



Memorandum

Date: January 4, 2023

To: Civil Service Commission

From: Maria Cano, Personnel Analyst

Subject: REQUEST FOR TEMPORARY REASSIGNMENT FOR TRAINING OF NAHIN ANAYA-ZAVALA, SPECIAL SERVICES OFFICER III-ARMED TO CLERK TYPIST III

Correspondence has been received from Elsa Ramos, Acting Personnel Administrator, of the Police Department, requesting Commission approval to temporarily assign Nahin Anaya-Zavala, working as Special Services Officer III-Armed in the Jail Division, to the position of Clerk Typist III in the Booking Section of the Jail Division, for the purpose of training, development, and rehabilitation in accordance with Article VI, Section 63(5) of the Civil Service Rules, and Regulations and Section 1.20 of the Civil Service Commission Policies and Procedures.

Facts for Consideration

- Mr. Anaya-Zavala was hired as a Security Officer I on August 21, 2000, with the Department of Public Works. He achieved; permanent status on March 15, 2001.
- On March 24, 2002, Mr. Anaya-Zavala transferred to the Police Department as a Security Officer I and upgraded to a grade level II on April 1, 2001.
- On October 11, 2008, he was reclassified as a Special Services Officer II in Public Works.
- On March 14, 2009, Mr. Anaya-Zavala was promoted to Special Services Officer III-Armed in the Police Department Jail Division and remains in this classification.
- On April 30, 2019, Mr. Anaya-Zavala was injured in the course of employment resulting in permanent restrictions.
- In accordance with the Fair Employment and Housing Act (FEHA), the Department engaged Mr. Anaya-Zavala in the Interactive Process ultimately identifying the Clerk Typist III classification as a suitable classification for his retraining. Mr. Anaya-Zavala agreed to retrain as a Clerk Typist III.
- The Training Plan Outline submitted by the Police Department describes the goals and objectives, training methods, and criteria necessary to measure the satisfactory progress of requisitioning assignments. The initial term of the training assignment is scheduled for six months.

- Requisition number, PD22-069 has been submitted for this request.
- After the satisfactory completion of the 6-month training period the Department will seek Civil Service Commission approval for Mr. Anaya-Zavala's permanent placement in the position.
- If it is deemed necessary that Mr. Anaya-Zavala needs additional training at the completion of the term, the Police Department will be responsible for requesting an extension from the Commission.

Recommendation

Staff recommends approval of Mr. Anaya-Zavala's Reassignment for Training and Rehabilitation in accordance with Article VI, Section 63(5) of the Civil Service Rules, and Regulations and Section 1.20 of the Civil Service Commission Policies and Procedures

The Police Department and Mr. Anaya-Zavala have been notified that this request will be on the Commission's agenda. The Department will be present for any questions from the Commission.

Memorandum

Date: December 23, 2022

To: Civil Service Commission

From: Elsa Ramos, Acting Personnel Administrator, Police Department

Subject: **REQUEST FOR TEMPORARY REASSIGNMENT FOR TRAINING OF NAHIN ANAYA-ZAVALA, SPECIAL SERVICES OFFICER III-ARMED TO CLERK TYPIST III**

The Police Department is requesting the temporary reassignment for training of Nahin Anaya-Zavala, Special Services Officer III-Armed in the Jail Division, to the position of Clerk Typist III in the Booking Section of the Jail Division, for the purpose of training and development in accordance with Article VI, Section 63(5) of the Civil Service Rules and Regulations.

Employment History

Mr. Anaya-Zavala has a long-standing history of employment with the City of Long Beach with an initial hire in August 2000. The following breaks down the work history for Mr. Anaya-Zavala:

- Hired as a Security Officer I on August 21, 2000, with the Department Public Works in Fleet and Towing Operations; permanent status obtained on March 15, 2001.
- March 24, 2002: Transfer to the Police Department as a Security Officer I and upgraded to a grade level II on April 1, 2001.
- October 11, 2008: Reclassified as a Special Services Officer II in Public Works Environmental Services; permanent status held.
- March 14, 2009: Promotion to Special Services Officer III-Armed in the Police Department's Jail Division and remains in this classification.

Work Restrictions

Mr. Anaya-Zavala was injured in the course of employment on April 30, 2019. Mr. Anaya-Zavala's restrictions became permanent and preclude him from performing the essential functions of his position as a Special Services Officer III-Armed. Mr. Anaya-Zavala's permanent restrictions preclude him from constant bending, standing twisting and lifting over 25 pounds, no climbing, kneeling, and squatting related to his back/right hip. Additionally, he is precluded from sitting, standing, walking over 30 minutes as it relates to his right knee.

In accordance with the Fair Employment and Housing Act (FEHA), the Department engaged Mr. Anaya-Zavala in the Interactive Process and sought alternate employment opportunities which could accommodate his medical restrictions. The Department has identified a Clerk

Request for Temporary Reassignment – Nahin Anaya-Zavala
Page 2

Typist III position in the Booking Section of the Jail Division as a position in which Mr. Anaya-Zavala could likely be successful after retraining. Mr. Anaya Zavala has agreed to the retraining and is eager to return to work.

Mr. Anaya-Zavala has been advised that the reassignment for rehabilitation and/or retraining is temporary and does not guarantee permanent placement in the Clerk Typist III position. Upon satisfactory completion of a six-month training period the Department would seek Civil Service Commission approval of Mr. Anaya-Zavala's permanent appointment to the position. Furthermore, Mr. Anaya-Zavala was advised that during the reassignment he would not accrue any status in the Clerk Typist III classification and his salary will remain that of his current classification.

If you have any questions, please contact me at 562-570-7304.

Attachments: Reassignment for Rehabilitation Program –Plan Outline
 Employee Consent Form & Employee Statement of Qualifications
 Request for Temporary Reassignment for Rehabilitation

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR TEMPORARY REASSIGNMENT FOR TRAINING

Civil Service Rules and Regulations Section 63 (5)
Civil Service Commission Policy Section 1.20

Form to be completed by: Elsa Ramos, Action Personnel Administrator, Police
Name/Title/Department

Date: 12/23/2022

Section 1: To be completed by department.

To be completed
by department

Civil Service Dept.
Verification

A requisition is required. The requisition number is: #PD22-069

MC

Has the requisition been received in the Civil Service Department?

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**

MC

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

- Completed Training Program Outline [Please see attached.](#)
- Employee Consent Form and Employee Statement of Qualifications. Copies of any documents included as part of the training plan and required on the last job bulletin such as proof of license, education, certificate, etc. (Note: many employees will NOT possess all documents at the beginning of the training program.) [Please see attached.](#)
- Copy of most recent job opportunity bulletin.

Yes No

MC

Yes No
Yes No

MC

Section 2: Points to be addressed in request:

Formal name and current classification title of employee. [Nahin Anaya-Zavala Special Services Officer III-Armed](#)

MC

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

MC

Summary of training program, intent of program, goals, objectives, methods, time and criteria. [Please see training matrix and memo.](#)

MC

Length of training requested.
(For training longer than 1 year, the initial request should indicate the overall estimated length of program. A new request and plan must be resubmitted each year for evaluation and Commission approval.) [6 months.](#)

MC

Confirmation that employee will meet minimum qualifications upon successful completion of training program. [Please see attached consent.](#)

MC

Employee was contacted about salary, status, and requirement to apply and compete in examination process.

Yes No

MC

Recruitment efforts to find a candidate for training program. [Please see memo.](#)

N/A

MC

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

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

- Requesting department.
- Any other impacted departments.
- Not required for the employee.

MC

Notes:

SUGGESTED ACTION:

Staff recommends approval of this request.