



Memorandum

Date: May 25, 2022

To: Civil Service Commission

From: Sylvana Tamura, Personnel Analyst II

Subject: **REQUEST REAPPOINTMENT OF RESIGNED FORMER EMPLOYEE-TYLER LAN, WATER UTILITY MECHANIC I-III**

On May 10, 2022, the Civil Service Department received correspondence from Christopher Garner, General Manager, of the Water Department, requesting approval to reappoint Tyler Lan to the former classification of Water Utility Mechanic I-III. Staff is requesting the approval to reappoint Tyler Lan to the classification of Water Utility Mechanic I-III, through the authority of the Civil Service Commission and in accordance with Article V, Section 45 of the Civil Service Rules and Regulations.

Facts for Consideration:

- On March 25, 2002, Tyler Lan was hired by the Water Department as a full-time, non-career Water Utility Mechanic. Mr. Lan soon after was appointed into the classified service as a Water Utility Mechanic I on November 30, 2002. Mr. Lan attained permanent status on June 20, 2003.
- On July 18, 2009, Tyler Lan was promoted to the classification of Senior Equipment Operator. Mr. Lan reached a permanent status in this classification on March 2, 2010.
- On March 1, 2018, Mr. Tyler Lan resigned from the City and his position to pursue other employment opportunities outside the City of Long Beach but left in good standing.
- Mr. Lan contacted the Water Department via email requesting consideration for reappointment to his former classification of Water Utility Mechanic I-III.
- The Water Department has confirmed Mr. Lan left employment with the City of Long Beach in good standing. The Water Department supports the request for reappointment to the classified service in the position of Water Utility Mechanic.

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- The Water Department has advised Mr. Tyler Lan of the terms and conditions of his reappointment including, but not limited to: job position, salary, probationary period, benefits, and working conditions.
- Article V, Section 45 of the Civil Service Rules and Regulations states, If no priority list exists for a classification which has been requisitioned, a resigned or retired employee who had acquired permanent status in the classification may, after approval by the appointing authority and the consent of the Commission, be reappointed to the classification.” Civil Service does not have a priority list for this classification.
- The Water Department currently has multiple requisitions (W22-06; W22-24; W22-32) and will utilize requisition W22-23, if approved.

RECOMMENDATION

Civil Service staff has reviewed the supporting documentation from the Water Department and recommends the approval of the request for reappointment of resigned employee Tyler Lan, to the classified service in the position of Water Utility Mechanic I-III, in accordance with Article V, Section 45 of the Civil Service Rules & Regulations.

Mr. Lan and the Water Department have been informed that this request is on today's agenda Wednesday, May 25, 2022.

A department representative is present to respond to any questions from the Civil Service Commission.

Date: May 10, 2022

To: Civil Service Commission

From: Christopher J. Garner, General Manager, Water Department



Subject: Request to Reappoint Tyler Lan, Water Utility Mechanic

The Water Department respectfully requests that the Commission grant approval to reappoint resigned employee Tyler Lan to the classification of Water Utility Mechanic III in accordance with Article V, Section 45 of the Civil Service Rules and Regulations.

Mr. Lan was hired with the Long Beach Water Department as a Water Utility Mechanic I Non-Career March 25, 2002, and became a Water Utility Mechanic I on November 30, 2002. He reached permanent status in the Water Utility Mechanic classification on June 20, 2003. He was then promoted to Senior Equipment Operator on July 18, 2009, and reached permanent status in that classification on March 2, 2010. He resigned from his position in good standing on March 1, 2018.

The position of Water Utility Mechanic III in the Water Construction Division where Mr. Lan will be assigned requires a valid Water Distribution Grade 2 (D2) certification from the State Water Resources Control Board and either a California Water Environment Association Grade I (CWEA 1) Sewer Collection System Maintenance certification or State Water Resources Control Board Water Treatment Grade I (T1) certification. Mr. Lan has valid D2 and T1 certifications.

If the Commission approves the reappointment, the Water Department will use requisition W22-23. Mr. Lan has been advised of the terms and conditions of employment and that he will need to serve a new probationary period.

If you have any questions, please contact Meg Rau, Administrative Officer, at extension 8-2375.

cc: B. Anatole Falagan, Assistant General Manager - Business
Tai Tseng, Assistant General Manager - Operations
Meg Rau, Administrative Officer

REQUEST FOR REAPPOINTMENT OF RESIGNED EMPLOYEE

Civil Service Rules and Regulations Section 45
Civil Service Commission Policy Not Applicable

Form completed by: Jessica Stoudenmire/Admin Analyst/Water Dept
Name/Title/Department

Date: 5 - 9 - 2022

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: # **W22-23**.
Has the requisition been received in the Civil Service Department?

☒ Yes ☐ No

ST

Is there an existing priority list? If yes, contact Civil Service.

Yes ☒ No

ST

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

☒ Yes ☐ No
☒ Yes ☐ No

ST /ST

Section 2: Points to be addressed in request:

Formal name of employee and summary of employee's work history, specifying all classification titles and dates including date(s) permanent status was attained in each classification. **Tyler Lan – Water Utility Mechanic 6.20.2003, Senior Equipment Operator 3.2.2010. st 03252002 WUM n/c;11.30.2002 WUM Classified/Probation;06.20.2003 WUM Permanent Status;07.18.2009 SR Equipment Operator Classified/Probationary;SR Equipment Operator 3.02.2010 Permanent Status; 03012018 Resigned**

ST

Classification title for reappointment. **Water Utility Mechanic**

ST

Did the employee resign from the City in good standing?

☒ Yes ☐ No

ST

The employee was referred to the Human Resources Department and/or hiring department regarding benefits, salary, department status, working conditions, etc.

☒ Yes ☐ No

ST

The employee has been notified that a new probation period is required and that all prior Civil Service rights have been severed.

☒ Yes ☐ No

ST

The following should be in attendance at the Civil Service Commission meeting:
• Requesting department.
• The employee requesting reappointment (recommended).

Notes:

Staff has confirmed that the former employee Tyler Lan has been informed of the request of reappointment to previous held permanent status in the classification of Water Utility Mechanic. Tyler Lan understands and was advised of conditions of reappointment including, but not limited to probationary period, benefits.

SUGGESTED ACTION:

See enclosed memo requesting the approval of reappointment of Tyler Lan.