

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: Brett Bruhanski, Asst. Admin Analyst II, Health Dept.
Name/Title/Department

Date: 08-13-2019

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: # HE19-090.
Has the requisition been received in the Civil Service Department?

Yes ☐ No ☒

CP (in
progress)

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

Yes ☐ No ☒

CP

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 ☐

CP

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.

Emma Jordan Kursar

- Department of Health and Human Services
 - Public Health Nurse, 12/15/2003 – 1/19/2007, Permanent Status 6/25/2004
 - Public Health Nurse II, 1/20/2007 – 6/22/2018

CP

Classification title for reappointment.

Public Health Nurse III, Classified / Part-Time / Temporary

CP

Did the employee resign from the City in good standing?

☒ Yes No ☐

CP

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

☒ Yes No ☐

CP

The employee has been notified that a new probation period is required and that all prior Civil Service rights have been severed. **NOTE: No probation period, but the hours go towards the probation period in which once the employee is done with their service, they will go on the priority list.**

Yes ☐ No ☒

***Employee was informed about classified, part-time, temporary work status.**

CP

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

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

CP

Notes:

Please see next page for notes and suggested action.

SUGGESTED ACTION:

NOTES:

On August 13, 2019, the Civil Service Department received a Request for Reappointment of Resigned Employee from the Health and Human Services Department for a part-time, temporary Public Health Nurse III, in accordance with the provisions of Section 45 of the Civil Service Rules and Regulations.

The resigned employee, Emma Kursar, was hired with the City as a Public Health Nurse with the Health Department and began her probationary status on December 15, 2003.

On June 25, 2004, Ms. Kursar successfully completed her probation and became a permanent City employee.

On January 20, 2007, Ms. Kursar was promoted to Public Health Nurse II with the Health Department.

Ms. Kursar resigned from City Service as a Public Health Nurse II on June 23, 2019.

On August 12, 2019, Ms. Kursar submitted an email correspondence to Pamela Bright, Physician Services Bureau Manager of the Health Department, requesting to be reappointed as a part-time, temporary Public Health Nurse III.

In the memorandum submitted by the Health Department to the Civil Service Commission, the Department respectfully requests the reappointment of Emma Kursar to the position of Public Health Nurse III. Ms. Kursar remained in good standing until her resignation on June 23, 2019. The memorandum states that the Health Department is in immediate need for temporary nursing support in the Tuberculosis Clinic as the clinic is missing two essential nursing positions to effectively operate. The vacancy of these essential staff members, and lack of experienced staff, place the City's patients and community at risk due to an inability to provide necessary levels of care to adequately manage active tuberculosis cases in the City.

Ms. Kursar expressed a desire to return temporarily to the Tuberculosis Clinic of the Health Department. The Health Department is in complete support of the reappointment of Ms. Kursar to the Health Department given her past work experiences, her highly qualified skill set, and the Department's immediate needs. Ms. Kursar's reappointment will be on a temporary basis until the Nurse Practitioner vacancy is filled and until the lead Registered Nurse II returns from leave.

Representatives from the Health Department will be present at the Civil Service Commission meeting on August 21, 2019 to answer any questions.

The department has advised Ms. Kursar of the terms and conditions of her reappointment regarding benefits, salary, department status, and working conditions.

Civil Service Department staff has notified Ms. Kursar that of her classified, part-time, temporary work status.

SUGGESTED ACTION:

Civil Service Department staff recommends the approval of Ms. Kursar's Request for Reappointment to the Health Department as a Public Health Nurse.



CITY OF LONG BEACH

DEPARTMENT OF HEALTH AND HUMAN SERVICES

2525 GRAND AVENUE • LONG BEACH, CALIFORNIA 90815 • (562) 570-4000 • FAX: (562) 570-4049

Date: August 13, 2019
To: Civil Service Commission
From: Jodie Griner, Administrative Officer
Subject: REAPPOINTMENT OF RESIGNED EMPLOYEE – EMMA KURSAR

The Health and Human Services Department is requesting Civil Service Commission approval to reappoint Emma Kursar to the Classified Service on a part-time, temporary basis as a Public Health Nurse III in accordance with Article V, Section 45 of the Civil Service Rules and Regulations.

There is immediate need for temporary nursing support in the Tuberculosis Clinic, as the clinic is missing two essential nursing positions to effectively operate. The Nurse Practitioner vacancy in the clinic has been ongoing since October 2016 due to extreme recruitment challenges and the lead Registered Nurse II has been on leave since June 2019 and is currently scheduled to return in January 2020 at the earliest. Furthermore, the Medical Assistant II in the clinic had been on leave from November 2018 until her return at the beginning of this month, contributing to the overall impact of vacancies in the clinic.

To address this critical staffing issue expeditiously, the Department is requesting to reappoint Emma Kursar, a former Public Health Nurse II with over 14 years of experience in the Tuberculosis Clinic, to the classified service as a part-time/temporary Public Health Nurse III to supervise existing clinical staff and provide essential nursing services to support clinic operations. Ms. Kursar obtained permanent status in the classification on June 25, 2004 and resigned from service in June 2018. She has agreed to come back on a part-time, temporary basis until the Nurse Practitioner vacancy is filled and our lead Registered Nurse II returns from leave. We expect her support to be needed for 6 to 8 months.

This request has been processed through requisition HE19-090: Public Health Nurse III.

If you have any questions, please contact Pamela Bright, Physician Services Bureau Manager at (562) 570-4304.

Human Resources Approval

Director or Designee

Date

8/16/19

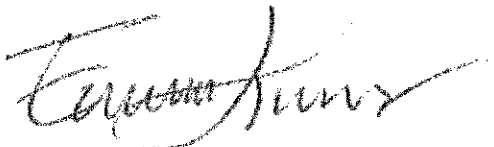
August 12, 2019

Ms. Pamela Bright
Bureau Manager
Physician Services Bureau
Department of Health and Human Services
City of Long Beach
(562) 570-4304

Dear Ms. Bright:

I am writing you in regards to our conversations on the need for temporary nursing support in the Tuberculosis Clinic. I would like to request reappointment to the Public Health Nurse classification to provide assistance on a part time basis. With my fourteen years of prior work experience in the Tuberculosis Clinic, I would happily return to the City of Long Beach to provide this needed assistance. I look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Emma Kursar", written in dark ink.

Emma Kursar

