

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: Paula Gallegos / Personnel Admin Date: 6-11-19
Name/Title/Department PD

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: #PD19-052.
Has the requisition been received in the Civil Service Department?

☒ Yes No

SV

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

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

☒ Yes No
☒ Yes No

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 ☒ No

SV

Section 2: Points to be addressed in request.

Formal name and current classification title of employee. Alicia L. Brown

Clerk Typist III
Unclassified SV

Title of classification to which employee has requested to return.

Clerk Typist III
Classified SV

Does the employee hold prior status in the request to return?

Yes No

SV

Reason for return to former classified service. TO pursue a classified position

OT III Admin Bureau SV

The employee was notified of impacted Civil Service rights.

☒ 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.

☒ Yes No

SV

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.)

SV

Notes: Please see attached.

REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED

On June 11, 2019, Civil Service Commission received a request from the Police Department requesting the transfer from Unclassified to Classified service for Alicia Brown, Clerk Typist III, in accordance to Article VI, Section 69 of the Civil Service Rules and Regulations.

On November 27, 2000, Ms. Brown started as a Clerk Typist II in the Records Division. On April 21, 2001, Ms. Brown became a Clerk Typist III and obtained permanent status. On January 9, 2016, she transferred from Classified to Unclassified service to become an Unclassified Clerk Typist III in the Support Bureau, Security Services Division. Currently, she is an Unclassified Clerk Typist III supporting the Field Support Division Commander.

The Department is requesting that Ms. Brown be granted her Classified Clerk Typist III position in order to transfer into a vacant Classified Clerk Typist III position in the Administration Bureau/Public Records Compliance Division.

Civil Service Department received the requisition PD 19-052 for Clerk Typist III on June 4, 2019.

Staff recommends approval of the request.

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



City of Long Beach
Working Together to Serve

Agenda Item No. 8
Memorandum

Date: June 11, 2019
To: CIVIL SERVICE COMMISSION
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED FOR ALICIA BROWN, CLERK TYPIST III

In accordance with the provisions of Section 69 of the Civil Service Rules and Regulations, the Police Department respectfully requests the Commission's approval to transfer Alicia Brown from Unclassified service to a vacant Classified Clerk Typist III position in the Administration Bureau/ Public Records Compliance Division using approved requisition PD 19- 052

Ms. Brown was originally hired as a Classified Clerk Typist II in the Records Division on November 27, 2000 and obtained permanent status. She changed grades to Clerk Typist III on April 21, 2001. On January 9, 2016 she transitioned from classified service to unclassified service to pursue a position as an Unclassified Clerk Typist III in the Support Bureau, Security Services Division. Currently, Ms. Brown is the Unclassified Clerk Typist III supporting the Field Support Division Commander.

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

RL:PG:ca
Request to transfer to Classified – Alicia Brown

Human Resources Approval	6/11/2019
<i>[Signature]</i>	6/25/19
Director or Designee	Date



City of Long Beach
Working Together to Serve

Memorandum

Date: June 11, 2019
To: Paula Gallegos, Administrator, Personnel Division
From: Alicia Brown, Unclassified Clerk Typist, Field Support Division
Subject: Reclassification Request – Classified Clerk Typist III

Dear Ms. Gallegos,

I am submitting my request to be reverted to Clerk Typist III – Classified, I am currently a Clerk Typist III – Unclassified. My request for reversion is so I may accept an open Clerk Typist III – Classified position within the Administration Bureau.

Thank you for your time and consideration. Your attention to this matter is greatly appreciated.

Sincerely,

A handwritten signature in cursive script, appearing to read "Alicia B".

PG:AB:as
Reclassification request memo – June 11, 2019