

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: **Kymberly Clay, Administrative Analyst III, Harbor Department**
Name/Title/Department

Date **11-3-2020**_

Section 1: To be completed by department.

To be completed by department

Civil Service Dept. Verification

A requisition is required. The requisition number is: **#HD-21-003**

Has the requisition been received in the Civil Service Department? **Received 10/13/20**

Yes

SV

A request for transfer must be included in the request to Commission if the appointee will move between departments. Is a transfer necessary? **Transfer request approved 10/24/20**

No

SV

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

SV

Yes

Section 2: Points to be addressed in request:

Formal name and current classification title of employee. **Victor Garcia**

Yes

SV

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

Yes

SV

Summary of training program, intent of program, goals, objectives, methods, time and criteria. **See memo**

Yes

SV

Length of training requested.
(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.)

6 mos. To 1-year

SV

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

Yes

SV

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

Yes

SV

Recruitment efforts to find a candidate for training program.

Yes

SV

CIVIL SERVICE DEPARTMENT
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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.	Yes	SV
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Notes:

Please see Civil Service memo.

SUGGESTED ACTION:



Date: November 18, 2020
To: Civil Service Commission
From: Sheree Valdoria, Personnel Analyst
Subject: **Recommendation for Temporary Reassignment for Rehabilitation and/or Training for Victor Garcia**

On November 5, 2020, the Civil Service Commission received correspondence from the Harbor Department, requesting the Temporary Reassignment for Training for Victor Garcia, in accordance to Article VI, Section 63(3)(5) of the Civil Service Rules and Regulations and Civil Service Policy and Procedures Section 1.20.

Facts for Consideration:

- On March 28, 2016, Mr. Garcia was hired by the Harbor Department as a General Maintenance Assistant. He was assigned to the Carpentry Section of the Maintenance Division where he maintained a permanent, full-time classified status as a General Maintenance Assistant.
- On January 9, 2017, Mr. Garcia was involved in a serious non-occupational injury.
- On August 7, 2018, Mr. Garcia's treating physician determined that he had sustained permanent work restrictions which would limit him from performing the essential job functions as a General Maintenance Assistant.
- In accordance with the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act/ Amendments, the Harbor Department conducted the Interactive Process to seek alternative opportunities that could possibly accommodate his permanent work restrictions.
- On April 15, 2020, the Civil Service Commission approved the request from the Harbor Department to transfer and reassign Mr. Garcia for rehabilitation and training with the Development Services Department in their Finance Division.
- On October 21, 2020, the Development Services Department requested to terminate the reassignment for rehabilitation due to his unsuccessful training period and the Civil Service Commission approved the request to revert Mr. Garcia back to the Harbor Department on October 24, 2020.

November 18, 2020

Page 2

- The Harbor Department has identified a position for Mr. Garcia in the Records Center as a Clerk Typist.
- The Training Plan Outline submitted by the Harbor Department describes the goals and objectives, training method and criteria necessary to measure the satisfactory completion of the employee's assignment.
- Mr. Garcia will complete a six (6) month training program with the possibility of extension to twelve (12) months.
- Upon satisfactory completion of this training program, the Department will seek Civil Service Commission approval of Mr. Garcia's permanent appointment to the position of Clerk Typist III.

Recommendation:

- In accordance with Article VI, Sections 63(3)(5) of the Civil Service Rules and Regulations, Civil Service staff recommends approval of the Harbor Department's Request for Temporary Reassignment for Rehabilitation and/or Training for Victor Garcia.
- Mr. Garcia 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 November 18, 2020.
- Representatives from the Harbor Department will attend the Commission meeting to address any questions from the Commission.



MEMORANDUM

Date: November 10, 2020

To: Civil Service Commission

From: Stacey V. Lewis, CHRO/Director of Human Resources, SPHR, SHRM-SCP,
IPMA-SCP 

Subject: **REQUEST FOR TEMPORARY REASSIGNMENT FOR
REHABILITATION AND/OR TRAINING OF VICTOR GARCIA**

REQUEST:

The Harbor Department is requesting a temporary reassignment for rehabilitation and/or training and transfer of Victor E. Garcia, General Maintenance Assistant, Maintenance Division, to the position of Clerk Typist, Human Resources – Harbor Department. This is for the purpose of training and development, in accordance with **Article VI, Section 63(5) and 64 of the Civil Service Rules and Regulations.**

EMPLOYMENT HISTORY:

On March 28, 2016, Mr. Garcia was hired by the Harbor Department as a General Maintenance Assistant. He was assigned to the Carpentry Section of the Maintenance Division where he maintains permanent, full-time classification status as a General Maintenance Assistant.

On January 9, 2017, Mr. Garcia experienced a serious non-occupational injury. On August 7, 2018, Mr. Garcia's treating physician determined that he sustained permanent work restrictions. These limitations would preclude Mr. Garcia from performing the essential functions of the job with or without accommodations.

In accordance with the Fair Employment and Housing Act (FEHA), the Harbor Department conducted the Interactive Process and sought alternative opportunities that could possibly accommodate his permanent restrictions.



MEMORANDUM

UNSUCCESSFUL REASSIGNMENT FOR REHABILITATION

On April 15, 2020, Civil Service approved a reassignment for rehabilitation training with the Department of Development Service in their Finance Division. On September 30, 2020, the Civil Service Department received correspondence from Francisco Davila, Administrative Officer, for Development Services that Victor Garcia was not successful in the training period.

On October 21, 2020, the Development Services Department requested to terminate the Reassignment for Rehabilitation due to his unsuccessful training period. Subsequently, a request to revert Mr. Garcia back to the Harbor Department was approved by Civil Service and the transfer took place on October 24, 2020.

REQUEST FOR REASSIGNMENT FOR REHABILITATION – HARBOR DEPARTMENT- HUMAN RESOURCES/RECORDS CENTER

The Harbor Department identified a Reassignment for Rehabilitation position in the Records Center on behalf of Mr. Garcia with the following parameters:

- This is a temporary assignment and **does not guarantee** regular placement in the Records Center – Clerk Typist position.
- Mr. Garcia will have to participate in a **six (6) month training program** with the possibility of extension to twelve (12) months.
- Mr. Garcia **will not** accrue any status as a Clerk Typist.
- Mr. Garcia's salary will remain that of his current classification as a General Maintenance Assistant

Upon satisfactory completion of the determined training period, the Harbor Department will seek Civil Service Commission approval of Mr. Garcia's appointment to the position. Upon approval by the Commission, Mr. Garcia will be reclassified as a Clerk Typist III. Mr. Garcia has been made aware that the change in classification will create a reduction in salary and initiate a new probationary period

If you have questions, please contact me at (562) 283-7500.

Attachments: Reassignment for Training Program –Plan Outline
Employee Consent Form & Employee Statement of Qualifications
Request for Temporary Reassignment for Training

cc: Stacey Lewis, CHRO/Director, Human Resources
Ayisha Thompson, Human Resources Officer, Occupational Health
Michelle Hamilton, Human Resources Officer, Benefits and Return to Work
Personnel Medical File



Long Beach Civil Service Commission

REASSIGNMENT FOR TRAINING PROGRAM

Employee Consent Form

I, the undersigned, am aware that the Harbor Human Resource Department is requesting authorization from the Long Beach Civil Service Commission to temporarily assign me to perform the duties of the Clerk Typist classification. I understand the proposed reassignment, pursuant to Civil Service Rules and Regulations, Section 63(3), is for training and development 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 training purposes to perform the duties of the classification.

Victor Garcia
Signature

10/30/2020
Date



Long Beach Civil Service Commission

REASSIGNMENT FOR TRAINING PROGRAM

Training Plan Outline

NAME OF PARTICIPANT: <u>Victor Garcia</u>	DATE: _____
SOCIAL SECURITY NUMBER: _____	
DESIRED BEGINNING DATE: _____	
TITLE OF TRAINING CLASSIFICATION: <u>Clerk Typist</u>	

- Goals and Objectives (must encompass the most substantive duties, attach additional sheets if necessary)
To play an important role in the day to day operations of the Port of Long Beach Records Center, as it is vital to serving the general public, port divisions, and outside contractors. The position involves searching for records such as contracts or as-built drawings, data entry work for newly generated documents; and the of handling reprographics service orders. It also serves a dual role as the backup on certain days for the regular Mail Services Coordinator. This means that incoming packages are properly received and that regular daily mail for the Port is sorted and distributed

- Training Methods
A copy of the Records Center Manual will be provided to Victor to use as a reference guide for the Records Center procedures and protocols. Hands on training will also be provided to Victor.

- Criteria to Measure Satisfactory Completion of Training Plan
Please see attached page.

- Projected term of training assignment: Six months from Nov. 9th with the provision to extend if necessary.

- Signature of Trainee: *Victor Garcia* Date: 11/10/20

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

CRITERIA TO MEASURE SATISFACTORY COMPLETION OF TRAINING PLAN:

- 30 days – Overview/understanding of basic operations of how the Records Center operates and supports the Port, public, internal and external customers. Job shadowing and hands-on-training.
- 90 days – Must have a thorough knowledge of how to direct customers/contractors inquires and assist with a high resolution of accuracy. Training meetings will include question and answering session to ensure retention and application
- 120 days – Must have working knowledge as Back Up Regular Mail Service Coordinator in receiving, sorting and distribution of mail and packages. Delivery of mail to off-site locations and preparations for mail for pick up by UPS, Federal Express and US Post Office Services
- 120 days - Must have the ability to search for records of contracts, as-built drawings, etc. on the Electronic Document Records Systems for processing and with a high degree of accuracy.
- 180 days– Must have the ability for data entry with a high degree of accuracy, ability to generate documents and reprographic service orders. Learning curve should be completed within 5/6 months

Note: Supervisor will meet with Mr. Garcia every other week to provide feedback on his strengths, opportunities and refresher course where needed. Training will be both written, verbal and hands-on.



Long Beach Civil Service Commission

REASSIGNMENT FOR TRAINING PROGRAM

Statement of Qualifications

NAME OF PARTICIPANT: <u>Victor Garcia</u>	DATE: <u>10/30/2020</u>
PRESENT JOB TITLE: <u>General Maintenance Assistant</u>	
SOCIAL SECURITY NUMBER: _____	
REASSIGNMENT FOR TRAINING TO THE DUTIES OF: <u>Clerk Typist</u>	

INSTRUCTIONS: The information you provide will be used to insure that you will meet the minimum requirements for the job when you complete your training assignment. Please answer the questions below as fully as possible, showing all experience or education you have had which will help you to meet the minimum requirements shown on the attached sheet (attach additional sheets if necessary.)

1. Please list any courses, degrees or training programs completed which have prepared you for the job in which to train. Be sure to include the name of the school or organization, dates and duration, as appropriate.

I have trained as an accounting clerk with the Development Services department. I am very well versed in adobe and microsoft 365 and I have very strong customer service skills.

2. Please list any experience you have had which has prepared you for the job in which you wish to train. Be sure to include employer, dates employed and number of months or years employed.

April 2019- DECEMBER 2019
I worked for environmental planning at the Harbor department, organizing their files and scanning HDR permits. I also processed their vendor invoices, and kept that information organized.

JANUARY 2020- APRIL 2020
I worked For Civil Services, Answering calls from employees and the public as well as assisting with preparing individuals to test for positions which were vacant in the city.

APRIL 2020- OCTOBER 2020
I worked for Development Services in accounting paying vendor invoices and corresponding with them by phone or email. also set up spreadsheets with instructions on how to execute specific tasks for the accounting clerk position.

VICTOR E. GARCIA

DEDICATED CITY EMPLOYEE WITH A VARIETY OF SKILLS AND EXPERIENCE IN ADMINISTRATIVE AND FRONT OFFICE DUTIES. PROFICIENT IN MICROSOFT OFFICE, OUTLOOK, ADOBE PRO, EDRMS AND MUNIS.

GENERAL MAINTENANCE ASSISTANT (REASSIGNMENT FOR REHABILITATION)
CITY OF LONG BEACH-CIVIL DEVELOPMENT SERVICES DEPARTMENT
APRIL 2020- PRESENT

- Processing invoices in munis for Planning and Building and Safety.
- In charge of doing daily count of incoming payments at the permit center.
- Processing construction and demolition refunds for the Building and safety.
- Receiving and distributing invoices from vendors to approvers.
- Processing employee reimbursements.
- Filing all reimbursement and refund documents for records.
- Processing requisitions, purchase order change orders and creating PO's for new fiscal year.
- Interface with other departments and public by telephone.
- Using simpler to generate vendor reconciliation reports.

GENERAL MAINTENANCE ASSISTANT (TRANSITIONAL DUTY)
CITY OF LONG BEACH-CIVIL SERVICE DEPARTMENT
JANUARY 2020- APRIL 2020

- Screening calls, providing answers to inquiries.
- Opening and distributing mail.
- Interface with other departments and public by telephone.

GENERAL MAINTENANCE ASSISTANT (TRANSITIONAL DUTY)
PORT OF LONG BEACH- ENVIRONMENTAL PLANNING DEPARTMENT
JULY-2019-JANUARY-2020

- Review and process invoices for contracts including review of billing information and contract expiration dates.
- Create requisitions and blanket purchase orders and releases in Munis.
- Maintain records in electronic and physical files.
- Assist administrative analyst as needed for contract administration.
- Scanning and digitally organizing documents in chronological order
- Screening calls for management.
- Distributing mail.
- Software (EDRMS, Munis, Word, Excel, Outlook, and Adobe PRO)

GENERAL MAINTENANCE ASSISTANT (TRANSITIONAL DUTY)
PORT OF LONG BEACH- HARBOR COMMISSIONERS DEPARTMENT
APRIL - 2019 - JANUARY - 2020

- Scanning and digitally organizing documents in chronological order.
- Setting up and organizing shared drives.
- Corresponding to emails and providing necessary attachments.
- Software (EDRMS, WORD, EXCEL, OUTLOOK,ADOBE PRO)

GENERAL MAINTENANCE ASSISTANT
PORT OF LONG BEACH- HARBOR MAINTENANCE DEPARTMENT
MARCH - 2016 - PRESENT

- Continued maintenance of multiple harbor facilities and tenant facilities.
- Corresponding with internal and external customers on a wide range of work orders.
- tile and carpet installation.
- drywall installation and repairs.
- painting prep and finish.
- concrete forms and rebar layout and installation.

REFERENCES

██████████ Acting Director of Environmental planning (.....)