

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: Vickie Gordon, Learning & Development, Harbor Department  
Name/Title/Department

Date: 5-26-2020

**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: # HD 20-042  
Has the requisition been received in the Civil Service Department?

☒ Yes No

SV

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

Yes ☒ No

SV

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

SV

**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 3/31/2008 as Survey Tech; Promoted to Sr. Survey Tech on 1/12/2013; passed probation on 07/15/2013 in good standing.*

SV

Classification title for reappointment. *Senior Survey Technician*

SV

Did the employee resign from the City in good standing?

☒ Yes No

SV

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

☒ Yes No

SV

The employee has been notified that a new probation period is required and that all prior Civil Service rights have been severed.

☒ Yes No

SV

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

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

SV

**Notes:**

*Staff has contacted Mr. Daniel Murray to inform him of the request for reappointment to previous the previous position of Senior Survey Technician. Mr. Murray was advised of the condition of his appointment.*

**SUGGESTED ACTION:** *Please see attached memo .*



**Date:** June 3, 2020  
**To:** Civil Service Commission  
**From:** Sheree Valdoria, Personnel Analyst  
**Subject:** **REQUEST FOR REAPPOINTMENT OF RESIGNED EMPLOYEE - DANIEL MURRAY**

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On May 26, 2020, the Civil Service Department received correspondence from the Harbor Department requesting Civil Service Commission approval of the Reappointment of Resigned Employee, Daniel Murray, to the classification of Senior Survey Technician. Staff has reviewed the information and recommends approval of this request, in accordance with Article V, Section 45 of the Civil Service Rules and Regulations.

**Facts for Consideration**

- On January 12, 2013, Mr. Murray promoted as a Senior Survey Technician with the Harbor Department and attained permanent status in this position on August 15, 2013.
- On January 9, 2019, Mr. Murray resigned as Senior Survey Technician to accept employment outside of the City.
- On May 12, 2020, Mr. Murray submitted correspondence to the Harbor Department requesting to be reappointed to his former classification as a Senior Survey Technician.
- The Department states Mr. Murray left the City in good standing and supports the reappointment of Mr. Murray to the Senior Survey Technician classification given his past work experiences and highly qualified skill set.
- The Department has advised Mr. Murray of the terms and conditions of his reappointment regarding benefits, salary, department status, and working conditions.
- Staff has notified Mr. Murray that he will be required to serve a new probationary period, and that all prior Civil Service rights have been severed when he resigned.
- The Civil Service Department received requisition HD 20-042 on May 26, 2020.
- There is a current eligible list for Senior Survey Technician and it expires on September 20, 2020. Also, there is no current priority list for this position.

June 3, 2020

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**Recommendations**

- Staff has reviewed the request and recommends approval of the reappointment of resigned employee, Daniel Murray, to the Senior Survey Technician classification, in accordance to Article V, Section 45 of the Civil Service Rules and Regulations.
- Staff has notified Mr. Murray and the Harbor Department that this request will be on the Civil Service Commission Agenda for June 3, 2020.
- Representatives from the Harbor Department will be present at the Civil Service Commission meeting to answer any questions.

**Memorandum**

**Date:** May 26, 2020

**To:** Civil Service Commission

**From:** Stacey Lewis, Director, Human Resources

**Subject:** **REAPPOINTMENT OF RESIGNED EMPLOYEE – DANIEL MURRAY**

The Harbor Department, Survey Division is requesting Civil Service Commission approval to reappoint resigned employee Daniel Murray to the classification of Senior Survey Technician in accordance with Article V, Section 45 of the Civil Service Rules and Regulations.

Mr. Murray promoted to a Senior Survey Technician on January 12, 2013 and successfully completed the probationary period and obtained permanent status as July 15, 2013. He resigned as a Senior Surveyor Technician in good standing on January 9, 2019.

Should the Commission approve this request, the Department intends to use approved requisition HD 20-042 to reappoint Mr. Murray.

Mr. Murray has been advised of the terms and conditions of the reappointment and that if reappointed, he would be required to serve a new probationary period.

Thank you for your consideration. Should you have any questions, please contact Sandy Witz at [sandy.witz@polb.com](mailto:sandy.witz@polb.com).

cc: Kim Holtz, Director of Survey,  
Personnel File

SW/



## Memorandum

**Date:** May 12, 2020

**To:** Stacey Lewis, Director, Human Resources

**From:** Kimberley A. Holtz, P.G., P.L.S., Director, Survey Division

**Subject:** Request for Reappointment of Resigned Employee – Daniel Murray

In accordance with Article V, Section 45 of the Civil Service Rules and Regulations, the Survey Division of the Harbor Department respectfully requests the Commission's approval to reappoint resigned employee Daniel Murray to the classification of Senior Survey Technician. This reappointment will fill our current budgeted Senior Survey Technician vacancy.

Daniel Murray began his City of Long Beach career in February 2008 as Survey Technician with the Department of Public Works. On August 11, 2012, he transferred to a Survey Technician position with The Port of Long Beach. He was quickly promoted to Senior Survey Technician on January 14, 2013 and remained in good standing throughout his 6 years and 5 months of service with the Port of Long Beach. On January 9, 2019, Daniel Murray resigned from his position to accept employment as a Senior Engineering/Survey Technician with the County of Riverside. In this position, he continued to expand his survey knowledge through work on exhibits, legal descriptions, and boundaries. Daniel Murray now wishes to further his career development with the Port, and our Division feels that his services and skills will have an immediate productive impact, providing much needed support for our Right of Way (ROW) and Hydrographic groups in which he has previous experience.

Daniel Murray has been advised of the terms and conditions of the reappointment and understands that if approved, he will serve a new probationary period.

If you have any questions, please contact Kimberley Holtz, Director, at (562) 477-1026.

Daniel Murray

Senior Engineering Technician

May 12, 2020

Port of Long Beach  
415 W. Ocean Blvd.  
Long Beach, CA 90802

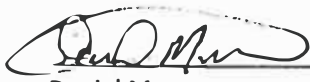
Attention: Director of Survey, Kim Holtz

Dear Director Holtz,

On January 9, 2019, I resigned from the Port of Long Beach Survey Division as a Senior Survey Technician to continue my career in surveying with the County of Riverside Transportation Division, to focus on aspects of surveying that can broaden my skills as a land surveyor. Unfortunately, after spending over a year there and really trying to make it work, I find that the County of Riverside Transportation Division is not for me, and I am writing this letter in hopes to be reinstated as a Senior Survey Technician for the Port of Long Beach Survey Division. The Port of Long Beach Survey Division is home to me which offers excellent training, professionalism, and very importantly to me, the comradery between all of my co-workers. We all worked as a team to achieve many monumental goals and I not only miss the work, I miss the people as well! I spent over 11 years of my life and career there and I am confident that I can continue my career there as I have in my 11 years prior. My heart is still and always will be with the Port of Long Beach. I would be leaving the County of Riverside on good terms and have not received any discipline as of now.

I appreciate and thank you for taking the time to read this letter and hope you will consider reinstating me as a Senior Survey Technician for the Port of Long Beach Survey Division.

Respectfully,

  
Daniel Murray