



Long Beach Water Department

The Standard in Water Conservation &
Environmental Stewardship

Agenda Item No.

7

CHRISTOPHER J. GARNER, General Manager

Human Resources Approval	
	10/26/16
Director or Designee	Date

CIVIL SERV. DEPT. - RCUD
Date: October 25, 2016

OCT27'16 PM 8:53
To: Civil Service Commission

From: Christopher J. Garner, General Manager, Water Department

Subject: Request for Temporary Reassignment for Training of Fernando Eggleston, Engineering Technician I to Construction Inspector

The Water Department respectfully requests the temporary reassignment of Fernando Eggleston, Engineering Technician, to the position of Construction Inspector for the purpose of training and development in accordance with Article VI, Section 63(3) of the Civil Service Rules and Regulations.

Mr. Eggleston was hired as an Engineering Technician I on October 2, 2000. He currently works in the Engineering Bureau and will remain in that Bureau during the reassignment. Mr. Eggleston's current duties include oversight or inspection assistance of utility construction projects. He will meet the minimum requirement for experience at the end of the one-year training program.

An intradepartmental flyer was posted announcing the reassignment for training opportunity for Construction Inspector. Three employees were interviewed, and Mr. Eggleston was selected as being the best fit for the formal reassignment for training program.

Mr. Eggleston understands the reassignment for training is temporary and does not guarantee placement in the Construction Inspector classification.

Thank you for your consideration of this request. If you have any questions or if additional information is needed, please contact Ken Bott, Administrative Officer, at extension 8-2364.

cc: B. Anatole Falagan, Assistant General Manager, Water Department
K. Eric Leung, Director of Engineering, Water Department
Ken Bott, Administrative Officer, Water Department

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR TEMPORARY REASSIGNMENT FOR TRAINING

Civil Service Rules and Regulations
Civil Service Commission Policy

Section 63 (3)
Section 1.20

Form to be completed by: Jessica Stoudenmire/Admin Analyst/Water
Name/Title/Department

Date 10 - 10 - 16

Section 1: To be completed by department.

To be completed
by department

Civil Service Dept.
Verification

A requisition is required. The requisition number is: # W16-37.
Has the requisition been received in the Civil Service Department?

☒ Yes No

X

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

X

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 No

X

☒ Yes No

X

☒ Yes No

X

Section 2: Points to be addressed in request:

Formal name and current classification title of employee. Fernando Eggleston, Engineering Technician

X

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

See
memo

X

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

Attached

X

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.)

1 year

X

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

yes

X

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

☒ Yes No

X

Recruitment efforts to find a candidate for training program.

See
memo

X

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.

X

Notes: (see attachment)

SUGGESTED ACTION:

Request for Temporary Reassignment For Training

Civil Service Department received correspondence from Christopher Garner, General Manager of Long Beach Water Department on October 25, 2016, requesting Civil Service Commission approval of the temporary reassignment for training of Fernando Eggleston, Engineering Technician I, for the purpose of training and development to the position of Construction Inspector in accordance with Article VI. Sec. 63 (3) of the Civil Service Rules and Regulations.

Mr. Eggleston was hired as an Engineering Technician I on October 2, 2000 with the Water Department and became a permanent employee on April 20, 2001. He is currently working in the Engineering Bureau and will remain with the Engineering Bureau during the reassignment. Mr. Eggleston's current duties as an Engineering Technician I include oversight or inspection assistance of utility construction projects. However, the temporary reassignment for training will allow Mr. Eggleston to gain more experience and meet the minimum requirements to apply for the Construction Inspector classification. This reassignment for training is beneficial for all parties involved, as it provides training to an employee that is familiar with the Water Department, and it is consistent with Mr. Eggleston's career goals.

The Water Department announced the temporary reassignment for training through an intradepartmental flyer. Three employees were invited to the department's interview process and Mr. Eggleston was selected.

The Construction Inspector Training Plan submitted by the department describes the goals and objectives, training methods, and criteria used to measure satisfactory completion of training in one year. Specifically, the plan states that Mr. Eggleston will learn how to ensure that all work is done by the contractors and that the work conforms to plans and specifications as well as adhere to applicable regulations; acquire ability to complete accounting and progress reports related to contractor payments; and gain knowledge regarding how to inspect driveways, curbs, gutters, catch basins, manholes, comfort stations, alleys, streets, storm drains, and sewers.

Requisition WD 16-37 has been received and is on file with the Civil Service Department. Mr. Eggleston has been contacted regarding the terms and conditions of the reassignment for training and by his signature, agrees to abide by them. He is aware that the reassignment for training is temporary and does not guarantee placement in the Construction Inspector classification.

The last exam for Construction Inspector was administered in May 2016 and had 22 candidates that were qualified on the eligible list. The Water Department had two vacancies for FY 2016 and hired two candidates from the eligible list. For FY 2017, the Water Department has two vacancies but has exhausted all the names on the current eligible list.

Staff recommends approval of the reassignment for training. Representatives from the Water Department are present if the Commission has any questions.

Civil Service Rules and Regulations for Temporary Reassignments (Section 63)

TEMPORARY REASSIGNMENTS

Sec. 63. All employees shall be assigned to and perform the duties of the classifications to which they have been certified and appointed; however, in certain instances, an employee may, upon recommendation of the concerned department head, approval of the appointing authority, approval of the Commission, and in compliance with the following, be temporarily assigned to the duties of another classification. Employees so reassigned shall not accrue Civil Service status in the temporary reassignment, but shall continue to accrue seniority in his/her current classification.

Temporary reassignments may be made in the following instances:

(1) In cases of emergency. Such assignments normally shall not exceed 30 days. However, the Commission may authorize an extension of said assignment if it finds such further extension to be in the best interest of the City.

(2) As specified in Section 43 of these rules.

(3) For purposes of training and development, provided the planned course and duration of training is agreed to by the appointing authority, the Commission, and the employee. Requests for training plans needing more than one year to complete shall require annual approval of the Commission. The employee shall be entitled to employee representation before the Commission when the matter is considered.

(4) For the purpose of recovery from a medical condition that has been certified as temporary by the City Health Officer. Notwithstanding the provisions of this section, the length of this type of temporary assignment shall be granted for the time required for the employee to regain the ability to perform in his/her proper classification as reported by the City Health Officer subject to approval by the Commission at a hearing, if requested. Unclassified employees shall be covered by this subsection. 31

(5) For the purpose of rehabilitation and/or retraining, when an employee has either been declared permanently incapable of performing the duties of his/her current classification or it has been deemed advisable by the City Health Officer that he/she no longer be assigned such duties. Unclassified employees shall be covered by this subsection.