



## Civil Service Department

# Request to Transfer from Unclassified to Classified Service Form

### PURPOSE:

To request transfer from unclassified to classified service.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 69:

“An unclassified employee may request a transfer from a position in the unclassified service to a position in the classified service in which he/she formerly held status subject to the consent of the appointing authority, the department heads involved, and the approval of the Commission. Time spent by an employee in the unclassified service shall not be included in seniority point calculations for classified promotional examinations. Further, when an employee who formerly held classified status returns to the classified service from the unclassified service, he/she shall not receive credit for the time served in the unclassified service when calculating an order of layoff from the classified service.”

### PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Transfer from Unclassified to Classified Service 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.

**Human Resources Approval**

TH 7.23.20

Director or Designee :

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**

**DATE FORM COMPLETED:** 07/23/2020 **DEPARTMENT:** Fire Department

**REQUISITION NUMBER:** FD19-023

**FORM COMPLETED BY:** Meg Rau, Administrative Officer

Correspondence received by employee requesting transfer from unclassified to classified service.  Yes  No

Is the appointee transferring between departments? If yes, a HR1 is required to complete the transfer.  Yes  No

Name and current classification title of employee: Ryan Patrick O’Keeffe, Ambulance Operator - NC

Title of classification to which employee has requested to return: Ambulance Operator

Employee holds prior classified status in the classification to which he/she has requested to return.  Yes  No

Reason for return to former classified service:

Mr. O’Keeffe transferred to unclassified service in order to attend courses to receive his associate’s degree. However, with the on-set of the COVID-19 and the global pandemic, his courses are now online which allows him the flexibility to return to work fulltime.

Department informed employee of terms and conditions of 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: July 28, 2020
- Requisition submitted:  Yes  No
- Civil Service Staff informs employee of 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.
- Provide notice to requesting department to attend Civil Service Commission Meeting.
- Provide notice to impacted department to attend Civil Service Commission Meeting.
- Provide notice to employee of Request for Transfer of Unclassified to Classified Service scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.
- Suggested Action: Staff recommends approval.



**Date:** August 5, 2020  
**To:** Civil Service Commission  
**From:** Shellie I. Goings, Personnel Analyst  
**Subject:** **REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED SERVICE – RYAN O’KEEFFE**

---

Correspondence has been received from Meg Rau, Administrative Officer of the Fire Department, requesting the Civil Service Commission approval to transfer Ryan O’Keeffe from the Unclassified service to the Classified service of Ambulance Operator. Staff has reviewed the request and recommends approval of the transfer from Unclassified to Classified in accordance with the provisions of Article VI, Section 69 of the Civil Service Rules and Regulations.

Facts for Consideration:

- Ryan O’Keeffe was hired as an Unclassified Ambulance Operator on October 22, 2018.
- Mr. O’Keeffe was appointed to a Classified Ambulance Operator position on December 08, 2018 and passed probation to receive permanent status on June 21, 2019.
- On July 6, 2019, Mr. O’Keeffe voluntarily transferred to the Unclassified service as a Non-Career Ambulance Operator in order to pursue his education.
- On July 7, 2020, Mr. O’Keeffe sent correspondence to the Fire Chief requesting to transfer back to the Classified service as an Ambulance Operator.
- Currently Civil Service has 2 requisitions on file, with a total of 22 vacancies. The requisition FD19-023 on file will be used for Mr. O’Keeffe.
- The Fire Department supports the request to transfer Mr. O’Keeffe back to a Classified Ambulance Operator position.
- Civil Services anticipates a recruitment for Ambulance Operator to begin in August 2020, with an anticipated eligible list established by September 2020.

August 5, 2020

Page 2

- Mr. O’Keeffe has been notified that his time in the unclassified service will not be included when calculating seniority points for classified promotional exams.
- Mr. O’Keeffe has also been made aware that he will need to serve a new probationary period and that he will not receive credit for the time served in the unclassified service when calculating an order of layoff from the classified service.”

Recommendation:

- Staff has reviewed the request and recommends approval of the Request to Transfer from Unclassified to Classified service.
- The Fire Department and Mr. O’Keeffe have been informed that this request is on today’s agenda.
- A department representative will be present to answer any inquiries from the Civil Service Commission.

Date: July 23, 2020  
To: Civil Service Commission  
From: Meg Rau, Administrative Officer, Fire Department/s/  
Subject: **Request to Transfer from Unclassified to Classified – Ryan O’Keeffe**

---

In accordance with the provisions of Section 69 of the Civil Service Rules and Regulations, the Fire Department respectfully requests the Civil Service Commission approval to transfer Ryan O’Keeffe from the unclassified service to the classified service.

Mr. O’Keeffe was a classified Ambulance Operator from December 8, 2018 to July 5, 2019. On July 6, 2019, Mr. O’Keeffe voluntarily transferred to the unclassified service as a non-career Ambulance Operator in order to pursue his education.

At this time, Mr. O’Keeffe is requesting to return to the classified service in the position of Ambulance Operator and the Fire Department supports this request. The Department has an approved requisition for a classified Ambulance Operator, FD19-023.

Thank you for your consideration of this request. Please contact me at x8.2551 if you or your staff have any questions.

Attachments: Letter from Ryan O’Keeffe Requesting Re-instatement  
Civil Service Form: Request to Transfer from Unclassified to Classified Service Form

cc: Tara Haughton, Personnel Analyst, Human Resources Department

July 7, 2020

Fire Chief's Office,  
Headquarters

**Dear Chief Espino:**

I am writing this letter to request to be reinstated to a full-time ambulance operator position for the Long Beach Fire Department. I was a classified full-time employee at Station 16 on C platoon. In June 2019, I went part-time to attend Santiago Canyon College to work on my associate degree. Due to COVID19 my school has been moved online and has given me time to return to full time status to continue to serve the city and gain valuable fire service experience. I will be able to return to work full-time beginning July 12, 2020. Thank you very much for your time and consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read 'R. O'Keeffe', with a long, sweeping horizontal line extending to the right.

Ryan O'Keeffe  
*Ambulance Operator*

