

2013 SEP 27 AM 9:13

CIVIL SERVICE DEPT.

September 25, 2013

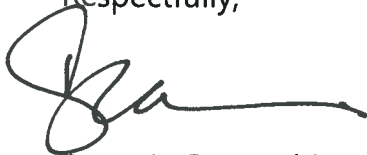
Civil Service Commission
City of Long Beach
333 West Ocean Boulevard, 7th Floor
Long Beach, California 90802

Dear Civil Service Commissioners,

My name is Dawn Covarrubias and I currently work in the Harbor Department of the city as an "unclassified" Clerk Typist III and would like to respectfully request that I revert back to my "classified" status.

Thank you so much for your time in considering my request. If you have any questions or need additional information, please do not hesitate to contact me at dawn.covarrubias@polb.com, or via phone at (562) 346-6735.

Respectfully,



Dawn L. Covarrubias

DLC:s



The Port of
LONG BEACH

Memorandum

Date: October 4, 2013

To: Civil Service Commission

From: Margaret Huebner, Director of Human Resources – Harbor Department

Subject: **REQUEST TO RETURN TO THE CLASSIFIED SERVICE – DAWN
COVARRUBIAS**

In accordance with the provisions of Section 69 of the Civil Service Rules and Regulations, the Harbor Department respectfully requests the Commission's approval to transfer Dawn Covarrubias from unclassified service in the Maintenance Division to a classified Clerk-Typist vacant position.

Approved requisition HD 13-23 is on file in the Civil Service Department to be used for this purpose.

Thank you
MH/si

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: Caprice McDonald, Personnel Analyst, Civil Service Date: 10/4/13
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: **#_HD13-023**

Has the requisition been received in the Civil Service Department? **on file**

Yes **No**

Have all required documents been submitted to the Civil Service Department?

- Request signed by employee.
- Corresponding request from hiring department

Yes **No**
Yes **No**

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**

Section 2: Points to be addressed in request.

Formal name and current classification title of employee.

Dawn Covarrubias, Clerk-Typist (Unclassified)

Title of classification to which employee has requested to return.

Clerk Typist (classified)

Does the employee hold prior status in the request to return?

Yes **No**

Reason for return to former classified service. **Employee Request**

The employee was notified of impacted Civil Service rights.

Yes **No**

The employee was referred to the Human Resources Department and/or hiring department regarding any changes to benefits, salary, department status, working conditions, etc. **Employee is remaining in the Harbor Department.**

Yes **No**

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: