



**City of Long Beach**  
Working Together to Serve

**Memorandum**  
**Agenda Item No.**

6

**Date:** December 17, 2014  
**To:** Civil Service Commission  
**From:** Michael A. DuRee, Fire Chief *MA*  
**Subject:** Request to Transfer from Unclassified to Classified – Robert Klang

In accordance with the provisions of Section 69 of the Civil Service Rules and Regulations, the Fire Department respectfully requests Civil Service Commission approval to transfer Robert Klang from the unclassified service to the classified service.

Mr. Klang was a classified Ambulance Operator from August 31, 2013 through August 22, 2014, attaining permanent status in the classification on March 6, 2014. On August 23, 2014, Mr. Klang voluntarily transferred to the unclassified service as a Non-Career Ambulance Operator to pursue his education.

At this time, Mr. Klang is requesting to return to the classified service in the position of Ambulance Operator and the Fire Department supports this request. The Department has an approved requisition for a classified Ambulance Operator (FD 14-015).

Thank you for your consideration of this request. Please contact David Honey, Manager of Fire Administration, at extension 82517 if you or your staff have any questions regarding this request.

RECEIVED  
2014 DEC -5 AM 9:51  
CIVIL SERVICE DEPT.

Human Resources Approval  
*[Signature]*  
Date 12/5/2014

1717 N Studebaker Rd  
Long Beach, Ca 90815  
(559) 760-3982

11/21/2014

Michael DuRee  
Fire Chief  
Long Beach Fire Department  
3205 Lakewood Blvd.  
Long Beach, Ca 90808

**Dear Chief DuRee:**

I am writing this letter to inquire about the possibility of returning to work as an Ambulance Operator for the Long Beach Fire Department. I was a classified full-time employee at Station 10b, but left in August on an educational leave of absence to attend Santa Ana College's Basic Fire Academy #166.

I am scheduled to graduate from the academy next month, and will be able to return to work full-time beginning December 19<sup>th</sup>, 2014. Thank you very much for your time and consideration.

Sincerely



Robert Klang  
*Ambulance Operator*

**CIVIL SERVICE DEPARTMENT**  
**REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES**

**REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED**

**Civil Service Rules and Regulations Section 69**  
**Civil Service Commission Policy Not Applicable**

Form completed by: David Honey, Manager - Administration, Fire Date: 12-3-14  
 Name/Title/Department

**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: # 14 - 015.  
 Has the requisition been received in the Civil Service Department?

Yes  No

SA.

Have all required documents been submitted to the Civil Service Department?  
 • Request signed by employee.  
 • Corresponding request from hiring department

Yes  No  
 Yes  No

SA

A request for transfer must be included in the request to Commission if the appointee  
 will move between departments. Is a transfer necessary?

Yes  No

SA.

**Section 2: Points to be addressed in request.**

Formal name and current classification title of employee.

Robert Klang

Title of classification to which employee has requested to return.  
 Does the employee hold prior status in the request to return?

Ambulance  
Operator  
 Yes  No

SA

Reason for return to former classified service.

Completed  
Education

The employee was notified of impacted Civil Service rights.

Yes  No

SA.

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

SA

The following should be in attendance at the Civil Service Commission meeting:  
 • Requesting department.  
 • Any other impacted department.  
 • The employee requesting return to former classification (attendance is  
 recommended.)

Notes: