



The Port of
LONG BEACH

Memorandum

Date: April 24, 2014

Agenda Item No.

12

To: Civil Service Commission

From: Margaret Huebner, Director of Human Resources

**Subject: REQUEST TO RETURN TERMINATED, PROBATIONARY EMPLOYEE
TO THE CURRENT CIVIL SERVICE LIST**

On April 22, 2014, Stephen Liao was released from his position as Civil Engineer at the Harbor Department. He was not a good fit for Program Management.

The Harbor Department has no objection to returning Stephen Liao to the eligible list. He may be a better fit for another City Department.

RECEIVED
2014 APR 30 AM 7:56
CIVIL SERVICE DEPT.



Port of
LONG BEACH
The Green Port

April 22, 2014

Stephen Liao
835 Locust Avenue #517
Long Beach, California 90813

**RE: PROBATIONARY TERMINATION FROM YOUR POSITION WITH
THE CITY OF LONG BEACH**

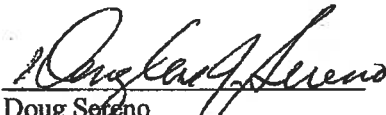
This will serve as official notice that you are being terminated from your probationary position as Civil Engineer in the Program Management Division of the Harbor Department, effective at the close of business today.

This termination is in accordance with the Civil Service Rules and Regulations, Section 90, New Employee Discharge During Probationary Term:


"An employee may be terminated at will any time during their probationary period. If, in the opinion of the department head and the Commission, the person is still regarded as capable of performing in some other position in the same classification, his/her name may be returned to the eligible list established for the classification."

Your probationary status precludes appealing this action to the Civil Service Commission.

Recommended by:


Doug Sereno
Director of Program Management

Approved by:


A.J. Moro, P.E.
Acting Executive Director

I hereby acknowledge receipt of
the original of this letter.

 4/22/2014
Signature Date

cc: Civil Service
Harbor Personnel
City Attorney

1 **DATE:** May 7, 2014

2 **TO:** Civil Service Commission

3 **FROM:** Sal Ambriz, Personnel Analyst *SA*

4 **SUBJECT: REQUEST TO RETURN TO ELIGIBLE LIST – STEPHEN LIAO**

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6 Correspondence has been received from Margaret Huebner, Director of Human
7 Resources, Harbor Department requesting Stephen Liao's name be returned to the
8 Civil Engineer eligible list. On April 22, 2014, while on probation, Mr. Liao was released
9 from his position as a Civil Engineer at the Harbor Department. He is in agreement with
10 his name being returned to the Civil Engineer eligible list.

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12 The Civil Engineer eligible list (K11NN-13, test #01) was established on June 3, 2013
13 and is currently scheduled to expire June 4, 2014. Civil Engineer is a non-competitive
14 list with all candidates being certified to vacancies. Civil Engineers are used
15 throughout the City in several departments, one of which is the Harbor Department.
16 The Harbor Department has submitted this request as they believe Mr. Liao may be "a
17 better fit for another department."

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19 Per Section 90 of the Civil Service Rules and Regulations: An employee may be
20 terminated at will any time during their probationary period. If, in the opinion of the
21 department head and the Commission, the person is still regarded as capable of
22 performing in some other position in the same classification, his/her name may be
23 returned to the eligible list established for the classification.
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1 If the Commission concurs with the Harbor Department's request, Mr. Liao's name
2 would be returned to the Civil Engineer eligible list and certified to vacancies during the
3 life of the eligible list.

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SR 5.7.14
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