



Memorandum

Date: January 18, 2023

To: Civil Service Commission

From: Tarsha Moses, Personnel Analyst

Subject: REQUEST FOR REAPPOINTMENT OF RESIGNED EMPLOYEE – IVEN SORRELLS – AIRPORT OPERATIONS SPECIALIST I

Correspondence has been received from Claudia Lewis, Administration & Finance Manager – Airport Department, requesting Civil Service Commission approval to reappoint resigned employee Iven Sorrells to the classification of Airport Operations Specialist I. Staff has reviewed this request and recommends approval in accordance with Article V, Section 45 of the Civil Service Rules and Regulations.

Facts for Consideration:

- Mr. Sorrells was first hired by the Airport Department as an Airport Operations Assistant I on October 26, 2015.
- Mr. Sorrells was promoted to Airport Operations Assistant II on June 10, 2017.
- On March 2, 2018, he resigned from his classified position in good standing.
- On August 24, 2021, Mr. Sorrells was rehired as an Airport Operations Specialist I. He obtained permanent status in the classification of Airport Operations Specialist I on February 24, 2022.
- On September 24, 2022, he resigned from his classified position in good standing.
- On December 19, 2022, Mr. Sorrells reached out to Colleen Pickens, Administrative Analyst, via email correspondence, requesting to be considered for reinstatement as an Airport Operations Specialist with the Airport Department.



- The Airport Department intends to use requisition AP23-002 for Mr. Sorrells reappointment. Approved requisition AP 23-002 is on file with the Civil Service Department and was received on November 11, 2022.
- Mr. Sorrells has been advised of the terms and conditions of the reappointment and that if reappointed, he would be required to serve a new probationary period and that all prior Civil Service rights have been severed.
- Section 45 of the Civil Service Rules and Regulations allows a resigned or retired employee who acquired permanent status in the classification, upon approval of the appointing authority and the consent of the Commission, to be reappointed to the classification. If reappointed, the employee must serve a new probationary period.
- The Airport Department has been informed that this request is on today's agenda. A department representative will be present to respond to any questions from the Civil Service Commission.





long beach
airport

where the going is easy®

Date: December 27, 2022
To: Civil Service Commission
From: Claudia Lewis, Manager, Administration & Finance
Subject: Reappointment of Resigned Employee

The Airport Department is requesting Civil Service Commission approval to reappoint resigned employee Ivan Sorrells to the classification of Airport Operations Specialist I in accordance with Article V, Section 45 of Civil Service Rules and Regulations.

Mr. Sorrells was first employed by the City of Long Beach, Airport Department (Airport), in October 2015 as an Airport Operations Assistant I. He promoted to an Airport Operations Assistant II in June 2017. In 2018, he resigned in good standing from the Airport for employment at another airport. In August 2021, Mr. Sorrells was rehired as an Airport Operations Specialist I. In September 2022, Mr. Sorrells resigned in good standing for other employment. On December 19, 2022, he submitted a written request (attached) for reappointment to his former position, Airport Operations Specialist I.

Should the Commission approve this request, the Airport Department intends to use requisition AP23-002 to reappoint Iven Sorrells.

Iven Sorrells has been advised of the terms and conditions of the reappointment and that if reappointed, he would be required to serve a new probationary period.

Please contact Colleen Pickens, Administrative Analyst, at (562) 570-2625 should you have any questions or require additional information.

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: Colleen Pickens/AA III/Airport
Name/Title/Department

Date: 12/23/22

Section 1: *To be completed by requesting department.*

To be completed
by department

Civil Service Dept.
Verification

A requisition is required. The requisition number is: # AP23-002
Has the requisition been received in the Civil Service Department?

Yes

TM

Is there an existing priority list? If yes, contact Civil Service.

No

TM

Have all required documents been submitted to the Civil Service Department?

- Request signed by former employee.
- Corresponding request from hiring department.

Yes

Yes

TM

TM

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

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.

Iven Sorrells
10/26/15 Airport Operations Assistant I, New Hire
4/26/16 Airport Operations Assistant I, Permanent Status
6/10/17, Airport Operations Assistant II, Promotion
8/24/21, Airport Operations Specialist I, New Hire
3/16/22, Airport Operations Specialist I, Permanent Status

TM

Classification title for reappointment: Airport Operations Specialist I

TM

Did the employee resign from the City in good standing?

Yes

TM

The employee was referred to the Human Resources Department and/or hiring department regarding benefits, salary, department status, working conditions, etc.

Yes

TM

The employee has been notified that a new probation period is required and that all prior Civil Service rights have been severed.

Yes

TM

The following should be in attendance at the Civil Service Commission meeting:

- Requesting department.
- The employee requesting reappointment (recommended).

TM

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

Notes:

SUGGESTED ACTION: APPROVE

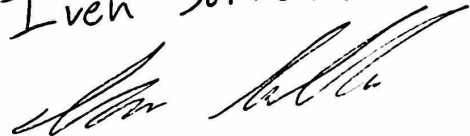
Karl and Colleen,

Agenda Item 9

I would like to be reinstated to my position of Airport Operations Specialist. I genuinely enjoyed my time there and would be overjoyed at the opportunity to work for the City of Long Beach once again.

Sincerely,

Iven Sorrells



Date: 12-19-2022