



City of Long Beach
Working Together to Serve

Memorandum

Date: March 7, 2017

To: Civil Service Commission

From: John Gross, Director of Financial Management

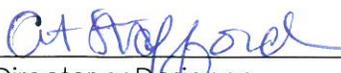
Subject: **REAPPOINTMENT OF RESIGNED CITY EMPLOYEE**

In accordance with Section 45 of the Civil Service Rules and Regulations, the Department of Financial Management respectfully requests Civil Service Commission's approval to reappoint Laura Bradburn to the classification of License Inspector I.

Ms. Bradburn was originally hired as a License Inspector November 2001 and remained in good standing until she resigned in December 2006. After leaving Long Beach, Ms. Bradburn worked as a License Inspector for the City of Orange between December 2006 and June 2012. She later served as a Code Enforcement Officer for the City of Covina between October 2012 and October 2013. Most recently, she worked as a Code Enforcement and Business License Officer for the City of La Palma from October 2014 until September 2016. Ms. Bradburn's 16 years of experience as a License Inspector are urgently needed as the department has no eligibility list and currently has two openings for the License Inspector position.

Should the Commission approve this request, the department intends to use approved requisition FM17-011. Ms. Bradburn has been advised of the terms and conditions of the reappointment and understands that if reappointed, she will be required to serve a new probationary period.

Please contact Sandra Kennedy, Administrative Officer, at (562) 570-6688 if you or your staff require any further information regarding this request

Human Resources Approval	
	<u>3/8/17</u>
Director or Designee	Date

Agenda Item No. 12

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR REAPPOINTMENT OF RESIGNED EMPLOYEE Civil Service Rules and Regulations Section 45 Civil Service Commission Policy Not Applicable

Form completed by: Daniel Casey / AA / FM Date: 2-22-17
Name/Title/Department

Section 1: To be completed by requesting department.	To be completed by department	Civil Service Dept. Verification
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A requisition is required. The requisition number is: # <u>FM17-011</u> . Has the requisition been received in the Civil Service Department?	Yes No	CP
Is there an existing priority list? If yes, contact Civil Service.	Yes No	CP
Have all required documents been submitted to the Civil Service Department? <ul style="list-style-type: none"> • Request signed by former employee. • Corresponding request from hiring department. 	Yes No Yes No	CP CP

Section 2: Points to be addressed in request:
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Formal name of employee and summary of employee's work history, specifying all classification titles and dates including date(s) permanent status was attained in each classification. <u>Laura Bradburn, effective 12/15/01 as License Inspector; good standing employee; resigned 12/15/06</u>		CP
Classification title for reappointment. <u>License Inspector I</u>		CP
Did the employee resign from the City in good standing?	Yes No	CP
The employee was referred to the Human Resources Department and/or hiring department regarding benefits, salary, department status, working conditions, etc.	Yes No	CP
The employee has been notified that a new probation period is required and that all prior Civil Service rights have been severed.	Yes No	CP

The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> • Requesting department. • The employee requesting reappointment (recommended). 		CP CP
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Notes: On March 8, 2017, the Civil Service Department received a Request for Reappointment of Resigned for License Inspector from the Financial Management Department, in accordance with the provisions of Section 45 of the Civil Service Rules and Regulations. The resigned employee, Ms. Laura Bradburn, was a License Inspector for Financial Management. She received her provisional appointment on December 15, 2001 and probationary status on June 29, 2002. She received permanent employment status one January 29 2013. Ms. Bradburn resigned from her position on December 15, 2006. She accepted a position with the City of Orange between December 2006 and June 2012 with the intent of furthering her experiences and skills. She went on to work for City of West Covina and City of La Palma. Ms. Bradburn has sent a letter to the Financial Management Department on February 20, 2017 requesting to be reappointed back to her previous position of License Inspector.

SUGGESTED ACTION:
 The Financial Management Department has stated in their letter dated March 7, 2017, that Ms. Bradburn resigned from their department in "good standing". The department also has advised Ms. Bradburn of the terms and conditions for her reappointment, and if reappointed, would need to serve a new probationary period. Staff recommends the approval of Ms. Bradburn's Request for Reappointment.