

Memorandum

Date: February 23, 2017

To: Civil Service Commission

From: Stacey Lewis, Assistant Director of Human Resources

SL 3/4/17

Subject: REQUEST TO REINSTATE FORMER EMPLOYEE, JAIMEE TAPIA

The Harbor Department respectfully requests the reinstatement of Jaimee Tapia to the position of Clerk Typist III. Ms. Tapia was hired by the Harbor, Security Division on December 21, 2009 as a Clerk Typist III under her maiden name of Jaimee Costere, she obtained permanent status as a Clerk Typist on July 8, 2010 and remained in good standing until she resigned on June 3, 2011.


Ms. Tapia would like to pursue her career development with the Port of Long Beach, Harbor Survey Division. She is currently working as a temporary employee in the Survey Division. She possesses excellent technical skills and has demonstrated an ability to perform the full range of clerical duties necessary to fulfill the clerk typist skill set that the Survey Division needs. The Division is in support of this reinstatement due to Ms. Tapia's past experience and the knowledge, skills and abilities she will bring to the Harbor Survey Division. This request is in accordance with the City's Step Placement Policy.

Please contact me at 562-283-7500 if any further information is required regarding this request.

Memorandum

Date: February 10, 2017

To: M. Huebner, Director of Human Resources

From: R. Seidel, PLS, Director, Survey 

Subject: Request to Reinstate Jaimee Tapia

We are requesting that Jaimee Tapia be reinstated to the position of Clerk Typist III within the Survey Division. This reinstatement will fill the current Clerk Typist III vacancy, requisition HD 17- 023 . Ms. Tapia was originally hired as a Clerk Typist in the Security Division on December 21, 2009 (under her maiden name, Jaimee Costere). She obtained permanent status as a Clerk Typist on July 8, 2010, and she remained in good standing until she resigned on June 3, 2011.

Ms. Tapia has continued to progress in her occupation providing clerical support for various professional offices, and now desires to further her career development with the Port. Ms. Tapia is currently working as a temporary employee in the Survey Division; she possesses excellent technical skills and has demonstrated her ability to perform the full range of duties required for this position. In addition, the high quality of her customer services and can-do attitude are a perfect fit for this position. Her contributions have had an immediate productive impact, providing critical front office support for the Survey Division Administrative group. She has proven to be the ideal candidate for this vacancy.

We request this reinstatement in accordance with Section 45 of the Civil Service Rules and Regulations.

cc: S. Gamette, PE, Senior Director, Program Delivery
D. Lopez, Administrative Analyst III

Jaimee Amanda Tapia

February 10, 2017

Dear Margaret Huebner, Director of Human Resources:

I am respectfully requesting to be considered for reinstatement with the Port of Long Beach as a Clerk Typist III in the Survey Division.

I was formally a Clerk Typist II with the Port's Security Division reporting to Michael McMullen. I held a permanent status for over 16 months but due to relocation I resigned under good standings.

During my absence from working at the Port I continue to gain both technical and professional skills working in the private and public sectors including the Federal Government. Working towards my career goals I have honed in on advancing my skills by taking online classes. This led to me achieving above proficiency in multiple software platforms. I would describe myself as a person with a versatile skill-set, with integrity and a willingness to go the extra mile to satisfy a customer. I am comfortable in many environments and am very secure in my abilities to perform without supervision along with the capability to lead others.

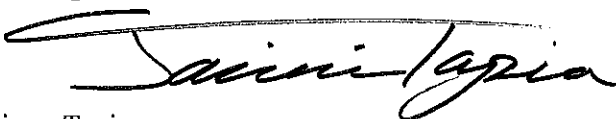
I have since moved back to Long Beach and would be grateful for the opportunity to continue with my career here at the Port. The Port offers me the next level into full time employment where I can be a part of a team. I would like to build a long term career that lets me focus on professional growth as well.

I am currently working as an AppleOne temp, fulfilling the open Clerk Typist III position in the Survey Division. I know I would be an excellent fit for this division to not only meet but exceed their expectations.

Please feel free to contact me with any questions or concerns you may have.

Thank you in advance for your time and consideration.

Kind Regards,



Jaimee Tapia

Jaimeè Amanda Tapia

OBJECTIVE

I am presently seeking a Clerk Typist/ Administrative Assistant position. My last position was working with AppleOne Temping Agency for the Port of Long Beach in the Survey Division. Below are skills from past and present positions.

Skills

- answering multiline telephones, screening calls, taking messages, providing call backs
- coordinating meetings and reserving conference room both internal and external
- producing and maintaining daily reports
- handling all office mail, incoming and outgoing, including FedEx and UPS
- detailed filing and documentation accountability
- timekeeping verification of daily and weekly attendance for the entire Survey Division
- review and approval of timesheets through Tenrox
- coordinated cruises, including securing the vessel and any catering needs
- gather quotes for products/goods from various vendors
- booking travel, managing expenses, tracking and processing imprest cash
- creating/managing division requests for Office Depot, work orders and fix-it tickets
- creating/managing excel spreadsheets for internal/external tracking purposes
- creating, managing and processing sub-requisitions and invoices
- creating, managing, and publishing PowerPoint presentations
- handling highly sensitive and extremely confidential documents and information
- creating, organizing and maintaining a technical library, secured key lockers and key controls for entire Security Division
- property accountability for millions of dollars' worth of equipment
- creating and proofreading correspondence and documents to officials and vendors
- processed Board and Committee Items along with all attachments to the Board Secretary
- creating and proofreading correspondence and documents to vendors and officials
- creating and proofreading classified prebid and bid requirements and documents beginning from the initiating memo for request for bid to final selection of vendors
- creating, organizing, maintaining files and filing PDF documents in EDRMS and ProjectWise
- running reports and gathering information through the EZ FAMIS system

The support roles above required extensive software skills that included PowerPoint, Excel, Word, Access, Outlook, EZ FAMIS, EDRMS, ProjectWise, and technical skills related to audiovisual equipment. I also possess strong organizational and communication skills.

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: Paula J. Ortega, Sr. HR Business Partner
Name/Title/Department

Date: 2-22-17

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: # HD 17-023.
Has the requisition been received in the Civil Service Department?

☒ Yes ☐ No

X - SG

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

Yes ☒ No

X - SG

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

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

☒ Yes ☐ No
☒ Yes ☐ No

X - SG

X - SG

Section 2: Points to be addressed in request:

Formal name of employee and summary of employee's work history, specifying all current classification titles and dates including date(s) permanent status was attained in each classification. FORMER NAME, JAIMEE COSTERE
CURRENT, JAIMEE TAPIA
Hired 12/31/09, Clerk Typist III, permanent status, 7/8/10. Resigned 4/3/11.

Classification title for reappointment. Clerk Typist III

X - SG

Did the employee resign from the City in good standing?

☒ Yes ☐ No

X - SG

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

☒ Yes ☐ No

X - SG

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

☒ Yes ☐ No

X - SG

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

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

Civil Service staff has contacted the department and employee to attend CSC meeting on March 15, 2017

X - SG

X - SG

Notes:

Staff has contacted Ms. Tapia to inform her of the request for reappointment to her previous position. She was advised of the conditions of her reappointment.

SUGGESTED ACTION:

Staff recommends approval of the Harbor Department request.