



## Civil Service Department

# Request to Transfer from Unclassified to Classified Service Form

**PURPOSE:** To request transfer from unclassified to classified service.

**RELEVANT RULES AND REGULATIONS/POLICY:** Civil Service Rules and Regulations Section 69:

“An unclassified employee may request a transfer from a position in the unclassified service to a position in the classified service in which he/she formerly held status subject to the consent of the appointing authority, the department heads involved, and the approval of the Commission. Time spent by an employee in the unclassified service shall not be included in seniority point calculations for classified promotional examinations. Further, when an employee who formerly held classified status returns to the classified service from the unclassified service, he/she shall not receive credit for the time served in the unclassified service when calculating an order of layoff from the classified service.”

**PROCESS:**

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Transfer from Unclassified to Classified Service Form.
  - The requesting department completes Section I of this form. Civil Service completes Section II of this form.
- Request Form emailed to Civil Service Department Executive Assistant
- Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

Effective Date: 8/3/2018

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**

**DATE FORM COMPLETED:** 11/4/2020

**DEPARTMENT:** Harbor

**REQUISITION NUMBER:** Harbor 21-004

**FORM COMPLETED BY:** Harvinder Kaur, Harbor Department

Correspondence received by employee requesting transfer from unclassified to classified service. ☒ Yes ☐ No

Is the appointee transferring between departments? If yes, a HR1 is required to complete the transfer. ☒ Yes ☐ No

Name and current classification title of employee: Lincoln Lo, Assistant City Engineer

Title of classification to which employee has requested to return: Deputy Chief Harbor Engineer

Employee holds prior classified status in the classification to which he/she has requested to return. ☒ Yes ☐ No

Reason for return to former classified service:

Employee wants to continue their career with the Port of Long Beach and would like to return to the Harbor department with their previously classified status as Deputy Chief Harbor Engineer in our Construction Management Division.

Department informed employee of terms and conditions of Civil Service rights. ☒ Yes ☐ No

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

**SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:**

☒ Request received by Civil Service. Date Received: 11/5/2020

☒ Requisition submitted: ☒ Yes ☐ No HD 21-004 10/20/20

☒ Civil Service Staff informs employee of Civil Service rights. ☒ Yes ☐ No

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

☒ Provide notice to requesting department to attend Civil Service Commission Meeting.

☒ Provide notice to impacted department to attend Civil Service Commission Meeting.

☒ Provide notice to employee of Request for Transfer of Unclassified to Classified Service scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.

☒ Suggested Action: Staff recommends approval.



**Date:** November 18, 2020  
**To:** Civil Service Commission  
**From:** Sheree Valdoria, Personnel Analyst  
**Subject:** **REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED SERVICE FOR LINCOLN LO**

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On November 5, 2020, the Civil Service Commission received correspondence from the Harbor Department, requesting the transfer of Lincoln Lo from his unclassified service of Assistant City Engineer with Public Works, to his former classified service as Deputy Chief Harbor Engineer with the Harbor Department, in accordance with Article VI, Section 69 of the Civil Service Rules and Regulations.

**Facts for Consideration:**

- On February 9, 2009, Mr. Lo was hired from the Civil Engineer eligible list by the Department of Public Works. He attained permanent status in this classification on August 19, 2009.
- On August 25, 2012, Mr. Lo was hired from the Senior Civil Engineer eligible list by the Harbor Department. He attained permanent status in this classification on March 12, 2013
- On August 22, 2015, Mr. Lo was hired from the Deputy Chief Harbor Engineer eligible list by the Harbor Department. He attained permanent status in this classification on March 7, 2016.
- On March 23, 2019, Mr. Lo was hired in the unclassified service as an Assistant City Engineer for the Department of Public Works.
- On October 20, 2020, the Harbor Department received correspondence from Mr. Lo requesting to transfer back to his former classified position as Deputy Chief Harbor Engineer for the Harbor Department.
- The Department has stated that Mr. Lo had an extremely strong performance record when he worked as a Deputy Chief Harbor Engineer. Also, they stated that Mr. Lo has extensive experience and knowledge related to the position that would allow him to excel.
- Staff has verified that the Civil Service Department received the requisition for this classification, HD 21-004, on October 29, 2020.

**Recommendation:**

- Staff has reviewed the request and recommends that the Commission approve the request to transfer from unclassified to classified service for Lincoln Lo to his former classification of Deputy Chief Harbor Engineer, in accordance with Article VI, Section 69 of the Civil Service Rules and Regulations.
- Staff has informed Mr. Lo of the terms and conditions of this transfer to his former classification and has been notified that this request will be placed on the Commission agenda.
- Representatives from the Harbor Department will be available to answer any questions.



**Date:** November 4, 2020

**To:** Civil Service Commission

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

**Subject:** REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION

The Harbor Department is requesting Civil Service Commission approval to return Lincoln Lo to his previous classification as a Deputy Chief Harbor Engineer. Mr. Lo began his career with the Harbor Department as a Senior Civil Engineer in August of 2012 and then promoted to Deputy Chief Harbor Engineer on August 22, 2015. He then promoted and transferred to the Public Works Department as an Assistant City Engineer on March 23, 2019.

Mr. Lo finds it in his best interest to revert to his former classification of Deputy Chief Harbor Engineer.

The Division supports his request to return to his former position and classification.

Mr. Lo has been advised of the terms and conditions of the permanent assignment and return to his former classification.

Please contact me at 562-283-7500 if any further information is required regarding this request.



# Memorandum

**Date:** October 20, 2020

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

**From:** Lambrigger, Darrin 

**Subject:** Request to Rehire Lincoln Lo

My division will soon have a Deputy Chief Harbor Engineer vacancy resulting from the retirement of Peter Forsythe. Peter has submitted his retirement package through CalPERS and has been given a retirement date in early December. Lincoln Lo has reached out to me and stated that he is interested in reverting back from his current position with Public Works to fill our upcoming Deputy Chief Harbor Engineer vacancy.

I request that Lincoln Lo be rehired to fill this upcoming vacancy. Lincoln has extensive experience and knowledge that would allow him to excel in this position, a classification he previously held. He had an extremely strong performance record when he was previously under my supervision. In addition, he now has developed excellent relationships with Public Works and other City staff that can benefit my division, the Engineering Bureau as well as the entire Department.

Please feel free to reach out to me if you have questions about this request or need additional information.

**From:** [Lambrigger, Darrin](#)  
**To:** [Kaur, Harvinder](#)  
**Subject:** FW: DCHE Position  
**Date:** Wednesday, October 28, 2020 6:59:25 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image002.png](#)  
[image008.png](#)

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Hello Harvie,

Below is the email from Lincoln Lo expressing his desire to move from his current position in Public Works to our soon to be vacant DCHE position.

Thanks,

Darrin

**Darrin Lambrigger, PE, CCM**

Director  
Construction Management Division  
Port of Long Beach

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]



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[REDACTED] Lincoln Lo [REDACTED]

**Sent:** Tuesday, October 20, 2020 1:31 PM

**To:** Lambrigger, Darrin [REDACTED]

**Subject:** DCHE Position

Hi Darrin,

I am writing in regards to the Deputy Chief Harbor Engineer position that may soon be opened once Peter Forsythe retires by the end of the year. Should the position becomes available, I would like to ask to be reverted back to my previous position of the same Deputy Chief Harbor Engineer title and be considered to fill the position. If this is possible, please advise on the steps necessary for me to take.

Thank you!

**Lincoln Lo, P.E., LEED AP, ENV-SP, QSD**  
*Assistant City Engineer*

**Public Works | Engineering Bureau**

