



Memorandum

Date: March 15, 2023

To: Civil Service Commission

From: Maria Cano, Personnel Analyst

Subject: **REQUEST FOR PERMANENT REASSIGNMENT AFTER REHABILITATION
– VICTOR GARCIA – GENERAL MAINTENANCE ASSISTANT TO CLERK
TYPIST III**

Correspondence has been received from Joe Ambrosini, Director of Human Resources, requesting the Permanent Reassignment of Victor Garcia, General Maintenance Assistant, in the Harbor Department, to the position of Clerk Typist III, in the Harbor Department. Staff has reviewed this request and recommends Commission approval in accordance with Article VI, Sections 63(5), 64, and 67(3)(b) of the Civil Service Rules and Regulations.

Facts for Consideration:

- On March 28, 2016, Mr. Garcia was hired by the Harbor Department as a General Maintenance Assistant. He was assigned to the Carpentry Section of the Maintenance Division where he maintained a permanent, full-time classified status as a General Maintenance Assistant.
- On January 9, 2017, Mr. Garcia was involved in a serious nonoccupational injury.
- On August 7, 2018, Mr. Garcia's treating physician determined that he had sustained permanent injuries that resulted in permanent work restrictions which would limit him from performing the essential job functions as a General Maintenance Assistant.
- In accordance with the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act/ Amendments, the Harbor Department conducted the Interactive Process to seek alternative opportunities that could possibly accommodate his permanent work restrictions.



- On April 15, 2020, the Civil Service Commission approved the request from the Harbor Department to transfer and reassign Mr. Garcia for rehabilitation and training with the Development Services Department in their Finance Division.
- On October 21, 2020, the Development Services Department requested to terminate the reassignment for rehabilitation due to his unsuccessful training period and the Civil Service Commission approved the request to revert Mr. Garcia back to the Harbor Department on October 24, 2020.
- The Harbor Department identified a position for Mr. Garcia's return to the Department in the Records Center as a Clerk Typist III.
- The Harbor Department submitted the goals and objectives, training method, and criteria necessary to measure the satisfactory completion of the employee's training for Clerk Typist III.
- Mr. Garcia was scheduled to complete a six (6) month training program with the possibility of an extension to twelve (12) months.
- Mr. Garcia's training was expected to conclude his initial training plan on or about April 2021. However, at the time of the initial request's expiration, Mr. Garcia had not completed his training due to medical leaves. Additionally, because the department underwent changes in staffing, a request to extend his training period was not submitted as originally planned.
- Mr. Garcia completed his training in June 2022. After reviewing Mr. Garcia's file, the new Employee Relations Manager confirmed that he had completed his training and was ready for a Permanent Appointment.
- Requisition HD 23-030 has been submitted by the Harbor Department and is en-route to the Civil Service Department to use for this request.
- Article VI, Section 67(3) of the Civil Service Rules and Regulations states an employee may be permanently assigned to another classification if he/she successfully completes rehabilitation and successfully completes probation.
- According to Harbor Department staff, Mr. Garcia has successfully completed his Reassignment for Rehabilitation as a Clerk Typist III. Mr. Garcia will be required to complete a probationary period before he obtains permanent status in the Clerk Typist classification.

Recommendation

Staff recommends approval of Mr. Garcia's Permanent Reassignment as Clerk Typist III in the Harbor Department in accordance with Article VI, Sections 63(5), 64, and 67(3)(b) of the Civil Service Rules and Regulations.



Mr. Garcia is aware that this request is on today's agenda and a Harbor Department representative will be present to respond to any questions.



Date: March 10, 2023

To: Civil Service Commission

From: Joe Ambrosini, Director of Human Resources 

Subject: **Request for Permanent Assignment for Victor Garcia, Maintenance Assistant to Clerk Typist III**

The Department of Human Resources is requesting the permanent assignment of Victor Garcia to the Clerk Typist III classification pursuant to Article VI, Section 67 (3) of the Civil Service Rules and Regulations.

On November 18, 2020, the Civil Service Commission approved the request for Reassignment for Rehabilitation and/or Retraining, for Victor Garcia to Clerk Typist III within the Human Resources Division of the Harbor Department, for training and development in accordance with Article IV, Section 63 (5) of the Civil Service Rules, and Regulations.

Victor Garcia has completed the training and development plan for the Clerk Typist III position which included learning how to perform the full range of clerical duties such as collecting, sorting, and distributing mail, operating mail room equipment, records management, storing and issuing supplies/equipment, contacting vendors for materials, and executing vendor orders for graphic production. Mr. Garcia's training has provided him with the required skills to effectively perform the duties of the Clerk Typist classification position and the Department supports the permanent assignment request.

Based on Mr. Garcia's successful completion of the retraining program, it is recommended that he be permanently assigned to the Clerk Typist classification. The Harbor Department has a personnel requisition (HD23-030) in route to Civil Service to place Victor Garcia into this classification.

If you have any questions, please contact Russ Ficker, Human Resources Officer at (562) 570-7147.

CC: SANDY WITZ, DIRECTOR OF HUMAN RESOURCES, HARBOR DEPARTMENT
FRED VERDUGO, DEPUTY DIRECTOR OF HUMAN RESOURCES
RUSS FICKER, HUMAN RESOURCES OFFICER



Memorandum

Date: March 2, 2023

To: Civil Service Commission

From: Sandy Witz, Director of Human Resources Division, Harbor Department

Subject: **REQUEST FOR PERMANENT ASSIGNMENT AFTER REHABILITATION FOR VICTOR GARCIA FROM GENERAL MAINTENANCE ASSISTANT TO CLERK TYPIST**

On November 18, 2020, the Civil Service Commission approved a request for Reassignment for Rehabilitation and/or Retraining for Victor Garcia, General Maintenance Assistant, to Clerk Typist in the Harbor Department's Human Resources Division, for the purpose of training and development in accordance with Article VI, Section 63 (5) of the Civil Service Rules and Regulations.

Mr. Garcia has successfully completed the training plan that the Harbor Department prepared in November 2020. The training plan included the following:

- Collects, sorts and distributes interdepartmental mail, US mail, books, and other items.
- Weighs US mail and determines correct postage and packaging.
- Transports and delivers interdepartmental mail and US mail from the Harbor Department to City Hall and other Port sites.
- Operates mailroom equipment including, folding, metering and operating insertion machines.
- Stores, issues and delivers supplies and provides equipment
- Sends out package notifications.
- Contacts vendors to expedite orders and places verbal orders for contract materials.
- Executes orders for graphic reproduction vendor.
- Operates in-house reprographic equipment including binding machine, punch machine and other related office equipment.
- Interacts with Port staff, contractors and other customers to provide customer service and direction.
- Assists with records archives duties, including use of EDRMS system for records maintenance.
- Performs other duties as required.

The Harbor Department is recommending that Mr. Garcia be placed in Clerk Typist classification as a permanent appointment pursuant to Section 67 (3) (b). The Harbor Department has an approved personnel requisition HD 23-030 to place Mr. Garcia into this classification.

The Reassignment for Rehabilitation and/or Retraining for Victor Garcia was prolonged due to the pandemic, training resources, and adequate supervision.

Thank you for your consideration of this request. Please contact me at (562) 283-7500, should you have any questions or require additional information.

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR TEMPORARY REASSIGNMENT FOR TRAINING

Civil Service Rules and Regulations Section 63 (3)
Civil Service Commission Policy Section 1.20

Form to be completed by: **Kymberly Clay, Administrative Analyst III, Harbor Department**
Name/Title/Department

Date **11-3-2020**__

Section 1: *To be completed by department.*

To be completed
by department

Civil Service Dept.
Verification

A requisition is required. The requisition number is: **#HD-21-003**

Has the requisition been received in the Civil Service Department? **Received 10/13/20**

Yes

SV

A request for transfer must be included in the request to Commission if the appointee will move between departments. Is a transfer necessary? **Transfer request approved 10/24/20**

No

SV

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

- Completed Training Program Outline
- 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.)
- Copy of most recent job opportunity bulletin.

Yes

SV

Yes

Section 2: *Points to be addressed in request:*

Formal name and current classification title of employee. **Victor Garcia**

Yes

SV

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

Yes

SV

Summary of training program, intent of program, goals, objectives, methods, time and criteria. **See memo**

Yes

SV

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 mos. To 1-year

SV

Confirmation that employee will meet minimum qualifications upon successful completion of training program.

Yes

SV

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

Yes

SV

Recruitment efforts to find a candidate for training program.

Yes

SV

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.

Yes

SV

Notes:

Please see Civil Service memo.

SUGGESTED ACTION: