



Agenda Item No.

7

Date: November 24, 2014
To: Civil Service Commission
From: Russ Ficker, Department of Public Works
Subject: REAPPOINTMENT OF RESIGNED EMPLOYEE – IVAN ORTEGA

The Department of Financial Management is requesting Civil Service Commission approval to reappoint resigned employee Ivan Ortega to the classification of Fleet Services Supervisor in accordance with Article V, Section 45 of the Civil Service Rules and Regulations.

Mr. Ortega was hired as a provisional Equipment Mechanic on December 1, 1997. He was selected from the Equipment Mechanic eligible list on September 12, 1998 and attained permanent status in the classification on April 13, 1999. Mr. Ortega promoted to Fleet Services Supervisor after being selected from the eligible list on March 17, 2012 and attained permanent status in the classification September 25, 2012.

Mr. Ortega resigned from his classified position as a Fleet Services Supervisor in good standing on June 20, 2014.

Should the Commission approve this request, the Department intends to use approved requisition PW14-058 to reappoint Mr. Ortega.

Mr. Ortega 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.

If you have any questions, please contact me at (562) 570-4686.

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| Human Resources Approval | |
|  Director or Designee | 11/24/14 Date |

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: RUSS FICKER/ADMIN ANALYST/PUBLIC WORKS
Name/Title/Department

Date: 11-24-14

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: # PW14 - 058
Has the requisition been received in the Civil Service Department?

Yes No

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

Yes No

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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

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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.

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Classification title for reappointment.

Fleet Services Supv.

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Did the employee resign from the City in good standing?

Yes No

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

Yes No

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

Yes No

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

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

Notes:

*Information confirmed - permanent status
as Fleet Services Supervisor. mg*