




**City of Long Beach**  
Working Together to Serve

**Agenda Item No. 8**

**Memorandum**

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CIVIL SERVICE DEPT

**Date:** November 13, 2013  
**To:** Civil Service Commission  
**From:** Michael A. DuRee, Fire Chief   
**Subject:** Request to Transfer from Unclassified to Classified – Alexander Pinel

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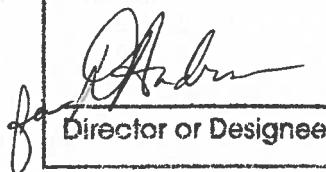
In accordance with the provisions of Section 69 of the Civil Service Rules and Regulations, the Fire Department respectfully requests Civil Service Commission approval to transfer Alexander Pinel from the unclassified service to the classified service.

Mr. Pinel was a classified Ambulance Operator from October 13, 2007 through March 16, 2013, attaining permanent status in the classification on May 11, 2008. On March 16, 2013, Mr. Pinel voluntarily transferred to the unclassified service as a Non-Career Ambulance Operator to pursue his education.

At this time, Mr. Pinel 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 (FD13-016).

Thank you for your consideration of this request. Please contact David Honey, Manager of Fire Administration, at extension 82517 if you or your staff have any questions regarding this request.

**Human Resources Approval**

  
\_\_\_\_\_  
Director or Designee

11/14/2013  
\_\_\_\_\_  
Date

**CIVIL SERVICE DEPARTMENT**  
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

**REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED**

Civil Service Rules and Regulations    Section 69  
Civil Service Commission Policy        Not Applicable

Form completed by: David Honey, Manager - Administration, Fire      Date: 11 - 08 - 13  
Name/Title/Department

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: # <u>FD13 - 016</u> . Has the requisition been received in the Civil Service Department?	<input checked="" type="radio"/> Yes    No	<input checked="" type="checkbox"/>
Have all required documents been submitted to the Civil Service Department? • Request signed by employee. • Corresponding request from hiring department	<input checked="" type="radio"/> Yes    No <input checked="" type="radio"/> Yes    No	<input checked="" type="checkbox"/>
A request for transfer must be included in the request to Commission if the appointee will move between departments. Is a transfer necessary?	Yes <input checked="" type="radio"/> No	

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

Formal name and current classification title of employee.	Alexander Pinel	<input checked="" type="checkbox"/>
Title of classification to which employee has requested to return.	Ambulance Operator	<input checked="" type="checkbox"/>
Does the employee hold prior status in the request to return?	<input checked="" type="radio"/> Yes    No	<input checked="" type="checkbox"/>
Reason for return to former classified service.	Completed Education	<input checked="" type="checkbox"/>
The employee was notified of impacted Civil Service rights.	<input checked="" type="radio"/> Yes    No	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
The following should be in attendance at the Civil Service Commission meeting: • Requesting department. • Any other impacted department. • The employee requesting return to former classification (attendance is recommended.)		

**Notes:**

*verified by: Donna de Araujo, Personnel Analyst 11/15/2013*

From: Alex Pinel/FR/CLB  
To: Jeffrey Ohs/FR/CLB@CLB,  
Date: 10/28/2013 08:21 AM  
Subject: Letter to FIRE CHIEF

Chief Duree,

This letter is in regard to my return back to work. Back in March I was granted a leave of absence to attend paramedic school. Since then I have successfully completed the program and recieved my certifications. I would like to return to Long Beach with full time status. I would like to thank you and your staff for helping me achieve my goals and making myself a better firefighter candidate. Please let me know what I can do as far a returning back to duty.

Thank you

Alex Pinel AO (562)972-6448