



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	
 <hr style="width: 100%;"/>	10-29-2020 <hr style="width: 100%;"/>
Director or Designee	Date

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: October 29, 2020 **DEPARTMENT:** Energy Resources (Gas & Oil)

FORM COMPLETED BY: Anja Jacobsen, Acting Administrative Officer

REQUISITION NUMBER: ER 21-009

NAME AND CURRENT CLASSIFICATION TITLE OF EMPLOYEE: Anja Jacobsen, Acting Administrative Officer

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.

Administrative Analyst I-III, August 15, 2016, to January 31, 2020 (Permanent: February 22, 2017)

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: **10/27/2020**
- Include requisition number and date received by Civil Service: **ER 21-009, in process**
- 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.

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION

Civil Service Rules and Regulations Section 67 (1)
Civil Service Commission Policy Not Applicable

Form completed by: Anja Jacobsen/Acting Administrative Officer/Energy Resources Date: 10/27/2020
Name/Title/Department

Section 1: <i>To be completed by requesting department.</i>	To be completed by department	Civil Service Dept. Verification
A requisition is required. The requisition number is: # <u>ER 21-009</u> . Has the requisition been received in the Civil Service Department?	Yes <input type="radio"/> No <input checked="" type="radio"/>	ER
Have all required documents been submitted to the Civil Service Department? <ul style="list-style-type: none"> Request signed by employee. Corresponding request from hiring department 	Yes <input checked="" type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/>	ER
A request for transfer must be included in the request to Commission if the appointee will move between departments. Is a transfer necessary?	Yes <input type="radio"/> No <input checked="" type="radio"/>	ER

Section 2: <i>Points to be addressed in request.</i>		
Formal name and current classification title of employee.	Anja Jacobsen, Acting Administrative Officer	
Title of classification to which employee has requested to return.	Administrative Analyst III	
Summary of employee's work history, specifying all classification titles and dates including date(s) permanent status was attained in each classification.	Administrative Analyst I-III 08/15/2016-02/01/2020 Perm: 02/22/2017	
The employee was notified of impacted Civil Service rights.	Yes <input checked="" type="radio"/> No <input type="radio"/>	ER
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 <input checked="" type="radio"/> No <input type="radio"/>	ER
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> Requesting department. Any other impacted department. The employee requesting return to former classification (attendance is recommended.) 		

Notes:

Human Resources Interim Director, Fred Verdugo, has reviewed and approved this request. See enclosed.

SUGGESTED ACTION:

Staff has reviewed the request and recommends that the Commission approve the request in accordance with Article VI, Section 69 of the Civil Service Rules and Regulations.



Date: November 4, 2020
To: Civil Service Commission
From: Elsa Ramos, Personnel Analyst
Subject: REQUEST TO RETURN TO CLASSIFIED SERVICE – ANJA JACOBSEN

Correspondence has been received from Robert Dowell, Director for the Department of Energy Resources (DER), requesting Civil Service Commission approval to return Ms. Anja Jacobsen to classified service. Ms. Jacobsen has been serving as the Acting Administrative Officer, for DER, and is requesting to return to her former classified position of Administrative Analyst III with the Department. Staff has reviewed the request and recommends that the Commission approve the request in accordance with Article VI, Section 69 of the Civil Service Rules and Regulations.

Facts for Consideration:

- Article VI, Section 69 of the Civil Service Rules and Regulations allows for an unclassified employee to “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.”
- On February 1, 2020, Mr. Jacobsen was appointed to temporarily serve as Acting Administrative Officer for DER. The DER Administrative Officer, Ms. Sandra Aguilar, was reassigned to serve in as the interim Operations Bureau Manager for the Department of Technology & Innovation (TID), while the Department completed its recruitment process. Ms. Aguilar’s assignment with TID has now ended and she will be returning to DER to resume her role as Administrative Officer.
- Correspondence has been received from Ms. Jacobsen requesting to be returned to her former position of Administrative Analyst III in the classified service. She is aware of and accepts the terms and conditions of this transfer.
- Mr. Jacobsen was hired as an Administrative Analyst III on August 15, 2016 and achieved permanent status on 2/22/2017; she served in this classified service role through February 1, 2020.
- The Administrative Analyst III position, previously held by Ms. Jacobsen, is available for her to return to. The Department is in support of this transfer and the requisition, ER 21-009, is in the approval process.

November 4, 2020

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The Department and Ms. Jacobsen have been advised that this item is on today's agenda. A department representative will be present to respond to any questions posed by the Civil Service Commission.

Date: October 27, 2020
 To: Civil Service Commission
 From: Robert Dowell, Director, Energy Resources Department 
 Subject: **REQUEST FOR PERMANENT REASSIGNMENT TO FORMER CLASSIFICATION**

The Energy Resources Department is requesting Civil Service Commission approval to permanently assign Anja Jacobsen, Acting Administrative Officer, to her former classification of Administrative Analyst III, in accordance with Article VI, Section 67(1) of the Civil Service Rules and Regulations.

Ms. Jacobsen was appointed to Acting Administrative Officer on February 1, 2020, to temporarily fulfill the duties of the Administrative Officer position for the department, while Ms. Sandra Aguilar was the Interim Administrative Officer and Acting Business Operations Bureau Manager for the Department of Technology and Innovation (TID). Ms. Aguilar is now returning to the department as her assignment with TID has ended. As a result, Ms. Jacobsen has requested to return to her former classification as an Administrative Analyst III. Approved requisition ER 21-009 to fill the vacant Administrative Analyst III position in the Personnel Division with Ms. Jacobsen is on file with the Civil Service Department.

Ms. Jacobsen has been advised of the terms and conditions of her permanent assignment.

If you have any questions, please contact me at (562) 570-2001.

Human Resources Approval



10-29-2020

 Director or Designee

 Date

Date: October 27, 2020
To: Civil Service Commission
From: Anja Jacobsen, Acting Administrative Officer 
Subject: REQUEST TO REVERT TO FORMER CLASSIFICATION

I am currently assigned as Acting Administrative Officer for the Energy Resources Department, in Sandra Aguilar's absence. Ms. Aguilar's interim assignment with the Technology and Innovation Department has now come to an end and, as a result, I am requesting to revert to my former classification of Administrative Analyst III, which I held from August 15, 2016, to February 1, 2020.

Thank you for your consideration of my request.

Human Resources Approval



10-29-2020

Director or Designee

Date