

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION

Civil Service Rules and Regulations Section 67 (1)
Civil Service Commission Policy Not Applicable

Form completed by: Paula J. Ortega Date: 1-26-17
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: #HD17-021.
Has the requisition been received in the Civil Service Department?

Yes No

**Received
1.27.2017
X**

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

Yes No
Yes No

X

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

X

Section 2: Points to be addressed in request.

Formal name and current classification title of employee. CARL FIFER

MECHANICAL SUPERVISOR

Title of classification to which employee has requested to return. BUILDING MAINTENANCE ENGINEER

HIRED - BUILD. MAINT. ENG 4/6/2004

X

Summary of employee's work history, specifying all classification titles and dates including date(s) permanent status was attained in each classification. PROMOTED 8/27/2009 to MECHANICAL SUPERVISOR

Yes No

X

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

X

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.)

X

Notes:

Staff has contacted Mr. Fifer to inform him of the request for permanent assignment to former classification. Mr. Fifer was advised of the conditions of his request. Staff recommends approval of Harbor request.

SUGGESTED ACTION:

Staff recommends approval.



Port of
LONG BEACH
The Green Port

Memorandum

Date: January 24, 2017
To: Margaret Huebner
From: Fred Greco, Director of Maintenance
Subject: Request for Permanent Assignment to former Classification, Carl Fifer

The Maintenance Division at the Harbor Department respectfully requests the Permanent Assignment to his former Classification for Carl Fifer. Currently Mr. Fifer is a Mechanical Supervisor since August 27, 2009. Previously he was a Building Maintenance Engineer and would like to return to this classification. The Maintenance Division is in full support of Mr. Fifer's decision to return to his former classification and because of his experience level, he will provide the needed support for the Maintenance Division.

We request this in accordance with the City's Step Placement policy.



Port of
LONG BEACH
The Green Port

Memorandum

Date: January 17, 2017
To: Fred Greco, Director of Maintenance
From: Carl Fifer
Subject: Request for Permanent Assignment to former Classification

I, Carl Fifer respectfully request to return to my former position of Building Maintenance Engineer, effective as soon as possible. I was originally hired on April 6, 2004 and promoted to Supervisor on August 27, 2009. It is in my best interest that I return to my former classification. I ask for your support in this change of classification.

I request this reinstatement in accordance with the City's Step Placement policy.