

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, Communications Center Officer, DPEC
Name/Title/Department

Date: 03/17/2021

Section 1: To be completed by requesting department.

To be completed
by department

Civil Service
Department
Verification

A requisition is required. The requisition number is: # DC20-008.
Has the requisition been received in the Civil Service Department?

☒ Yes No

JKJ

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

☒ Yes No

JKJ

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

JKJ

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. **RACHEL RICHARD (See note section below)**

JKJ

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

JKJ

Did the employee resign from the City in good standing?

☒ Yes No

JKJ

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

☒ Yes No

JKJ

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

☒ Yes No

JKJ

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

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

JKJ

Notes: **Communications Dispatcher: Hired 3/19/2005; Resigned (Personal) 9/27/2005**
Clerk Typist: Hired 8/31/2014; Permanent 3/6/2015; Class Change to Public Safety Dispatcher
Public Safety Dispatcher: Class Change, 5/16/2015; Permanent, 6/20/2016

3/18/21: Ms. Richard has acknowledged that she is aware of the terms of her reappointment.

SUGGESTED ACTION:

Staff recommends approval of the Request For Reappointment of Resigned Employee, Rachel Richard.



Date: March 31, 2021
To: Civil Service Commission
From: Jami Kerr-Jenkins, Personnel Analyst
Subject: **REAPPOINTMENT OF RESIGNED EMPLOYEE: Rachel Richard, Public Safety Dispatcher II**

Correspondence has been received from Reginald Harrison, Director of the Department of Disaster Preparedness and Emergency Communications, requesting Civil Service Commission approval to reappoint Rachel Richard to her former classification of Public Safety Dispatcher II. Staff has reviewed the request and recommends that the Commission approve the reappointment of resigned employee, Ms. Rachel Richard, in accordance with Article V, Section 45 of the Civil Service Rules and Regulations.

Facts for Consideration:

- Ms. Rachel Richard was hired as a full-time Public Safety Dispatcher I on May 16, 2015 and passed probation to receive permanent status in the classification on June 20, 2016.
- Ms. Richard resigned from her classified position in good standing on October 17, 2020.
- On March 16, 2021, Ms. Richard sent correspondence to Communications Center Officer, Dan Cunningham, requesting to be considered for reinstatement as a Public Safety Dispatcher II with the Department of Disaster Preparedness and Emergency Communications.
- The Department supports the reappointment of Ms. Richard to the classification of Public Safety Dispatcher II.
- Ms. Richard has been advised by the department on the terms and conditions of her reappointment regarding benefits, salary, department status, and working conditions.
- The Civil Service Department received requisition DC20-008 on June 23, 2020 for 25 vacancies in which 2 vacancies have been filled as of March 17, 2021.
- Ms. Richard will fill a current vacancy in the Public Safety Dispatcher I-IV classification, leaving 22 vacancies remaining to be filled. The Department has stated that there is an immediate need to fill vacancies due to staffing concerns at this time.

March 31, 2021

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- Current eligible lists exist for the Public Safety Dispatcher I-IV classification and the department is actively interviewing and sending candidates through background investigations. However, training and probation require one year to complete. Ms. Richard is adequately trained and has over five years of recent experience as a Public Safety Dispatcher with the City of Long Beach.
- Civil Service Staff has informed Ms. Richard of the terms and conditions of the reappointment including the fact that she must complete a new probationary period.
- The Department of Disaster Preparedness and Emergency Communications and Ms. Richard 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.

JKJ 03.31.21 Richard

Memorandum

Date: March 17, 2021

To: Civil Service Commission



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

Subject: **REAPPOINTMENT OF RESIGNED EMPLOYEE – RACHEL RICHARD**

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

Ms. Richard was hired as a Public Safety Dispatcher I on May 16, 2015, and after successfully completing the Department's training program and probationary period, obtained permanent status as a Public Safety Dispatcher II on June 20, 2016. She resigned as a Public Safety Dispatcher II in good standing on October 17, 2020.

Should the Commission approve this request, the Department intends to use approved requisition DC20 008 to reappoint Ms. Richard.

Ms. Richard 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, Communications Center Officer, or me at (562) 570-9460, should you have any questions or require additional information.

Human Resources Approval



03/18/2021

CC: DAN CUNNINGHAM, COMMUNICATIONS CENTER OFFICER
MEREDITH DAWSON, ADMINISTRATION AND GRANTS OFFICER

Daniel Cunningham

From: [REDACTED]
Sent: Tuesday, March 16, 2021 2:27 PM
To: Daniel Cunningham
Subject: Public Safety Dispatcher II: Request for Reinstatement

-EXTERNAL-

To whom it may concern,

My name is Rachel Richard and I am a former Full time/Permanent Public Safety Dispatcher II. I resigned in October of 2020 to be shorten my commute and other personal reasons. After working for another agency/city, I know there is no other city like Long Beach.

I am requesting to be considered for reinstatement as a Public Safety Dispatcher II. Thank you for your time.

Sincerely,
Rachel Richard