

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

Date: ___ - ___ - ___

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: # _____ - _____.
Has the requisition been received in the Civil Service Department?

Yes No

SG

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

Yes No

SG

Have all required documents been submitted to the Civil Service 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. **Michael Munoz - Permit Tech hired August 24, 2015; passed probation March 3, 2016; resigned October 24, 2019**

SG

Classification title for reappointment. **Permit Technician**

SG

Did the employee resign from the City in good standing? **Yes**

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 Mr. Munoz to inform him of the request for reappointment to previous position.

Mr. Munoz was advised of the conditions of his reappointment.

SUGGESTED ACTION:

Staff recommends approval of the Department of Public Works request.



Memorandum

Date: October 13, 2021

To: Civil Service Commission

From: Shellie I. Goings, Personnel Analyst

Subject: **REAPPOINTMENT OF RESIGNED EMPLOYEE – MICHAEL MUNOZ**

On September 23, 2021, the Civil Service Department received a request from the Public Works Department for Reappointment of Resigned Employee, Michael Munoz. Staff has reviewed the request and recommends approval in accordance with the provisions of Article V, Section 45 of the Civil Service Rules and Regulations.

FACTS FOR CONSIDERATION:

- The former City employee, Michael Munoz, was hired as a Permit Technician I-II with Development Services on August 24, 2015 and passed probation to receive permanent status in the classification on March 3, 2016.
- Mr. Munoz resigned from his classified position in good standing on October 24, 2019.
- On September 21, 2021, Mr. Munoz reached out to Navyd Rodriguez, Administrative Analyst by email, requesting to be considered for reinstatement as a Permit Technician I-II with the Department of Public Works.
- Public Works intends to use requisition PW22-003, for Mr. Munoz reappointment. Requisition PW22-033 is currently in the approval process.
- Civil Service staff has contacted Mr. Munoz and he is aware that he will need to serve a new probationary period and that all prior Civil Service rights have been severed.
- The Public Works Department is in attendance to answer any questions or concerns.



Date: September 23, 2021

To: Civil Service Commission

From: *RFP*
Robert Pfingsthorn, Acting Personnel Officer, Department of Public Works

Subject: REAPPOINTMENT OF RESIGNED EMPLOYEE – MICHAEL MUNOZ

The Department of Public Works is requesting Civil Service Commission approval to reappoint resigned employee Michael Munoz to the classification of Permit Technician in accordance with Article V, Section 45 of the Civil Service Rules and Regulations.

Mr. Munoz was hired as a Permit Technician with the Development Services Department on August 24, 2015 and attained permanent status in the classification on March 3, 2016. He resigned from his classified position in good standing on October 24, 2019.

Should the Commission approve this request, the Department of Public Works intends to use requisition PW22-003 to reappoint Mr. Munoz.

Mr. Munoz 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.

Please contact Navyd Rodriguez, Administrative Analyst, or me at (562) 570-4686, should you have any questions or require additional information.

Human Resources Approval	
<i>Navyd Rodriguez</i>	<u>10/8/21</u>
Director of Designee	Date

Navyd Rodriguez

From: Michael MUNOZ [REDACTED]
Sent: Tuesday, September 21, 2021 3:48 PM
To: Navyd Rodriguez
Subject: Permit Technician II Reinstatement

-EXTERNAL-

Hi Navyd;

I would like to formally request to be reinstated at my previous position of Permit Technician II, but with the Public Works Department. I had previously left the position, on 10/24/2019, while working for the Building and Safety Division. I accepted the position of Permit Specialist II, at the City of Santa Monica, as I was offered a higher salary to work there. I initially had planned to move to closer to Santa Monica, but after full consideration, I realized I enjoyed living in Long beach too much to move. I would like to return to the City of Long Beach due to a much shorter commute. As a result of having a much briefer commute, I will have afforded myself more time to concentrate on finishing my education goal of obtaining a 4-year degree in Public Administration. I left my previous position of Permit Technician II, with the Building and Safety Division, on good terms, I was never disciplined for any action and remain friendly with many staff members today. Thank you for your consideration.

Michael Muñoz