

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: 04-23-2020

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. **No priority list available - SG**

☒ 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. **Jennifer De La Torre - Public Safety Dispatcher hired March 29, 2010; passed probation March 26, 2011; transferred to non-career October 4, 2014; resigned June 23, 2015**

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. Jennifer De La Torre to inform her of the request for reappointment to previous position. Ms. De La Torre was advised of the conditions of her reappointment.

SUGGESTED ACTION:

Staff recommends approval of the Department of Disaster Preparedness and Emergency Communications request.



Date: May 6, 2020
To: Civil Service Commission
From: Shellie I. Goings, Personnel Analyst
Subject: **REQUEST TO REAPPOINT RESIGNED EMPLOYEE – JENNIFER DE LA TORRE**

Correspondence has been received from Reginald Harrison, Director of the Department of Disaster Preparedness and Emergency Communications, requesting Civil Service Commission approval to reappoint Jennifer De la Torre to her former classification of Public Safety Dispatcher. Staff has reviewed the request and recommends Commission approval in accordance with Article V, Section 45 of the Civil Service Rules and Regulations.

Facts for Consideration:

- Ms. Jennifer De La Torre, was hired as a permanent, full-time Public Safety Dispatcher I on March 29, 2010, was upgraded to Public Safety Dispatcher II on March 26, 2011 and obtained permanent status on April 14, 2011.
- Due to family obligations, Ms. De La Torre voluntarily resigned from her classified position and was appointed to a non-career Public Safety Dispatcher I position on October 4, 2014. She resigned from the City in good standing on June 23, 2015.
- Currently, Civil Service has two requisitions on file, with a combined total of seven vacancies. Of the two requisitions, #DC20-004 will be used to reappoint Ms. De la Torre.
- The Department of Disaster Preparedness and Emergency Communications has informed Civil Service that additional Public Safety Dispatcher vacancies are forthcoming.
- There is no existing priority list for this classification.
- Civil Service is actively recruiting for Public Safety Dispatcher vacancies.
- Staff has informed Ms. De la Torre of the terms and conditions of the reappointment including the fact that she must complete a new probationary period.

May 1, 2020

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- The Department of Disaster Preparedness and Emergency Communications and Ms. De la Torre have been informed that this request is on today's agenda. A department representative will be present to answer any inquiries from the Civil Service Commission.



Date: April 23, 2020

To: Civil Service Commission *R.H.*

From: Reginald Harrison, Director, Department of Disaster Preparedness
and Emergency Communications

Subject: **REAPPOINTMENT OF RESIGNED EMPLOYEE – JENNIFER DE LA TORRE**

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

Ms. De La Torre was hired as a Public Safety Dispatcher I on March 29, 2010, and after successfully completing the probationary period obtained permanent status as a Public Safety Dispatcher II on March 26, 2011. Due to family obligations, she transferred to part-time status on October 4, 2014. Ms. De La Torre resigned as a Public Safety Dispatcher I - NC in good standing on June 23, 2015.

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

Ms. De La Torre 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

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

April 23, 2020

To Whom It May Concern,

My name is Jennifer De La Torre, I am a former full time Public Safety Dispatcher II for the City of Long Beach. I gave notice in June 2015 to relocate to San Diego for personal reasons, however my circumstances have changed and I would like to return to Long Beach.

I am requesting to be considered for reinstatement as a Public Safety Dispatcher II for the City of 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,

A handwritten signature in black ink, appearing to read "Jennifer De La Torre", with a long horizontal flourish extending to the right.

Jennifer De La Torre