



Memorandum

Date: September 13, 2023

To: Civil Service Commission

From: Tiffany James, Assistant Administrative Analyst

Subject: REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION ADMINISTRATIVE ANALYST III AND TRANSFER—RENEE WILLIAMS, CAPITAL PROJECTS COORDINATOR I

On August 28, 2023, the Civil Service Department received correspondence from Melissa DeAmicis, Administrative Officer for the Long Beach Airport requesting Civil Service Commission approval of a Request for Permanent Assignment to Former Classification for Renee Williams to the classification of Administrative Analyst III. Staff has reviewed this request and recommends approval in accordance with Article VI, Section 67(1) of the Civil Service Rules, and Regulations.

Facts for Consideration:

- On April 13, 2013, Ms. Williams was hired as an Administrative Analyst II in the Development Services Department and attained permanent status on October 28, 2013.
- On November 14, 2015, Ms. Williams was promoted to an Administrative Analyst III position in the Energy Resources Department.

Ms. Williams was promoted to a Capital Projects Coordinator I position in Public Works on March 16, 2019 where she is currently employed.

- On August 30, 2023, Ms. Williams requested in writing to be reverted to her former Administrative Analyst III classification as she has received a conditional offer of employment for an Administrative Analyst III position with the Airport.



- The Airport Department requests the Permanent Assignment to Former Classification for Ms. Williams to the classification of Administrative Analyst III and transfer from the Public Works Department be effective September 23, 2023, to align with the beginning of the pay period.
- Ms. Williams will not have to complete a probationary period since she is returning to a former classification, Administrative Analyst III, where permanent status has already been achieved.
- Requisition AP23-011 is on file with the Civil Service Department and will be used for this permanent assignment.
- Article VI, Section 67 states, "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.

Recommendation

Staff recommends approval in accordance with Article VI, Section 67(1) of the Civil Service Rules, and Regulations.


The Long Beach Airport Department, Public Works Department and Ms. Williams have been advised that this item is on today's agenda. Department representatives will be present to respond to questions posed by the Civil Service Commission.



Memorandum

Date: September 13, 2023

To: Christina Winting, Director of Civil Service

From: Melissa DeAmicis, Administrative Officer, Airport Department 

Subject: **Request for Permanent Assignment to Former Classification – Renee Williams**

The Airport Department respectfully requests Civil Service Commission approval to permanently assign Renee Williams, Capital Projects Coordinator I, to the classification of Administrative Analyst III in accordance with Article VI, Section 67(1) of the Civil Service Rules and Regulations, effective September 23, 2023.

Ms. Williams was appointed to Administrative Analyst II in the Administrative & Financial Services Bureau in the Development Services Department on April 13, 2013. She accepted a promotional opportunity as an Administrative Analyst III in the Business Operations Bureau within the Energy Resources Department on November 23, 2015, where she stayed until becoming a Capital Projects Coordinator I in the Public Works Department on March 16, 2019.

Ms. Williams requested to revert to her former classification of Administrative Analyst III. Should the Commission approve this request, the Airport Department intends to use approved requisition AP23-011 to reappoint Ms. Renee Williams. As such, the Airport Department also asks for approval to transfer Ms. Williams from the Public Works Department to the Airport Department.

Ms. Renee Williams has been advised of the terms and conditions of the reversion to her former status.

Thank you for your consideration of this request. Please contact me at (562) 570-2626 should you have any questions or require additional information.

Memorandum

Date: September 13, 2023

To: Civil Service

From: Renee Williams, Capital Projects Coordinator I, Public Works

Subject: Position Reinstatement

I am writing this memorandum to request to revert to my former classification as an Administrative Analyst for personal reasons. I have received a conditional offer of employment as an Administrative Analyst III with the Airport Department in their Finance Division. I held permanent status as an Administrative Analyst from the period of April 2013 – March 2019.

Thank you for your time and consideration of this matter. Please reach me at (714) 290-2454 or via email at Renee.Williams@longbeach.gov should you have any questions or need anything further to facilitate this request.

Regards,

Renee Williams



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: 08/28/2023 **DEPARTMENT:** Airport

FORM COMPLETED BY: Melissa DeAmicis

REQUISITION NUMBER: AP23-011

NAME AND CURRENT CLASSIFICATION TITLE OF EMPLOYEE: Renee Williams, Capital Projects Coordinator I

TITLE OF CLASSIFICATION TO WHICH EMPLOYEE HAS REQUESTED TO RETURN: Administrative Analyst III

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.

- **Clerk Typist III (UNCL):** Long Beach Energy, later changed to Gas & Oil Department –06/03/2002 – 07/07/2006
- **Administrative Aide II:** Gas & Oil Department – 07/08/2006 – 10/06/2007 (permanent status 02/04/2007)
- **Assistant Administrative Analyst I:** Gas & Oil Department – 10/06/2007 – 04/28/2010 (permanent Status 09/01/2008)
- **Assistant Administrative Analyst II:** Gas & Oil Department – 05/01/2010 – 11/09/2012 (permanent Status entire time)
- **Buyer I – Financial Management:** 11/10/2012 – 04/12/2023 (never held permanent status)
- **Administrative Analyst II – Development Services:** 04/13/2012 - 11/13/2015 (permanent 10/28/2013)
- **Administrative Analyst III – Gas & Oil Department, later named Energy Resources:** 11/14/2015 – 03/15/2019 (permanent entire time)
- **Capital Projects Coordinator I – Public Works:** 03/16/2019 – current (permanent status 10/17/2019)

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:** Click or tap here to enter text.



Civil Service Department

- ☐ **Include requisition number and date received by Civil Service:** [Click or tap here to enter text.](#)
- ☐ **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:** Please select action.