included in the request to Commission if the appointee will move between departments. Is a transfer necessary? **Yes, employee will move from the Harbor Dept., to the Dept. of Public Works.**

Yes No

SG

Have all required documents been submitted to the Civil Service Department?

- Completed Training Program Outline
- Employee Consent Form and Employee Statement of Qualifications. Copies of any documents included as part of the training plan and required on the last job bulletin such as proof of license, education, certificate, etc. (Note: many employees will NOT possess all documents at the beginning of the training program.)
- Copy of most recent job opportunity bulletin.

Yes No

SG

Yes No

SG

Yes No

N/A

Section 2: Points to be addressed in request:

Formal name and current classification title of employee.

Eric St. Martin, Commercial Diver II

Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.

Non Career Lifeguard (March 1986)
Special Services Officer (August 2009 – July 2015)
Commercial Diver (July 2015 – present)

SG

Summary of training program, intent of program, goals, objectives, methods, time and criteria. **Please see attached.**

SG

Length of training requested. **1 year**

(For training longer than 1 year, the initial request should indicate the overall estimated length of program. A new request and plan must be resubmitted each year for evaluation and Commission approval.)

SG

Confirmation that employee will meet minimum qualifications upon successful completion of training program. **Yes**

Employee was contacted about salary, status, and requirement to apply and compete in examination process.

Yes No

N/A

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Recruitment efforts to find a candidate for training program.		N/A
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none">• Requesting department.• Any other impacted departments.• Not required for the employee.		
<p>Notes:</p> <p>Please see Civil Service memo.</p> <p>SUGGESTED ACTION:</p>		



Date: January 6, 2021
To: Civil Service Commission
From: Shellie I. Goings, Personnel Analyst
Subject: **REQUEST FOR TEMPORARY REASSIGNMENT AND TRANSFER FOR
REHABILITATION AND/OR RETRAINING – ERIC ST. MARTIN, COMMERCIAL
DIVER II**

On December 16, 2020, the Civil Service Commission received correspondence from Russ Ficker, Personnel Officer for the Department of Public Works, requesting the Temporary Reassignment for Rehabilitation and/or Training for Eric St. Martin, Commercial Diver II, in accordance to Article VI, Section 63(5) of the Civil Service Rules and Regulations and Civil Service Policy and Procedures Section 1.20. In addition, in accordance with Article VI, Section 64 of the Civil Service Rules and Regulations, Mr. St. Martin would be transferred from the Harbor Department to the Public Works Department.

Facts for Consideration:

- Mr. Eric St. Martin was hired as a Lifeguard-hourly Non-Career on March 24, 1986. He was promoted to a permanent full-time classified position as a Special Services Officer III-Armed with the Harbor Department on August 4, 2009 and attained permanent status in the classification on February 6, 2010.
- On July 25, 2015, Mr. St. Martin became a Commercial Diver II with the Harbor Department and attained permanent status on February 11, 2016.
- On April 18, 2018, Mr. St. Martin was injured during his course of employment.
- On May 13, 2020, Mr. St. Martin was issued permanent medical restrictions that preclude him from performing the essential functions of his position as a Commercial Diver with the Harbor Department.
- In accordance with the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act/ Amendments, the Department engaged in the Interactive Process with Mr. St. Martin, to seek alternative opportunities that could possibly accommodate his medical restrictions.
- The Harbor Department and the Department of Human Resources has identified the position of Construction Inspector I in the Department of Public Works, Construction Management Division as a position in which Mr. St. Martin could be successful in following retraining.

January 6, 2021

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- The Department of Public Works is in concurrence with the recommended reassignment for training and has developed a training plan. Mr. St. Martin will complete the one (1) year training program, which has been outlined in the Training Plan Outline submitted by the Department of Public Works which describes the goals and objectives, training method and criteria necessary to measure the satisfactory completion of the employee's assignment.
- Requisition #PW20-081 has been identified to transfer Mr. St. Martin to the Construction Inspector position in the Department of Public Works.
- Upon satisfactory completion of this training program, the Department will seek Civil Service Commission approval of Mr. St. Martin's permanent appointment to the position of Construction Inspector.
- Mr. St. Martin has been advised that the reassignment would not allow him to accrue any status in the Construction Inspector classification and that his salary will remain that of his current classification of Commercial Diver.

Recommendation:

- In accordance with Article VI, Sections 63(5) and 64 of the Civil Service Rules and Regulations, Civil Service staff recommends approval of the Department of Public Works' Request for Temporary Reassignment for Rehabilitation and/or Training and transfer for Eric St. Martin.
- Mr. Martin has been notified of the conditions of the temporary reassignment for rehabilitation and/or training, and that this request will be an item on the Commission agenda for January 6, 2021.
- Representatives from the Departments of Public Works, Harbor and Human Resources will attend the Commission meeting to address any questions from the Commission.



Date: December 3, 2020

To: Civil Service Commission

From:  Russ Ficker, Personnel Officer, Department of Public Works

Subject: REQUEST FOR TEMPORARY REASSIGNMENT FOR REHABILITATION AND/OR RETRAINING OF ERIC ST. MARTIN, COMMERCIAL DIVER II, TO CONSTRUCTION INSPECTOR I

The Department of Public Works is requesting the temporary reassignment for rehabilitation and/or retraining of Eric St. Martin, Commercial Diver II, Harbor Department, to the position of Construction Inspector I, Department of Public Works, in accordance with Article VI, Section 63(5) of the Civil Service Rules and Regulations.

Mr. St. Martin was hired as a Lifeguard-Hourly Non-Career on March 24, 1986. He promoted to Special Services Officer III-Armed on August 4, 2009, and attained permanent status in the classification on February 6, 2010. On July 25, 2015, he promoted to Commercial Diver II and attained permanent status on February 11, 2016. Mr. St. Martin was injured in the course of employment on April 18, 2018. On May 13, 2020, Mr. St. Martin was issued permanent medical restrictions that preclude him from performing the essential functions of his position as a Commercial Diver II. In accordance with the Fair Employment and Housing Act (FEHA), the Harbor Department in conjunction with the Department of Human Resources engaged Mr. St. Martin in the Interactive Process and sought alternate employment opportunities which could accommodate his medical restrictions. A Construction Inspector I position in the Department of Public Works, Construction Management Division, was identified as a position in which Mr. St. Martin could likely be successful after retraining.

Mr. St. Martin was advised that the reassignment for rehabilitation and/or retraining is temporary and does not guarantee permanent placement in the Construction Inspector position. Upon satisfactory completion of a one-year training period the Department would seek Civil Service Commission approval of Mr. St. Martin's permanent appointment to the position. Furthermore, Mr. St. Martin was advised that during the reassignment he would not accrue any status in the Construction Inspector classification and his salary will remain that of his current classification.

If you have any questions, please contact me at (562) 570-4686.

Human Resources Approval



Director or Designee

12-16-2020

Date



Long Beach Civil Service Commission

REASSIGNMENT FOR TRAINING PROGRAM

Training Plan Outline

NAME OF PARTICIPANT: Eric St. Martin DATE: 11/18/20

SOCIAL SECURITY NUMBER: XXX-XX-

DESIRED BEGINNING DATE: ASAP

TITLE OF TRAINING CLASSIFICATION: Construction Inspector I

1. Goals and Objectives (must encompass the most substantive duties, attach additional sheets if necessary)

See attached.

2. Training Methods

See attached.

3. Criteria to Measure Satisfactory Completion of Training Plan

See attached.

4. Projected term of training assignment: One year

5. Signature of Trainee: [Signature] Date: 11-24-2020

By my signature, I have read this Training Plan and understand it.

Assignment successfully completed? YES ☐ NO ☐

Assignment terminated? YES ☐ NO ☐ If "yes" please explain below.

Immediate Supervisor

Bureau/Division Manager



Long Beach Civil Service Commission

REASSIGNMENT FOR TRAINING - REHABILITATION

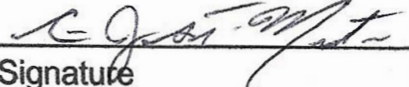
Employee Consent Form

I, the undersigned, am aware that the Department of Public Works is requesting authorization from the Long Beach Civil Service Commission to temporarily assign me to perform the duties of the Construction Inspector classification. I understand the proposed reassignment, pursuant to Civil Service Rules and Regulations, Section 63(5), is for retraining and rehabilitation purposes only, and will, if approved, be effective for a period of no more than one year.

I further understand that:

1. Completion of the proposed training will not, by itself, be considered sufficient justification for my transfer into the subject classification, nor will it insure that I pass the Civil Service examination, or be appointed to the classification.
2. During the period of reassignment for training purposes, I will neither gain nor accrue Civil Service seniority in the subject classification. Seniority will continue to accrue in my permanent classification.
3. During the period of reassignment, I will continue to be compensated within the salary range of my permanent classification.

Having read and understood the above, I do hereby give my consent to be temporarily reassigned for rehabilitation and/or retraining purposes to perform the duties of the classification.


Signature

11-24-2020
Date

Training Plan Outline – Construction Inspector I, Construction Management Division

1. Goals and objectives

The participant will learn to perform the duties of Construction Inspector I, including, but not limited to:

- Inspect projects to ensure only work and materials specified in plans and specifications are used by contractors and subcontractors;
- Complete a variety of accounting and progress reports relating to contractor's progress;
- Communicate with the contractor concerning discrepancies, clarification, or necessary information;
- Assist with negotiating the nature and cost of change orders;
- Coordinate project progress and change orders with the project engineer;
- Assist with plan review at 50%, 75% and 90% design stage;
- Become familiar with construction related resources such as:
 - Public Works Inspection Manual (PWIM)
 - Standard Specification for Public Works Construction (SSPWC, Most recent version)
 - Construction Management Division Manual
- Perform other related duties as required.

2. Training Methods

The participant will be trained under the direct supervision of a Principal Construction Inspector or Construction Inspector II. The participant will be trained in the proper methods of inspecting construction projects and administering construction contracts assigned to an entry level Construction Inspector I. Training will be accomplished through independent study of resource materials, job shadowing, and virtual one-on-one training environments.

3. Criteria to Measure Satisfactory completion of training plan

The Construction Services Officer and Principal Construction Inspector will meet with the participant bi-weekly to review the participant's understanding of goals and objectives and monthly to review and evaluate the participant's progress and make recommendations as required. A training review form will be utilized at both bi-weekly and monthly meetings to document issues/concerns and potential remedies, training received/requested, and progress in the rehabilitation/retraining program.

4. Training Schedule

a. Month One

- Introduction to Inspection
 - PWIM Part 1

- Test on PWIM Part 1. The participant will be assessed to determine comprehension and areas of deficiency will be noted for review with the participant.
 - Through the first six months of the training period, the participants will rotate to various construction projects with Construction Inspectors to gain practical knowledge of field work performed by Construction Inspectors.
- b. Month Two
 - PWIM Part 3
 - 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.9,
 - Test on materials covered. The participant will be assessed to determine comprehension and areas of deficiency will be noted for review with the participant.
- c. Month Three
 - PWIM Part 3,
 - 3.11, 3.12,
 - Test on concrete and asphalt construction. The participant will be assessed to determine comprehension and areas of deficiency will be noted for review with the participant.
- d. Month Four
 - Construction Management Division Manual Overview
 - Standard documentation and recordkeeping
 - Traffic Control
 - Worksite Safety
 - Traffic Control
 - Test on all materials covered. The participant will be assessed to determine comprehension and areas of deficiency will be noted for review with the participant.
- e. Month Five
 - SSPWC Part 1 and 3 select chapters
 - Introduction to plan reading
 - Test on materials covered. The participant will be assessed to determine comprehension and areas of deficiency will be noted for review with the participant.
- f. Month Six

The participant will be assessed to determine comprehension on training received to this point and any areas of deficiency will be reviewed with the participant.
- g. Month Seven - Eleven

Participant will be assigned a public works construction project to inspect from award to project close-out.

h. Month Twelve

The participant will be assessed to determine comprehension of all aspects of public works construction received during their training period and must be able to demonstrate a sufficient level of understanding in order to be placed into the Construction Inspector classification.