

**ADMINISTRATIVE SERVICES BUREAU  
PERSONNEL DIVISION**

January 10, 2018

**NOTICE**  
12.3.1

**TO:** All Commanding Officers

**FROM:** Commanding Officer, Personnel Division

**SUBJECT:** DISCONTINUE OUT OF CLASS ASSIGNMENTS OF CIVILIAN EMPLOYEES

Personnel Division has been made aware that civilian employees in various classifications may have been working out of classification (class). An "out of class" situation can occur if the concerned employee is assigned duties which differ substantially from those included in the class for which they were examined and appointed via the civil service process. If found to be working out of class, the Personnel Department's Civil Service Commission can withhold payroll approval for an employee per Civil Service Rule 2.11. Therefore, all out of class assignments of civilian employees are prohibited and must be discontinued immediately.

Due to an increased workload from absences (temporary/long-term) and vacancies, Commands, understandably, are exploring various options which may include reassigning personnel to perform crucial assignments. This may or may not be appropriate based on the new duties assigned and the classification and can expose the Department to liability.

Many of the civilian Memorandums of Understanding (MOU) provide provisions that allow for additional compensation and qualifying experience for promotional exams (Civil Service Rule 3.1), for employees performing duties of a higher-level classification. However, these types of assignments must fall within the City's and Department's guidelines. Please contact Civilian Employment Section before assigning new duties. Please contact Employee Relations Group before placing employees in acting assignments.

If you have additional questions, please contact Civilian Employment Section, at (213) 486-4660.

**APPROVED:**



ELENA NIHOA-ASUCAN, Police Administrator  
Commanding Officer  
Personnel Division



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