



Memorandum

Date: November 9, 2022

To: Civil Service Commission

From: Maria Cano, Personnel Analyst

Subject: **REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION – ANGEL BARRAGAN, ADMINISTRATIVE ANALYST II**

On October 20, 2022, the Civil Service Department received correspondence from Wally Hebeish, Chief of Police, requesting the approval of a Request for Permanent Assignment to Former Classification for Mr. Angel Barragan to the classification of Administrative Analyst II, in accordance with Article VI, Section 67(1) of the Civil Service Rules, and Regulations.

Facts for Consideration:

- Mr. Barragan was hired as a Police Recruit on February 22, 2018. On March 22, 2018, he resigned from the Police Recruit Classification without obtaining permanent status.
- On September 29, 2018, he was hired as a Special Services Officer III-Armed. On April 2, 2019, Mr. Barragan achieved permanent status in the Special Services Officer III-Armed classification.
- On October 9, 2021, Mr. Barragan was hired as Administrative Analyst II in the Investigations Bureau. He obtained permanent status in the Administrative Analyst II classification on May 2, 2022.
- On August 27, 2022, Mr. Barragan was hired as a Police Recruit for the second time. On October 19, 2022, Mr. Barragan verbally requested to be reverted to his former Administrative Analyst II classification. He followed the verbal request with a written request on October 20, 2022. He did not attain permanent status in the Police Recruit classification.
- Mr. Barragan will not have to complete a probationary period since he is returning to a former classification, Administrative Analyst II, where permanent status has already been achieved.
- Approved requisition PD22-112 is on file with the Civil Service Department and was approved on October 12, 2022.



- Approval of this request will help fill one of the important Administrative Analyst vacancies in the Police Department that are difficult to fill.
- 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 of this request in accordance with Article VI, Section 67(1) of the Civil Service Rules, and Regulations.


The Human Resources Department, Police Department, and Mr. Barragan 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

Date: October 20, 2022

To: Christina Winting, Director of Civil Service

From: Wally Hebeish, Chief of Police 

Subject: **Request for Permanent Assignment to Former Classification – Angel Barragan**

The Police Department respectfully requests the Civil Service Commission approval to permanently assign Angel Barragan, Police Recruit, to the classification of Administrative Analyst II in accordance with Article VI, Section 67(1) of the Civil Service Rules and Regulations effective October 22, 2022.

Mr. Barragan was appointed on October 9, 2021, to Administrative Analyst in the Investigations Bureau and attained permanent status on May 2, 2022. On August 27, 2022, he accepted a position as a Police Recruit in the Training Division of the Support Bureau.

Mr. Barragan requested to revert to his former classification of Administrative Analyst. Should the Commission approve this request, the Department intends to use approved requisition PD22-112 to reappoint Mr. Barragan.

Mr. Barragan has been advised of the terms and conditions of the reversion to his former status.

Please contact Maria Macias, Administrative Analyst at maria.macias@longbeach.gov or Elsa Ramos, Acting Personnel Administrator, at Elsa.Ramos@longbeach.gov should you have any questions or require additional information.



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

Director or Designee:

Date:

Effective Date: 2/14/2019

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 10/19/2022 **DEPARTMENT:** Police Department

FORM COMPLETED BY: Maria Macias

REQUISITION NUMBER: PD22-112

NAME AND CURRENT CLASSIFICATION TITLE OF EMPLOYEE: Angel Barragan – Police Recruit

TITLE OF CLASSIFICATION TO WHICH EMPLOYEE HAS REQUESTED TO RETURN: Administrative Analyst

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.

Special Service Officer III-Armed – 4/2/2019

Administrative Analyst II- 5/2/2022

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:

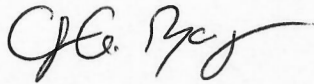
- ☒ Request received by Civil Service. Date Received: 10/20/2022
- ☒ Include requisition number and date received by Civil Service: PD22-112
- ☒ Civil Service Staff informs employee of terms and conditions of permanent assignment and transfer.
- ☒ The employee was referred to the Human Resources Department 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.

October 20, 2022

City of Long Beach
Attention: Civil Service Department
333 West Ocean Boulevard
Long Beach, CA 90802

Civil Services Department:

I, Angel A. Barragan, am requesting to be reinstated to my previous classified position as an Administrative Analyst II with the Long Beach Police Department, Special Investigation Division. This position is currently unfilled. I left my Administrative Analyst II position to further my law enforcement career as a Police Recruit for the Long Beach Police Department. After 8 weeks, I resigned from the academy due to recent major changes within my family household. During my time as an analyst, I added significant value to the division and the specialized units. I welcome the opportunity to rejoin the Special Investigation Division.

A handwritten signature in black ink, appearing to read 'A. Barragan', with a stylized flourish extending from the end.

Angel A. Barragan