



Agenda Item No. **11**

**Date:** May 7, 2014  
**To:** Civil Service Commission  
**From:** Michael A. DuRee, Fire Chief *MD*  
**Subject:** Request to Transfer from Unclassified to Classified – Alisha Albanese

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In accordance with the provisions of Section 69 of the Civil Service Rules and Regulations, the Fire Department respectfully requests Civil Service Commission approval to transfer Alisha Albanese from the unclassified service to the classified service.

Ms. Albanese was a classified Ambulance Operator from April 13, 2013 through November 29, 2013, attaining permanent status in the classification on November 11, 2013. On November 30, 2013, Ms. Albanese voluntarily transferred to the unclassified service as a Non-Career Ambulance Operator to pursue her education.

At this time, Ms. Albanese is requesting to return to the classified service in the position of Ambulance Operator and the Fire Department supports this request. The Department has an approved requisition for a classified Ambulance Operator (FD 14-015).

Thank you for your consideration of this request. Please contact David Honey, Manager of Fire Administration, at extension 82517 if you or your staff have any questions regarding this request.

Human Resources Approval

*C. Stafford*

*JB* Director or Designee  
4/29/14

*4-30-14*

Date

Fire Chief Mike DuRee  
3205 N. Lakewood Blvd  
Long Beach, CA 90808

April 22, 2014

Dear Chief DuRee,

With this letter I respectfully request to be rehired into my former position of Ambulance Operator – Classified with the Long Beach Fire Department. I previously worked as an Ambulance Operator from April 2013 until December 2013, passing my probationary period of 1044 scheduled hours. I left last December to pursue fire academy, with the intention of returning to my classified Ambulance Operator position upon completion of the El Camino College Fire Academy. I am available to begin work in a full-time capacity beginning April 26, 2014.

Sincerely,

A handwritten signature in cursive script, appearing to read "Alisha Albanese", followed by a horizontal line.

Alisha Albanese

**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: David Honey, Manager-Administration, Fire Date: 05-07-14  
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: # FD14 - 015  
Has the requisition been received in the Civil Service Department?

☒ 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

*na*

**Section 2: Points to be addressed in request.**

Formal name and current classification title of employee.

Alisha Albanese ☒

Title of classification to which employee has requested to return.

Ambulance Operator ☒

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

☒ Yes ☐ No

☒

Reason for return to former classified service.

Completed Education

☒

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.

☒ 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:**

*Alisha Albanese gained permanent status in the classification of Ambulance Operator 11/13/2013.  
Verified by: Donna de Araujo, Personnel Analyst  
5/2/14.*