

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: Sandra Aguilar/Personnel Officer/Energy Resources Date: 09/03/2019
 Name/Title/Department

Section 1: To be completed by requesting department.

To be completed by department

Civil Service Dept. Verification

A requisition is required. The requisition number is: # ER 19-088.
 Has the requisition been received in the Civil Service Department?

Yes No

SW

Have all required documents been submitted to the Civil Service Department?

- Request signed by employee.
- Corresponding request from hiring department

Yes No
 Yes No

SW

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

SW

Section 2: Points to be addressed in request.

Formal name and current classification title of employee.

Virjo Conner, **SW**
 Construction Inspector I

Title of classification to which employee has requested to return.

Gas Maintenance **SW**
 Supervisor I

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

Please see Attachment A. **SW**

The employee was notified of impacted Civil Service rights.

Yes No

SW

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

SW

The following should be in attendance at the Civil Service Commission meeting:

- Requesting department.
- Any other impacted department.
- The employee requesting return to former classification (attendance is recommended.)

Notes:

SUGGESTED ACTION:

Civil Service Department staff recommends approval of Mr. Conner's request to be permanently assigned to his former classification of Gas Maintenance Supervisor I.

On September 5, 2019, the Civil Service Department received a Request for Permanent Assignment to Former Classification from the Energy Resources Department, in accordance with the provisions of Article VI, Section 67 of the Civil Service Rules and Regulations.

Virjo Conner, the employee requesting to return to his former classification of Gas Maintenance Supervisor I, was hired with the City as a Maintenance Assistant II – Non Career on September 25, 2001.

On May 18, 2002, Mr. Conner was hired as a classified, full-time Maintenance Assistant I, and obtained permanent status on November 20, 2002.

On May 28, 2005, Mr. Conner was hired as a classified, full-time Gas Construction Worker I, and obtained permanent status on November 28, 2005.

Mr. Conner promoted to Gas Construction Worker II and II on December 3, 2005 and March 29, 2008, respectively.

On August 27, 2016, Mr. Conner promoted to Gas Maintenance Supervisor I, and obtained permanent status on March 15, 2017.

On February 9, 2019, Mr. Conner was hired as a Construction Inspector I, and obtained permanent status on August 25, 2019.

In the memorandum submitted on September 5, 2019, the Energy Resources Department requests the Commission's approval for a permanent assignment to a former classification for Mr. Conner from Construction Inspector I to Gas Maintenance Supervisor I.

Mr. Conner is requesting to return to his former classification of Gas Maintenance Supervisor I due to his passion for corrosion work. If the request is granted, Mr. Conner will be given the unique opportunity to return to overseeing corrosion monitoring as a supervisor.

There is currently one open requisition with one vacancy for Gas Maintenance Supervisor in the Energy Resources Department. Should Mr. Conner's request to be permanently assigned to his former classification be granted, the vacancy will be filled sooner.

Mr. Conner has been notified that this request will be placed on the October 2, 2019 Commission agenda. The Department has also advised Mr. Conner of his impacted Civil Service rights and/or changes to benefits, salary, etc.

Representatives from the Energy Resource Department will be present at the Commission meeting to answer any questions.

Civil Service Department staff recommends approval of Mr. Conner's request to be permanently assigned to his former classification of Gas Maintenance Supervisor I in the Energy Resources Department.

ATTACHMENT A

EMPLOYMENT WORK HISTORY - VIRJO CONNER

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

02/09/2019: Construction Inspector I (8/25/2019 Permanent Status)
08/27/2016: Gas Maintenance Supervisor I (03/15/2017 Permanent Status)
3/29/2008: Gas Construction Worker III
12/03/2005: Gas Construction Worker II
05/28/2005: Gas Construction Worker I (11/28/2005 Permanent Status)
05/18/2002: Maintenance Assistant I (11/20/2002 Permanent Status)
09/25/2001: Maintenance Assistant II - NC

Date: September 4, 2019
To: Civil Service Commission
From: Sandra Aguilar, Personnel Officer, Energy Resources Department 
Subject: **REQUEST FOR PERMANENT REASSIGNMENT TO FORMER CLASSIFICATION**

The Energy Resources Department is requesting Civil Service Commission approval to permanently assign Virjo Conner, Construction Inspector I, to his former classification of Gas Maintenance Supervisor I in accordance with Article VI, Section 67(1) of the Civil Service Rules and Regulations.

Mr. Conner was appointed to a Gas Maintenance Supervisor I position on August 27, 2016. He obtained permanent status in this classification on March 15, 2017. On February 9, 2019, he accepted a position as Construction Inspector I, and obtained permanent status on August 25, 2019.

Mr. Conner has requested to return to his former classification as a Gas Maintenance Supervisor I. Approved requisition ER 19-088 for a Gas Maintenance Supervisor I is on file with the Civil Service Department.

Mr. Conner has been advised of the terms and conditions of permanent assignment.

If you have any questions, please contact me at (562) 570-2043.



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Date: August 30, 2019
To: Nathan Lynch
From: Virjo Conner
Subject: Request to revert to previous classification-Gas Maintenance Supervisor I

Mr. Lynch,

This memo is to confirm my interest in reverting to my previous classification of Gas Maintenance Supervisor I in the Construction and Pipeline Maintenance Bureau from my current classification of Construction Inspector I in the Engineering and Regulatory Compliance Bureau.

Thank you for your consideration and feel free to contact me should you have any questions.

Sincerely,

Virjo Conner
Construction Inspector I

A handwritten signature in black ink that reads "Virjo M. Conner". The signature is written in a cursive style with a long horizontal flourish at the end.