



Agenda Item No.

CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE



2760 N. Studebaker Road, Long Beach, CA 90815-1697
(562) 570-3100 • FAX (562) 570-3109
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December 19, 2012

Civil Service Commission
333 West Ocean Boulevard
Long Beach, CA 90802

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2013 JAN 10 AM 7:47
CIVIL SERVICE DEPT.

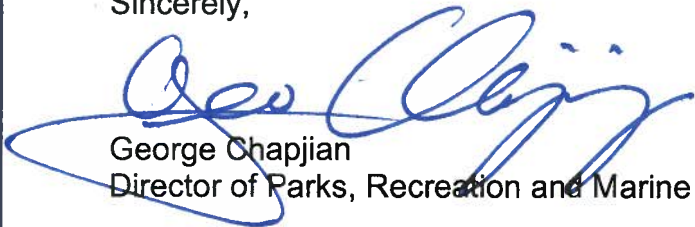
HONORABLE COMMISSIONERS:

The Department of Parks, Recreation and Marine is requesting your approval for the permanent assignment of Mr. Christopher King to his former classification of Equipment Operator.

The Department of Parks, Recreation and Marine currently has a vacant Equipment Operator position in the Marine Maintenance Division. Requisition PR12-039 has been approved and Mr. King was interviewed and selected for the position. Mr. King is currently a Harbor Maintenance Mechanic in the Harbor Department. Please see the attached correspondence from Mr. King.

This request is in accordance with Section 67 (1) of the Civil Service Rules and Regulations. Please contact Kenneth Campbell, Personnel Officer, at 570-3188 if you or your staff requires any further information regarding this request.

Sincerely,


George Chapjian
Director of Parks, Recreation and Marine

Human Resources Approval	
	1-10-2013
Director or Designee	Date

August 23, 2012

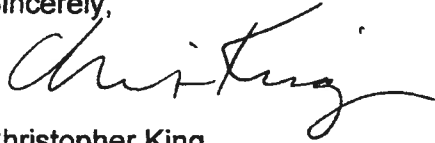
Civil Service Department
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802

Dear Civil Service Commissioners,

I, Christopher King am requesting to revert back to my prior classification of Equipment Operator.

Thank you for your time in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Christopher King". The signature is written in a cursive style with a long, sweeping underline.

Christopher King

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION

Civil Service Rules and Regulations Section 67 (1)
Civil Service Commission Policy Not Applicable

Form completed by: Ken Campbell/Parks, Rec and Marine Date: 12.31.12
Name/Title/Department

Section 1: <i>To be completed by requesting department.</i>	To be completed by department	Civil Service Dept. Verification
A requisition is required. The requisition number is: # <u>PR12 - 039</u> . Has the requisition been received in the Civil Service Department?	<input checked="" type="radio"/> Yes No	DD
Have all required documents been submitted to the Civil Service Department? <ul style="list-style-type: none"> • Request signed by employee. • Corresponding request from hiring department 	<input checked="" type="radio"/> Yes No <input checked="" type="radio"/> Yes No	DD
A request for transfer must be included in the request to Commission if the appointee will move between departments. Is a transfer necessary?	<input checked="" type="radio"/> Yes No	DD

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

Formal name and current classification title of employee. Christopher King Harbor Maint Mech		DD
Title of classification to which employee has requested to return. Equip. Operator		DD
Summary of employee's work history, specifying all classification titles and dates including date(s) permanent status was attained in each classification. See Note		DD
The employee was notified of impacted Civil Service rights.	<input checked="" type="radio"/> Yes No	DD
The employee was referred to the Human Resources Department and/or hiring department regarding any changes to benefits, salary, department status, working conditions, etc.	<input checked="" type="radio"/> Yes No	DD
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> • Requesting department. • Any other impacted department. • The employee requesting return to former classification (attendance is recommended.) 		

Notes:
Employee work history is not available to Parks, Recreation and Marine.
Christopher King attained permanent status as an Equipment Operator with the Harbor Department 7/23/2010.