



Date: September 29, 2021
To: Civil Service Commission
From: Maria Cano, Personnel Analyst
Subject: **REQUEST FOR RECLASSIFICATION AND REASSIGNMENT TO A
PERMANENT POSITION – JASON BROWN, GAS CONSTRUCTION WORKER
II TO GAS FIELD TECHNICIAN I**

Correspondence has been received from Sandra Aguilar, Administrative Officer of the Energy Resources Department, requesting Civil Service Commission approval of the Request for Reclassification and Reassignment to a Permanent Position for Mr. Jason Brown. Staff has reviewed the request and recommends approval in accordance with Article VI, Section 62 (3) and Article VI, Section 67(4a) of the Civil Service Rules and Regulations.

Facts for Consideration

Article VI Sec. 62 (3) of the Civil Service Rules and Regulations states that, "When an employee is performing the duties of the classification to which he/she was certified and appointed at least 75% of the time during a 30-day period, he/she shall be considered as properly performing the duties of the classification. However, if the employee is continually assigned duties that either belong to, or are more appropriately encompassed by, another classification more than 25% of the time and/or the employee is performing duties which are not in compliance with these Rules, the Commission may, at its discretion, make an independent investigation of the matter pursuant to Section 1101(b) of the City Charter... (3) Should the investigation determine that the permanent assignment to another classification is warranted, it shall be accomplished under the auspices of Section 67 of these Rules."

Article VI, Sec. 67 of the Civil Service Rules and Regulations states that, "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... (4) Another classification if: (a) The employee is the incumbent in a position which has been reclassified and the employee meets the entry qualifications established for the classification into which the reassignment is made."

- Mr. Jason Brown joined the Energy Resources Department on February 6, 2006 as a Gas Crew Utility Assistant I.

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- The classification, Gas Crew Utility Assistant, was revised and renamed to Gas Construction Worker and approved by the Civil Service Commission on April 26, 2006.
- Mr. Brown earned permanent status in the newly revised and renamed classification of Gas Construction Worker and was promoted to Gas Construction Worker II on August 12, 2006.
- The Energy Resources Department is required by State law to respond to Underground Service Alert requests within two working days.
- Due to the increased demand for Underground Service Alert requests, the Energy Resources Department had an operational need to increase staffing support.
- Regulations from the Department of Transportation dictate that responders marking a natural gas pipeline must be certified to perform this work. Mr. Brown has been trained and is certified.
- The Department did not have a dedicated classification to this assignment; various classifications could be trained and certified to perform this as one of the tasks within their responsibilities.
- In 2015, Mr. Brown, a Gas Construction Worker II, applied to assist with responding to Underground Service Alert requests on a full-time basis.
- On April 10, 2019, the Department adopted a new classification, Gas Field Technician I-III. At the time of adoption, the classification was limited to specialty assignments in corrosion control, leak survey, telemetry, and valve and regulator station maintenance.
- The Department requested and was granted four new budgeted Gas Field Technician I positions in the FY21 budget to be assigned exclusively to Underground Service Alert Response.
- The Department obtained approval for these positions effective October 1, 2020, and selected candidates from the eligible list, established in 2019.

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- Mr. Brown was not eligible for appointment to the classification in the newly budgeted positions because he did not apply for Gas Field Technician I-III in 2019 when the list was established.
- Mr. Brown did not apply to Gas Field Technician in 2019 because his assignment, Underground Service Alert Response was not designated as a specialty of the classification in 2019 and he preferred to continue performing his assigned responsibilities.
- Following the adoption of the FY21 budget, the Department requested a Position Classification Questionnaire (P-30) which was conducted by Human Resources. A Position Classification Questionnaire provides the opportunity for the employee to describe the duties of their position to help the Human Resources Department determine if an employee is working outside of the duties of their classification. The Human Resources Department determined that Mr. Brown was working out of class.
- Mr. Brown meets the minimum qualifications for Gas Field Technician I.
- Mr. Brown, a Gas Construction Worker II, is underfilling one of the budgeted positions for Gas Field Technician I that is now dedicated to the Underground Service Alert Response.
- The Department has appointed three of the four Gas Field Technicians dedicated to Underground Service Alert Response. Mr. Brown has trained the new Gas Field Technicians, while serving and compensated as a Gas Construction Worker II.
- The Department requests approval to permanently assign Mr. Brown to the Gas Field Technician I classification, effective October 1, 2020, when the Department added the dedicated Underground Service Alert Response Gas Field Technician positions as a new specialty.
- A requisition, ER 21-071, for a Gas Field Technician I is on file with the Civil Service Department and was received on September 8, 2021.

Recommendation

Staff recommends approval of Mr. Brown's permanent reassignment to the Gas Field Technician classification in accordance with Article VI,

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Section 62 (3) and Article VI, Section 67(4a) of the Civil Service Rules and Regulations.

Mr. Brown has been advised of the terms and conditions of the permanent assignment. The Energy Resources Department, Human Resources Department and Mr. Brown have been informed that this request is on today's agenda. An Energy Resources Department representative will be present to respond to any questions from the Civil Service Commission.

Date: September 15, 2021

To: Civil Service Commission

From: Sandra Aguilar, Personnel Officer, Energy Resources Department

Subject: **REQUEST FOR PERMANENT ASSIGNMENT TO ANOTHER CLASSIFICATION**

The Energy Resources Department (Department) is requesting Civil Service Commission approval to permanently assign Mr. Jason Brown, Gas Construction Worker II, to Gas Field Technician I in accordance with Article VI, Section 67(4.a) of the Civil Service Rules and Regulations.

The Department is required by state law to respond to underground service alert requests within two working days, and pursuant to changes in regulations from the Department of Transportation over the past few years, responders marking a natural gas pipeline must be operator qualification certified to perform this task. Over the years, due to an increasing demand for residential and commercial underground service alert response requests, the Department had an operational need to increase staffing support to respond to these requests. In 2015, Mr. Brown, a Gas Construction Worker II, applied to assist with responding to Underground Service Alert requests on a full-time basis. Mr. Brown has been trained and certified to perform this task. The Department did not have a classification dedicated to this assignment, as various classifications were trained and certified to perform this as one of the tasks within their responsibility.

In April 2019, The Department adopted a new classification, Gas Field Technician, to represent the most technical and specialized functions of our natural gas pipeline field operations. Although responding to underground service alerts was indicated as an assigned responsibility, at the time of adoption the classification was limited to specialty assignments in corrosion control, leak survey, telemetry, and valve and regulator station maintenance. In response to significant continued demand for underground service alert response requests in the legally required timeframe, and in order to properly staff the long-term need for these requests, the Department requested to generate four new budgeted Gas Field Technician I positions in the FY21 budget to be assigned exclusively to Underground Service Alert response in the Engineering & Regulatory Compliance Bureau. The Department obtained approval for these positions effective October 1, 2020, and selected and appointed candidates from the certified eligible list, which was established in 2019 when the classification was initially adopted. Mr. Brown was not eligible for appointment to the classification in the newly budgeted positions in his assigned bureau because he did not apply for Gas Field Technician in 2019 when the list was certified since his assignment was not designated as a specialty of the classification and he wanted to continue performing his assigned responsibilities in Underground Service Alert Response.

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Request For Permanent Assignment To Another Classification

Since 2015, Mr. Brown continued to maintain the training and certifications of his assigned classification and grade, Gas Construction Worker II, for the Construction and Pipeline Maintenance Bureau, while continuing to be assigned full-time to responding to Underground Service Alert requests, until October 1, 2020, when his budgeted position was reassigned to the Engineering & Regulatory Compliance Bureau. Following the adoption of the FY21 budget, the Department requested a Position Classification Questionnaire (P-30), to assess Mr. Brown's assignment and appropriate classification. Since October 1, 2020, the Department has appointed three Gas Field Technicians for the four budgeted positions dedicated to Underground Service Alert Response in the Engineering & Regulatory Compliance Bureau. Mr. Brown has trained and guided the three employees that were hired to staff this assignment, while he has continued to serve and be compensated as a Gas Construction Worker II. Mr. Brown is underfilling one of the budgeted positions for Gas Field Technician I that is now dedicated to Underground Service Alert Response.

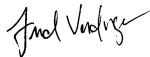
Although in 2019 when the classification was originally adopted, the Underground Service Alert Response assignment was not included as a specialty of the classification, that changed on October 1, 2020, when the Department received approval to utilize that classification for this assignment and added four new budgeted positions in the Engineering & Regulatory Compliance Bureau to assist Mr. Brown with these responsibilities. The Department is in the process of requesting approval to revise the classification specification to include Underground Service Alert as an indicated specialty of the classification.

Mr. Brown is an incumbent in this position which has been reclassified and meets the entry qualifications established for the classification into which the reassignment is requested to be made by the Civil Service Commission. Mr. Brown's position was reclassified as of October 1, 2020, when the Department added four new budgeted Gas Field Technician positions that would be exclusively dedicated to Underground Service Alert Response as a new specialty, and the Department is requesting approval from the Civil Service Commission in accordance with Article VI, Section 67(4.a) of the Civil Service Rules and Regulations to permanently assign Mr. Brown to the Gas Field Technician classification as a remedy, effective October 1, 2020.

Requisition ER 21-071 for a Gas Field Technician I is on file with the Civil Service Department.

Mr. Brown has been advised of the terms and conditions of the permanent assignment.

If you have any questions, please contact me at (562) 570-2043.

Human Resources Approval	
	9/15/2021
Director or Designee	Date