

Agenda Item No. 8

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: Nicole Gross/Administrative Analyst III/Police Department Date: 10 - 17 - 18
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>PD18-069</u> . Received by 6/26/2018 Has the requisition been received in the Civil Service Department?	<input checked="" type="radio"/> Yes No	SV
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	SV SV
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	SV
Section 2: <i>Points to be addressed in request.</i>		
Formal name and current classification title of employee.	Annette Rygh Clerk Typist III- Unclassified	
Title of classification to which employee has requested to return.	Clerk Typist III- Classified	
Does the employee hold prior status in the request to return?	<input checked="" type="radio"/> Yes No	SV
Reason for return to former classified service.	Transfer opportunity	
The employee was notified of impacted Civil Service rights.	<input checked="" type="radio"/> Yes No	SV
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	SV
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.) 		SV

Notes:

On October 31, 2018, Civil Service Commission received a request from the Police Department requesting the transfer from Unclassified to Classified service for Annette Rygh, Clerk Typist III. On June 15, 2015, Ms. Rygh started as a Clerk Typist III-Classified and passed probation on December 18, 2015. On November 26, 2016, she became a Clerk Typist III- Unclassified and worked as a Detective Division Secretary. The Police Department received permission from Human Resources to underfill the Accounting Clerk III position with a Clerk Typist III position. An internal recruitment was conducted and Annette Rygh was selected. The Department is requesting that Annette Rygh be granted her former classified position of Clerk Typist III-Classified.

Civil Service has received the requisition for Accounting Clerk, PD 18-069.

Staff recommends approval of this request.

The Police Department and Ms. Rygh have been notified that this request will be placed on the Commission Agenda.



City of Long Beach
Working Together to Serve

Memorandum

Date: October 26, 2018
To: CIVIL SERVICE COMMISSION
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED FOR ANNETTE RYGH, CLERK TYPIST III

The Police Department would like to request Annette Rygh be returned to her prior status of Clerk Typist III-Classified.

Ms. Rygh started as a Clerk Typist III-Classified on June 15, 2015 in the Investigations Bureau of the Police Department. She passed probation on December 18, 2015, where she remained a classified employee. On November 26, 2016, she then became the Detective Division Secretary, as a Clerk Typist III-Unclassified.

Recently, the Police Department was granted permission from Human Resources to underfill an Accounting Clerk III position with a Clerk Typist III. An internal recruitment was conducted and Annette Rygh was selected as the most qualified candidate with the skills necessary to perform the job.

We are requesting Annette Rygh be granted her former status of Clerk Typist III-Classified to perform the necessary duties required in the Financial Bureau.

If you have any questions, please contact me or my Personnel Administrator Paula Gallegos, at extension 87310.

RL:PG:ng
Request to transfer to Classified -- Annette Rygh.doc

CIVIL SERVICE - RUD

10/26/18

Human Resources Approval <i>Gm 11/1/18</i>	
<i>[Signature]</i>	<i>11/1/18</i>
Director or Designee	Date

Nicole Gross

From: Annette Rygh
Sent: Tuesday, October 16, 2018 2:07 PM
To: Nicole Gross
Subject: Request to be Reinstated as Clerk Typist III Classified

Good afternoon,

By this email, I am requesting to be reinstated as a Clerk Typist III classified, as I have moved from Investigations Bureau as an unclassified Division Secretary to Financial Bureau.

Thank you,

Annette Rygh #10831
LBPD Financial Bureau
8-7499