



Civil Service Department

Request to Transfer from Unclassified to Classified Service Form

PURPOSE:

To request transfer from unclassified to classified service.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 69:

“An unclassified employee may request a transfer from a position in the unclassified service to a position in the classified service in which he/she formerly held status subject to the consent of the appointing authority, the department heads involved, and the approval of the Commission. Time spent by an employee in the unclassified service shall not be included in seniority point calculations for classified promotional examinations. Further, when an employee who formerly held classified status returns to the classified service from the unclassified service, he/she shall not receive credit for the time served in the unclassified service when calculating an order of layoff from the classified service.”

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Transfer from Unclassified to Classified Service Form.
 - The requesting department completes Section I of this form. Civil Service completes Section II of this form.
- Request Form emailed to Civil Service Department Executive Assistant
- Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 1/22/2021 **DEPARTMENT:** Fire Department

REQUISITION NUMBER: FD 20-2004

FORM COMPLETED BY: Meg Rau, Administrative Officer

Correspondence received by employee requesting transfer from unclassified to classified service. Yes No

Is the appointee transferring between departments? If yes, a HR1 is required to complete the transfer. Yes No

Name and current classification title of employee: Ian Wilmott, Ambulance Operator - NC

Title of classification to which employee has requested to return: Ambulance Operator

Employee holds prior classified status in the classification to which he/she has requested to return. Yes No

Reason for return to former classified service:

Mr. Wilmott voluntary transferred to unclassified service on August 29, 2020, to attend the El Camino Fire Academy. He has successfully completed the Fire Academy and would like to return to a fulltime position.

Department informed employee of terms and conditions of 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

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- Request received by Civil Service. Date Received: Click or tap here to enter text. **January 27, 2021**
- Requisition submitted: Yes No
- Civil Service Staff informs employee of 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.
- Provide notice to requesting department to attend Civil Service Commission Meeting.
- Provide notice to impacted department to attend Civil Service Commission Meeting.
- Provide notice to employee of Request for Transfer of Unclassified to Classified Service scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.
- Suggested Action: Please select action. **Staff recommends approval.**

Human Resources Approval	
	01/27/21
Director or Designee	Date



Date: February 17, 2021
To: Civil Service Commission
From: Shellie I. Goings, Personnel Analyst
Subject: **REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED SERVICE – IAN WILMOTT**

Correspondence has been received from Meg Rau, Administrative Officer of the Fire Department, requesting the Civil Service Commission approval to transfer Ian Wilmott from the unclassified service to the classified service of Ambulance Operator. Staff has reviewed the request and recommends approval of the transfer from unclassified to classified in accordance with the provisions of Article VI, Section 69 of the Civil Service Rules and Regulations.

Facts for Consideration:

- Ian Wilmott was hired as an unclassified Ambulance Operator on April 13, 2019.
- Mr. Wilmott was appointed to a classified Ambulance Operator position on May 11, 2019 and passed probation receiving permanent status on November 24, 2019.
- On August 29, 2020, Mr. Wilmott voluntarily transferred to the unclassified service as a Non-Career Ambulance Operator in order to pursue his education.
- On December 15, 2020, Mr. Wilmott sent correspondence to the Fire Chief requesting to transfer back to the classified service as an Ambulance Operator.
- Currently Civil Service has 2 requisitions on file, with a total of 22 vacancies. Requisition FD 21-004 will be used for this classified Ambulance Operator vacancy.
- The Fire Department supports the request to transfer Mr. Wilmott back to a classified Ambulance Operator position.
- Mr. Wilmott has been notified that his time in the unclassified service will not be included when calculating seniority points for classified promotional exams.

February 17, 2021

Page 2

- Mr. Wilmott will not need to serve a new probationary period and will not receive credit for the time served in the unclassified service when calculating an order of layoff from the classified service.

Recommendation:

- Staff has reviewed the request and recommends approval of the Request to Transfer from unclassified to classified service.
- The Fire Department and Mr. Wilmott have been informed that this request is on today's agenda.
- A department representative will be present to answer any inquiries from the Civil Service Commission.

Date: January 27, 2021
To: Civil Service Commission
From: Meg Rau, Administrative Officer, Fire Department/s/
Subject: **Request to Transfer from Unclassified to Classified – Ian Wilmott**

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

Mr. Wilmott was a classified Ambulance Operator from May 11, 2019 to August 28, 2020. On August 29, 2020, Mr. Wilmott voluntarily transferred to the unclassified service as a non-career Ambulance Operator in order to pursue his education at the El Camino Fire Academy.

At this time, Mr. Wilmott 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 21-004.

Thank you for your consideration of this request. Please contact me at x8.2551 if you or your staff have any questions.

Attachments: Letter from Ian Wilmott Requesting Re-instatement
Civil Service Form: Request to Transfer from Unclassified to Classified Service Form

cc: Yesenia Rico, Personnel Analyst, Human Resources Department

Human Resources Approval	
	01/27/21
_____ Director or Designee	_____ Date

December 15, 2020

Long Beach Fire Department

Dear Chief Xavier Espino,

I'm writing to you today to request to gain full-time employment with the Long Beach Fire Department once again. Following the completion of my Ambulance Operator academy in April 2019, I began my first full-time assignment at station 12. Although station 12 was a great experience I was determined to find a position on a 24-hour shift. That following August I bid and got the full-time assignment at station 14. Station 14 is where I had been working before my decision to change to part-time employment status in order to attend El Camino's Fire Academy. I have accomplished my goal and successfully completed El Camino's Fire Academy on December 11, 2020. My main focus has now turned back to the Long Beach Fire Department and its Ambulance Operator program. I see that there is a bid open on "B" shift at Station 14 and would like to fill that void. I still have a lot to learn from the crew at station 14B and with this new knowledge from the fire academy I feel as though 14B is a great fit. Please allow me to continue learning and continue building a strong foundation here at the Long Beach Fire Department.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ian Wilmott', with a long horizontal stroke extending to the right.

Ian Wilmott