



Port of  
**LONG BEACH**  
The Green Port

**Agenda Item No. 10 Memorandum**

**Date:** May 16, 2012

**To:** Civil Service Commission

**From:** Margaret Huebner, Director of Human Resources-Harbor Department

**Subject: REQUEST FOR REAPPOINTMENT TO CLASSIFIED POSITION**

In accordance with the provisions of the Civil Service Rules and Regulations, Article I, Section 45, the Harbor Department is requesting the Commission's consent to appoint Mary Stephan to her former classification of Clerk-Typist II on a full-time basis effective June 4, 2012. Per the provision, the Board of Harbor Commissioners approved the appointment at their May 14, 2012, meeting.

Facts for consideration:

- Mary Stephan was hired as a Clerk-Typist I in 1990 and acquired permanent status in the classification. Ms. Stephan was promoted to a Terminal Services Representative in 1991. She resigned from the City as a Terminal Services Representative on May 27, 2003.
- Requisition HD #12-032 to fill one Clerk-Typist II vacancy in the Harbor Department has been submitted to the Civil Service Department.

A representative from the Harbor Department will be present at the Commission meeting to respond to any questions.

Thank you for your consideration of this request.

MH/sl

cc: Dan Kane, Interim Director of Security

April 20, 2012

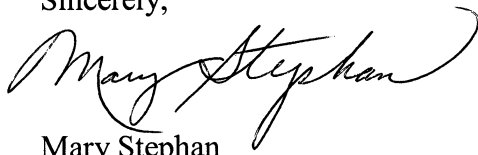
Civil Service Commission  
City of Long Beach  
333 W. Ocean Boulevard, 7<sup>th</sup> Floor  
Long Beach, CA 90802

Subject: Request for Employment Reinstatement

Dear Ladies and Gentlemen:

I am requesting reinstatement of my employment with the City of Long Beach. In the past I was employed as a full-time permanent classified Clerk Typist. It is my desire and need to return to employment with the City of Long Beach. I have now been offer a full-time permanent status classified Clerk Typist position. Therefore, I am asking to be reinstated to my prior classification.

Sincerely,

A handwritten signature in cursive script that reads "Mary Stephan". The signature is written in black ink and is positioned above the printed name.

Mary Stephan

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: Name/title/department Stacey Lewis Date: 4-26-12

**Section 1 - To be completed by requesting department.**

A requisition is required. The requisition number is: # HD 12 - 032.

Has the requisition been received in the Civil Service Department?

Yes No



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

Yes No

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



**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.



Classification title for reappointment

Clerk-Typist II



Did the employee resign from the City in good standing?

Yes



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

yes



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

yes



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

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

**Notes:**

5/11/12-Sole, former employee on priority list is waiving positions until further notice from former employee. Ms. Stephan contacted 5/11/12. --Robert Pfingsthorn, Personnel Analyst III.