

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: Betsy Grazier, Admin. Analyst, Harbor Dept. Date: 02_15_19
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: # <u>HD19_005</u> . Has the requisition been received in the Civil Service Department?	<input checked="" type="radio"/> Yes <input type="radio"/> No	SW
Is there an existing priority list? If yes, contact Civil Service.	Yes <input checked="" type="radio"/> No	SW
Have all required documents been submitted to the Civil Service Department? • Request signed by former employee. • Corresponding request from hiring department.	<input checked="" type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No	SW SW

Section 2: Points to be addressed in request:	To be completed by department	Civil Service Dept. Verification
Annie Hui Chih Fang, hired 12/12/16 as Clerk Typist III; permanent status 6/23/17; separated 10/25/18 as CT III. 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.		SW
Classification title for reappointment. - CLERK TYPIST III		SW
Did the employee resign from the City in good standing?	<input checked="" type="radio"/> Yes <input type="radio"/> No	SW
The employee was referred to the Human Resources Department and/or hiring department regarding benefits, salary, department status, working conditions, etc.	<input checked="" type="radio"/> Yes <input type="radio"/> No	SW
The employee has been notified that a new probation period is required and that all prior Civil Service rights have been severed.	<input checked="" type="radio"/> Yes <input type="radio"/> No	SW

The following should be in attendance at the Civil Service Commission meeting:
 • Requesting department.
 • The employee requesting reappointment (recommended).

Notes:

SUGGESTED ACTION: **Civil Service staff recommends approval of the request for reappointment of Annie Fang to Clerk Typist III in the Security Division of the Harbor Department.**



Agenda Item No. 8
Memorandum

Date: February 14, 2019
To: Civil Service Commission
From: Stacey V. Lewis, Director, Human Resources, Harbor Department 
Subject: **REQUEST TO REINSTATE FORMER EMPLOYEE, ANNIE FANG**

The Harbor Department respectfully requests the reinstatement of Annie Fang to the position of Clerk Typist III. Ms. Fang was hired by the Harbor Security Division on December 12, 2016, as a Clerk Typist III; she obtained permanent status as a Clerk Typist on June 23, 2017, and remained in good standing until she resigned on October 25, 2018.

Ms. Fang would like to pursue her career development with the Port of Long Beach, Harbor Security Division. The Division is in complete support of this reinstatement due to her past experience and the highly qualified skill set that Ms. Fang will bring to the Harbor Security Division.

Please contact me at 562-283-7500 if any further information is required regarding this request.

cc: Casey Hehr, Director of Security
Charlene Wynne, Manager, Grants Administration



Port of
LONG BEACH
The Green Port

Memorandum

Date: February 14, 2019

To: Stacey Lewis, Director, Human Resources

From: Casey Hehr, Director of Security *CH*

Subject: **Request to Reinstate Annie Fang, Clerk Typist III**

We are requesting that Annie Fang be reinstated to the position of Clerk Typist III within the Security Division. This reinstatement will fill the current Clerk Typist III vacancy, Requisition HD 19-005. Ms. Fang was originally hired as a Clerk Typist III on December 12, 2016. She obtained permanent status as a Clerk Typist on June 23, 2017, and she remained in good standing until she resigned on October 25, 2018, to pursue a position at Walnut Valley Water District. Her new work environment was not as expected, and she has expressed a desire to return to continue supporting and growing with the Security Division at the Port of Long Beach.

We request this reinstatement in accordance with Article V, Section 45, of the Civil Service Rules & Regulations.

cc: Don Snyder, Acting Managing Director, Commercial Operations Bureau

January 31, 2019

Charlene Wynne
Manager of Administration & Grants
Security Division
Port of Long Beach
1249 Pier F Ave
Long Beach, CA 90802

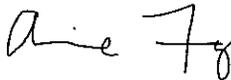
Dear Charlene,

In October 2018, I had resigned my position as a full time permanent Clerk Typist III to accept a job at Walnut Valley Water District. The new work environment wasn't what was expected. Therefore, I am expressing my desire to return to my position as a full time permanent Clerk Typist III position.

I sincerely regret my decision to resign, and would like the opportunity to continue supporting and growing with Security.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

A handwritten signature in cursive script that reads "Annie Fang".

Annie Fang

Annie Fang

EDUCATION

California State University, Fullerton Graduation: August 2015
B.A. International Business, Concentration: Chinese
B.A. Business Administration, Concentration: General Management

WORK EXPERIENCE

Walnut Valley Water District November 2018-January 2019
Customer Service Representative Walnut, CA

- Handled a high volume of customer inquiries and service requests via calls and walk ins
- Maintained a cash register and coordinates two way radio messages

City of Long Beach – Harbor Department December 2016-October 2018
Clerk Typist Long Beach, CA

- Developed Excel Spreadsheets for Contract Administrator to track the process of dive company permits, diver permits, and catering truck permits
- Supported Contract Administrator with the contract and procurement execution process
- Administered all invoices, and Division expenses on ADPICS and internal filing system
- Assisted Administrative Analyst with gathering data and generating various types of financial reports

Actuarial Consulting Group, Inc. June 2016-August 2016
Actuarial Analyst Brea, CA

- Produced plan documents with annual plan regulations and limitations
- Evaluated company and employee statistics to decide maximum contribution and type of retirement plan for each company
- Reviewed each company accordingly to age, ownership, compensation, status, family relationships, etc.
- Processed reconciliations to ensure all testing passes and filed over 50 tax returns

Cal Arc Design Studio Inc. September 2014-April 2016
Bookkeeper/Office Assistant Hacienda Heights, CA

- Maintained over 20 constant project status updates and tracked payments through Expesite and Excel
- Processed invoices and checks for all internal employees and external clients
- Reviewed over 75 resumes for phase one of recruitment
- Created change orders and contracts for various construction and design projects

SKILLS

Language: Mandarin Chinese (Fluent Written & Oral)

Translation: “The Cost of Waiting” TedxTalk, English to Traditional Chinese

Computer: Microsoft Office Suite, QuickBooks, Subtitle Workshop, ADPICS, PE/WIN