



## Memorandum

**Date:** June 7, 2023

**To:** Civil Service Commission

**From:** Tarsha Moses, Personnel Analyst

**Subject:** REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION – JACQUELINE MENJIVAR, ADMINISTRATIVE ANALYST III-CONF

On May 17, 2023, the Civil Service Department received correspondence from Omar Ramos, Administrative Officer, Human Resources Department requesting the approval of a Request for Permanent Assignment to Former Classification for Ms. Jacqueline Menjivar to the classification of Administrative Analyst III-CONF. 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:**

- Ms. Menjivar was hired as an Administrative Analyst I-CONF on February 10, 2020 and attained permanent status in the classification on August 18, 2020.
- On October 8, 2022, she was appointed to the position of Special Projects Officer in an Acting Status.
- Human Resources is requesting Ms. Menjivar return to her former classification of Administrative Analyst III-CONF, as the need for her acting role is no longer required.
- Ms. Menjivar will not have to complete a probationary period since she is returning to a former classification, Administrative Analyst III-CONF where permanent status has already been achieved.
- Approved requisition HR23-039 is on file with the Civil Service Department and was approved on May 8, 2023.
- 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.

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

The Human Resources Department and Ms. Menjivar 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**

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Date: May 16, 2023

To: Christina Winting, Director of Civil Service

From: Omar Ramos, Administrative Officer, Human Resources 

Subject: **Request for Permanent Assignment to Former Classification**

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The Department of Human Resources is requesting Civil Service Commission approval to permanently assign Jacqueline Menjivar, Special Projects Officer, to her former classification of Administrative Analyst III-CONF, in accordance with Article VI, Section 67 (1) of the Civil Service Rules and Regulations.

Ms. Menjivar was hired as an Administrative Analyst I-CONF on February 10, 2020 and attained permanent status in the classification on August 18, 2020. On October 8, 2022 she was appointed in the position of Special Projects Officer in an Acting status.

The need for her acting role is no longer required and we request she return to her former classification as an Administrative Analyst III-CONF. The Department of Human Resources has a vacancy for an Administrative Analyst III-CONF and an approved requisition (HR23-039).

Ms. Menjivar has been informed of the terms and conditions of a permanent assignment to her former classification of Administrative Analyst III-CONF.

Should the Commission have any questions regarding this request, please contact me at (562) 570-6060.



## 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.

Director or Designee: **Human Resources Approval**

*[Handwritten Signature]*

Date:

*5/16/23*

Effective Date: 2/14/2019

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**

**DATE FORM COMPLETED:** May 16, 2023 **DEPARTMENT:** Human Resources

**FORM COMPLETED BY:** Omar Ramos, Administrative Officer

**REQUISITION NUMBER:** HR23-039

**NAME AND CURRENT CLASSIFICATION TITLE OF EMPLOYEE:** Jacqueline Menjivar, Special Projects Officer

**TITLE OF CLASSIFICATION TO WHICH EMPLOYEE HAS REQUESTED TO RETURN:** Administrative Analyst III-CONF (EC3CN)

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.

	Eff Date	Action	Emp Status	Occup Code	Range	Step	D/B/D	Svc Type	Record Status
<b>UPDATE</b>	10/08/2022	CC	ACTING	SPECIAL PROJECTS OFFICER	E00	01	19200	UNCLASSIFIED	ACTIVE
<b>UPDATE</b>	06/18/2022	GC	PERMANENT	ADMINISTRATIVE ANALYST III-CNF	630	05	19200	CLASSIFIED	ACTIVE
<b>UPDATE</b>	02/26/2022	AS	PERMANENT	ADMINISTRATIVE ANALYST II-CONF	600	05	19200	CLASSIFIED	ACTIVE
<b>UPDATE</b>	02/27/2021	GC	PERMANENT	ADMINISTRATIVE ANALYST II-CONF	600	04	19200	CLASSIFIED	ACTIVE
<b>UPDATE</b>	01/30/2021	AS	PERMANENT	ADMINISTRATIVE ANALYST I-CONF	570	04	19200	CLASSIFIED	ACTIVE
<b>UPDATE</b>	12/19/2020	OR	PERMANENT	ADMINISTRATIVE ANALYST I-CONF	570	03	19200	CLASSIFIED	ACTIVE
<b>UPDATE</b>	08/18/2020	SC	PERMANENT	ADMINISTRATIVE ANALYST I-CONF	570	03	19200	CLASSIFIED	ACTIVE
<b>UPDATE</b>	08/01/2020	AS	PROBATIONARY	ADMINISTRATIVE ANALYST I-CONF	570	03	19200	CLASSIFIED	ACTIVE
<b>UPDATE</b>	02/10/2020	NE	PROBATIONARY	ADMINISTRATIVE ANALYST I-CONF	570	02	19200	CLASSIFIED	ACTIVE

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: 5/17/2023

Include requisition number and date received by Civil Service: HR23-039 5/8/2023



## Civil Service Department

- 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: Staff recommends approval.**

**Tarsha Moses**

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**From:** Betty de la Cruz  
**Sent:** Thursday, June 1, 2023 3:32 PM  
**To:** Tarsha Moses  
**Cc:** Omar Ramos  
**Subject:** FW: Jacqueline (Jax) Menjivar - Reversion to former classification

Hi Tarsha,

Below is the email from Jacqueline Menjivar.

Regards,

**Betty de la Cruz**  
*Administrative Analyst*  
**Department of Human Resources**



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**From:** Jax Menjivar <Jax.Menjivar@longbeach.gov>  
**Sent:** Thursday, June 1, 2023 3:30 PM  
**To:** Omar Ramos <Omar.Ramos@longbeach.gov>; Betty de la Cruz <Betty.delaCruz@longbeach.gov>  
**Cc:** Joleen Richardson <Joleen.Richardson@longbeach.gov>  
**Subject:** Jacqueline (Jax) Menjivar - Reversion to former classification

Good Afternoon Omar,

With the end of my appointment as Acting Special Projects Officer, I am requesting to be placed in my previous assignment of Administrative Analyst III-Confidential.

Please let me know if you have questions.

**Kind Regards,**

**Jax Menjivar**  
Administrative Analyst  
*Pronouns: (she/her/hers)*  
**Department of Human Resources | Risk Management Bureau**  
411 W. Ocean Blvd, 10<sup>th</sup> Floor | Long Beach, CA 90802  
Office: 562-570-6862 | [Jax.Menjivar@longbeach.gov](mailto:Jax.Menjivar@longbeach.gov)



*“Difficult takes a day, impossible takes a week.” – Sean Carter*