



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

**Memorandum**

**Date:** January 28, 2020  
**To:** Civil Service Commission  
**From:** Reginald Harrison, Director, Department of Disaster Preparedness  
and Emergency Communications  
**Subject:** REAPPOINTMENT OF RESIGNED EMPLOYEE – LINDSEY GARCIA

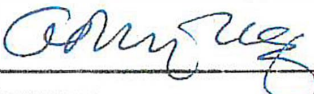
The Department of Disaster Preparedness and Emergency Communications is requesting Civil Service Commission approval to reappoint resigned employee Lindsey Garcia to the classification of Public Safety Dispatcher II in accordance with Article V, Section 45 of the Civil Service Rules and Regulations.

Ms. Garcia was hired as a Public Safety Dispatcher I on October 3, 2017, and after successfully completing the probationary period obtained permanent status as a Public Safety Dispatcher II on October 20, 2018. She resigned as a Public Safety Dispatcher II in good standing on October 17, 2019.

Should the Commission approve this request, the Department intends to use approved requisition DC20-004 to reappoint Ms. Garcia.

Ms. Garcia has been advised of the terms and conditions of the reappointment and that if reappointed, she would be required to serve a new probationary period.

Please contact Dan Cunningham, Acting Communications Center Officer, or me at (562) 570-9460, should you have any questions or require additional information.

Human Resources Approval	
	1/28/20

cc: Meredith Dawson, Administration and Grants Officer  
Dan Cunningham, Acting Communications Center Officer

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: Dan Cunningham, Acting Communications Center Officer, DPEC  
Name/Title/Department

Date: 01-28-2020

### 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: # DC20-004.  
Has the requisition been received in the Civil Service Department?

☒ Yes    No    SG

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

☒ Yes    No    SG

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

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

☒ Yes    No    SG  
☒ Yes    No    SG

### 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. **Hired on 10/3/17; passed probation on 10/20/18; and resigned 10/17/20**

SG

Classification title for reappointment. **Public Safety Dispatcher II**

SG

Did the employee resign from the City in good standing?

☒ Yes    No    SG

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

☒ Yes    No    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    SG

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

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

SG  
SG

### Notes:

**Staff has contacted Ms. Lindsey Garcia to inform her of the request for reappointment to previous position. Mr. Garcia was advised of the conditions of her reappointment.**

### SUGGESTED ACTION:

**Staff recommends approval of the Department of Disaster Preparedness request.**

**Public Safety Dispatcher II: Request for Reinstatement**

**lindsey garcia** [REDACTED]

Mon 1/27/2020 3:04 PM

To: Daniel Cunningham [REDACTED]

1 attachments (21 KB)

Untitled document.pdf;

from

**Lindsey Garcia**

**Public Safety Dispatcher | City of Orange**

714.597.0150 [REDACTED]

LinkedIn: [REDACTED]

*"Whatever you are, be a good one." Abraham Lincoln*

To Whom It may Concern,

My name is Lindsey Garcia I am a former Full Time Public Safety Dispatcher II for the City of Long Beach. I gave notice in October 2019 to relocate to the city of Orange for personal reasons. My circumstances have changed since then and I would like to return to Long Beach.

I am requesting to be considered for reinstatement as a Public Safety Dispatcher for Long Beach. My driving record has not changed nor has any of my other information since I previously worked for Long Beach. Thank you in advance for your time and I look forward to hearing from you soon.

Sincerely,

Lindsey Garcia