



Date: October 23, 2012
To: Civil Service Commission
From: Kenneth A. Walker, Manager Personnel Operations
Subject: **REQUEST FOR TRANSFER IN-LIEU OF LAYOFF**

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2012 OCT 24 PM 4:48
CIVIL SERVICE DEPT.

On September 5, 2012 the Civil Service Commission began approving the Requests for Order of Layoff from the City Manager for the FY13 budget.

With the Commissions approval the Department of Human Resources requests the following Transfers In-Lieu of Layoff in order to help mitigate the impact to the affected employees.

| EMPLOYEE | CURRENT TITLE | CURRENT DEPARTMENT | NEW TITLE | NEW DEPARTMENT |
|-----------------|----------------------------|--------------------|--------------------------|----------------|
| Sheila Cannan | Police Services Specialist | Police | Parking Control Checker | Public Works |
| Cherish Dunn | Clerk Typist | Police | Public Safety Dispatcher | Police |
| Kim Cloughessy | Police Services Specialist | Police | Public Safety Dispatcher | Police |
| Lisa Massacanni | Police Services Specialist | Police | Public Safety Dispatcher | Police |

The transfers would allow the employees to remain employed by the City, and mitigate operational disruptions that the bumping process would have caused. Therefore, it is requested that the Civil Service Commission approve this transfer in-lieu of layoff.

If you have any additional questions at this time, please do not hesitate to contact me at (562) 570-6243.



Date: October 25, 2012
To: Civil Service Commission
From: Kenneth A. Walker, Manager Personnel Operations
Subject: **REQUEST FOR TRANSFER IN-LIEU OF LAYOFF**

RECEIVED
2012 OCT 31 AM 10:43
CIVIL SERVICE DEPT.

On September 5, 2012 the Civil Service Commission began approving the Requests for Order of Layoff from the City Manager for the FY13 budget.

With the Commissions approval the Department of Human Resources requests the following Transfers In-Lieu of Layoff in order to help mitigate the impact to the affected employees.

| EMPLOYEE | CURRENT TITLE | CURRENT DEPARTMENT | NEW TITLE | NEW DEPARTMENT |
|--------------------|----------------------------|--------------------|---------------------------|------------------|
| Somchith Eric Sing | Police Services Specialist | Police | Special Services Officer | Police |
| Vu Nguyen | Police Services Specialist | Police | Special Services Officer | Police |
| Paul Malevitz | Police Services Specialist | Police | Special Services Officer | Police |
| Alex Mize | Library Clerk | Library Services | Office Services Assistant | Library Services |

The transfers would allow the employees to remain employed by the City, and mitigate operational disruptions that the bumping process would have caused. Therefore, it is requested that the Civil Service Commission approve this transfer in-lieu of layoff.

If you have any additional questions at this time, please do not hesitate to contact me at (562) 570-6243.

1 **DATE:** November 7, 2012
2 **TO:** Civil Service Commission
3 **FROM:** Mario R. Beas, Executive Director
4 **SUBJECT: STAFF REPORT – REQUEST FOR PERMANENT ASSIGNMENTS**
5 **AND TRANSFER TO AVOID LAYOFFS**

6 Correspondence has been received from Kenneth A. Walker, Manager of Personnel
7 Operations, Human Resources Department, requesting Commission approval to
8 permanently assign eight employees to new classifications in lieu of layoff. It is further
9 requested that one of these employees, Sheila Cannan, also be transferred to a
10 different City department. Staff recommends approval of this request in accordance
11 with Section 67(5) and 64 of the Civil Service Rules and Regulations.

12
13 On October 3, 2012, the Civil Service Department approved the Order of Layoff for
14 staffing reductions that listed 38 different classifications in multiple City departments.
15 Included in the Order of Layoff were positions in the classifications of Clerk Typist and
16 Police Services Specialist in the Police Department. Also included were positions in
17 the classification of Library Clerk in the Library Services Department. It is
18 recommended that the specified eight employees in impacted positions be permanently
19 assigned to the classifications of Public Safety Dispatcher, Special Services Officer,
20 Parking Control Checker and Office Services Assistant. The requested permanent
21 assignments, the eight employees, their current positions and their dispositions on the
22 Order of Layoff are as follows:

23 **Permanent Assignment to Public Safety Dispatcher, Police Department**

24 Cherish Dunn Currently, a permanent Clerk Typist who reverts to Library Clerk
25 and is placed on a priority list for Clerk Typist.

1 Kym Coughesy Currently, a permanent Police Services Specialist who does not
2 hold prior permanent status in any other classification and,
3 consequently, is laid off and placed on a priority list for Police
4 Services Specialist.

5 Lisa Massacani Currently, a permanent Police Services Specialist who reverts to
6 Library Clerk and is placed on a priority list for Police Services
7 Specialist.

8 **Permanent Assignment to Special Services Officer, Police Department**

9 Somchith Eric Sing Currently, a permanent Police Services Specialist who bumps Vu
10 Nguyen, Police Services Specialist, in the Police Department.
11 Mr. Sing has requested an out-of-order layoff, in accordance with
12 Section 100 of the Civil Service Rules and Regulations, to be
13 eligible for this permanent assignment.

14 Vu Nguyen Currently, a permanent Police Services Specialist who does not
15 hold prior permanent status in any other classification and,
16 consequently, is laid off and placed on a priority list for Police
17 Services Specialist.

18 Paul Malevitz Currently, a permanent Police Services Specialist who does not
19 hold prior permanent status in any other classification and,
20 consequently, is laid off and placed on a priority list for Police
21 Services Specialist.

22
23 **Permanent Assignment to Parking Control Checker and Transfer to the Public
Works Department**

24 Sheila Cannan Currently, a permanent Police Services Specialist who does not
25 hold prior permanent status in any other classification and,

