



Memorandum

Date: June 7, 2023

To: Civil Service Commission

From: Tarsha Moses, Personnel Analyst

Subject: REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION – ELIZABETH IBARRA, PERSONNEL ASSISTANT II-CONF

On May 17, 2023, the Civil Service Department received correspondence from Omar Ramos, Administrative Officer, Human Resources Department requesting the approval of a Request for Permanent Assignment to Former Classification for Ms. Elizabeth Ibarra to the classification of Personnel Assistant II-CONF. Staff has reviewed this request and recommends approval in accordance with Article VI, Section 67(1) of the Civil Service Rules, and Regulations.

Facts for Consideration:

- Ms. Ibarra was hired as a provisional Personnel Assistant II-CONF on June 27, 2020 and attained permanent status in the classification on May 16, 2022.
- On September 18, 2022, she was appointed to the position of Executive Assistant in an Acting Status.
- Human Resources is requesting Ms. Ibarra return to her former classification of Personnel Assistant II-CONF as the recruitment for the Executive Assistant position is complete.
- Ms. Ibarra will not have to complete a probationary period since she is returning to a former classification, Personnel Assistant II-CONF where permanent status has already been achieved.
- Approved requisition HR23-038 is on file with the Civil Service Department and was approved on May 3, 2023.
- 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



AGENDA ITEM 7

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 in accordance with Article VI, Section 67(1) of the Civil Service Rules, and Regulations.

The Human Resources Department and Ms. Ibarra 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: May 16, 2023

To: Christina Winting, Director of Civil Service

From: Omar Ramos, Administrative Officer, Human Resources



Subject: **Request for Permanent Assignment to Former Classification**

The Department of Human Resources is requesting Civil Service Commission approval to permanently assign Elizabeth Ibarra, Executive Assistant, to her former classification of Personnel Assistant II-CONF, in accordance with Article VI, Section 67 (1) of the Civil Service Rules and Regulations.

Ms. Ibarra was hired as a provisional Personnel Assistant II-CONF on June 27, 2020 and attained permanent status in the classification on May 16, 2022. On September 18, 2022 she was appointed to the position of Executive Assistant in an Acting status.

Recruitment for the position is complete and we request she return to her former classification as a Personnel Assistant II-CONF. The Department of Human Resources has a vacancy for a Personnel Assistant II-CONF and an approved requisition (HR23-038).

Ms. Ibarra has been informed of the terms and conditions of a permanent assignment to her former classification of Personnel Assistant II-CONF.

Should the Commission have any questions regarding this request, please contact me at (562) 570-6060.

Tarsha Moses

From: Betty de la Cruz
Sent: Thursday, June 1, 2023 3:36 PM
To: Tarsha Moses
Cc: Omar Ramos
Subject: FW: Acting Executive Assistant-Elizabeth Ibarra

Hi,

Please see email below.

Regards,
Betty

From: Elizabeth Ibarra <Elizabeth.Ibarra@longbeach.gov>
Sent: Thursday, June 1, 2023 3:35 PM
To: Omar Ramos <Omar.Ramos@longbeach.gov>; Betty de la Cruz <Betty.delaCruz@longbeach.gov>
Subject: Acting Executive Assistant

Good afternoon Omar and Betty,

With the end of my appointment as Acting Executive Assistant, I am requesting to be placed in my previous assignment of Personnel Assistant II-CONF.

Thank you,

Elizabeth Ibarra (formerly Galvan)
Personnel Assistant II

Department of Human Resources | Training & EEO Division
411 W. Ocean Blvd., 10th Floor | Long Beach, CA 90802
Office: (562)570-6539 | Fax: (562)247-9871
Elizabeth.Galvan@longbeach.gov





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.

Director or Designee:

Human Resources Approval

A handwritten signature in black ink, appearing to read "Tye Ambrose", written over a horizontal line.

Date:

5/16/23

Effective Date: 2/14/2019

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: May 16, 2023 **DEPARTMENT:** Human Resources

FORM COMPLETED BY: Omar Ramos, Administrative Officer

REQUISITION NUMBER: HR23-038

NAME AND CURRENT CLASSIFICATION TITLE OF EMPLOYEE: Elizabeth Ibarra, Executive Assistant

TITLE OF CLASSIFICATION TO WHICH EMPLOYEE HAS REQUESTED TO RETURN: Personnel Assistant II-CONF (D93BN)

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.

Eff Date	Action	Emp Status	Occup Code	Range	Step	D/B/D	Svc Type	Record Status
09/10/2022	CC	ACTING	EXECUTIVE ASSISTANT	E00	01	19102	UNCLASSIFIED	ACTIVE
06/18/2022	AS	PERMANENT	PERSONNEL ASST II-CONF	460	07	19102	CLASSIFIED	ACTIVE
05/16/2022	SC	PERMANENT	PERSONNEL ASST II-CONF	460	06	19102	CLASSIFIED	ACTIVE
10/23/2021	PB	PROBATIONARY	PERSONNEL ASST II-CONF	460	06	19102	CLASSIFIED	ACTIVE
06/19/2021	AS	PROVISIONAL	PERSONNEL ASST II-CONF	460	06	19102	CLASSIFIED	ACTIVE
08/01/2020	OR	PROVISIONAL	PERSONNEL ASST II-CONF	460	05	19102	CLASSIFIED	ACTIVE
06/27/2020	CC	PROVISIONAL	PERSONNEL ASST II-CONF	460	05	19102	CLASSIFIED	ACTIVE
03/28/2020	OR	UNCLASSIFIED	CLERK TYPIST III-CONF	380	06	19102	UNCLASSIFIED	ACTIVE
10/06/2019	AS	UNCLASSIFIED	CLERK TYPIST III-CONF	380	06	19102	UNCLASSIFIED	ACTIVE
03/02/2019	OC	UNCLASSIFIED	CLERK TYPIST III-CONF	380	05	19102	UNCLASSIFIED	ACTIVE
10/06/2018	GC	UNCLASSIFIED	CLERK TYPIST III-CONF	380	05	19102	CLASSIFIED	ACTIVE
10/04/2018	AS	UNCLASSIFIED	CLERK TYPIST II-CONF	350	04	19102	UNCLASSIFIED	ACTIVE
03/26/2018	OC	UNCLASSIFIED	CLERK TYPIST II-CONF	350	03	19102	UNCLASSIFIED	ACTIVE
03/26/2018	NE	UNCLASSIFIED	CLERK TYPIST II-CONF	350	03	19102	CLASSIFIED	ACTIVE

Personnel Assistant-CONF permanent status attained on May 16, 2022.



Civil Service Department

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: 05/17/2023
- ☒ Include requisition number and date received by Civil Service: HR23-038 5/3/2023
- ☒ 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.