



## Civil Service Department

# Request to Transfer from Unclassified to Classified Service Form

### **PURPOSE:**

To request transfer from unclassified to classified service.

### **RELEVANT RULES AND REGULATIONS/POLICY:**

Civil Service Rules and Regulations Section 69:

"An unclassified employee may request a transfer from a position in the unclassified service to a position in the classified service in which he/she formerly held status subject to the consent of the appointing authority, the department heads involved, and the approval of the Commission. Time spent by an employee in the unclassified service shall not be included in seniority point calculations for classified promotional examinations. Further, when an employee who formerly held classified status returns to the classified service from the unclassified service, he/she shall not receive credit for the time served in the unclassified service when calculating an order of layoff from the classified service."

### **PROCESS:**

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Transfer from Unclassified to Classified Service 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

*Final Version*

12/29/21

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:****DATE FORM COMPLETED:** 11/5/2021 **DEPARTMENT:** Health**REQUISITION NUMBER:** HE21-163**FORM COMPLETED BY:** David Thompson, Community Program Specialist IVCorrespondence received by employee requesting transfer from unclassified to classified service.  Yes  NoIs the appointee transferring between departments? If yes, a HR1 is required to complete the transfer.  Yes  No

Name and current classification title of employee: Bertha Aguilar, Health Educator II

Title of classification to which employee has requested to return: Laboratory Assistant III

Employee holds prior classified status in the classification to which he/she has requested to return.  Yes  No**Reason for return to former classified service:**

Bertha Aguilar was hired with the Department of Health and Human Services on November 29, 2004 as a Laboratory Assistant I with the current Physician Services Bureau. Ms. Aguilar was promoted to Health Educator II effective 10/19/2012 and has remained in this classification to date. On June 26, 2019, Ms. Aguilar requested Human Resources to conduct a position audit to assess for position duties. Based on that assessment, Ms. Aguilar has requested to transition back to classified status at a Laboratory Assistant III classification.

Department informed employee of terms and conditions of Civil Service rights.  Yes  NoThe 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: **Received 12/28/2021**
- Requisition submitted:  Yes  No
- Civil Service Staff informs employee of 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.
- Provide notice to requesting department to attend Civil Service Commission Meeting.
- Provide notice to impacted department to attend Civil Service Commission Meeting.
- Provide notice to employee of Request for Transfer of Unclassified to Classified Service scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.
- Suggested Action: **Staff recommends approval of request.**



## Memorandum

**Date:** January 5, 2022

**To:** Civil Service Commission

**From:** Crystal A. Slaten, Deputy Director

**Subject: REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED SERVICE – BERTHA AGUILAR**

Correspondence has been received from Sandra Kennedy, Personnel Officer for the Department of Health and Human Services, requesting Civil Service Commission approval to transfer Bertha Aguilar, Health Educator, from the unclassified service to the classified service of Laboratory Assistant. Staff has reviewed the request and recommends approval in accordance with Article VI, Section 69 of the Civil Service Rules and Regulations.

**Facts for Consideration:**

- Bertha Aguilar was hired with the Department of Health and Human Services as an unclassified Public Health Associate on November 29, 2004.
- Ms. Aguilar was appointed to a classified Laboratory Assistant I position on October 1, 2009, and passed probation receiving permanent status on April 1, 2010.
- Ms. Aguilar was promoted to Health Educator II and voluntarily transferred back to the unclassified service on October 13, 2012.
- On June 26, 2019, Ms. Aguilar requested the Human Resources Department conduct a position audit to assess her job duties. Based on that assessment, Ms. Aguilar requested to transfer back to her classified status as a Laboratory Assistant.
- On December 28, 2021, Ms. Aguilar sent correspondence to the Department of Health and Human Services requesting to transfer back to the classified service as a Laboratory Assistant III.
- Approved requisition HE 21-263 is on file with the Civil Service Department and was approved on November 4, 2021.



- The Department of Health and Human Services supports the request to transfer Ms. Aguilar back to a classified Laboratory Assistant III position.
- Ms. Aguilar has been notified that her time in the unclassified service will not be included when calculating seniority points for classified promotional exams.
- Ms. Aguilar will not need to serve a new probationary period and will not receive credit for the time served in the unclassified service when calculating an order of layoff from the classified service.

The Department of Health and Human Services has been informed that this request is on today's agenda. A department representative will be present to respond to any questions from the Civil Service Commission.



CITY OF  
**LONG BEACH****Memorandum**

Date: December 28, 2021

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer



**Subject: REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED SERVICE -  
BERTHA AGUILAR**

In accordance with the provisions of Section 69 of the Civil Service Rules and Regulations, the Department of Health and Human Services respectfully requests the Civil Service Commission approval to transfer Bertha Aguilar from the unclassified service to the classified service.

Ms. Aguilar was a classified Laboratory Assistant I from October 1, 2009 to October 13, 2012. On October 13, 2012, Ms. Aguilar voluntarily transferred to the unclassified position as a Health Educator II.

At this time, Ms. Aguilar is requesting to return to the classified service in the position of Laboratory Assistant III and the Department of Health and Human Services supports this request. The Department has an approved requisition for a classified Laboratory Assistant III, HE21-263.

Thank you for your consideration of this request. Please contact me at (562) 570-6688, should you have any questions or require additional information.

<b>Human Resources Approval</b>

Director or Designee
12/28/21
Date

12/28/21

To whom it may concern

I would like to be reverted back to my classified position as Laboratory Assistant III



Bertha Aguilar