
Memorandum

Date: March 1, 2023

To: Civil Service Commission

From: Maria Cano, Personnel Analyst

Subject: **REQUEST FOR REAPPOINTMENT OF RESIGNED EMPLOYEE –
JULIA CORDON TO THE POSITION OF CLERK TYPIST III**

Correspondence has been received from Elsa Ramos, Personnel Administrator of the Police Department, requesting Civil Service Commission approval to reappoint resigned employee Julia Cordon to the classification of Clerk Typist III. Staff has reviewed this request and recommends approval in accordance with Article V, Section 45 of the Civil Service Rules, and Regulations.

Facts for Consideration:

- Ms. Cordon was hired on February 19, 2008, as a Clerk Typist II for the Department of Public Works and attained permanent status on August 24, 2008.
- On June 6, 2015, Ms. Cordon transferred to the Police Department, as a permanent Clerk Typist III in the Information Management Division.
- On February 15, 2020, she became an unclassified Clerk Typist III in the Police Department's Records Division, serving as Division Secretary until her retirement in good standing on October 31, 2021.
- On January 19, 2023, Ms. Cordon reached out to leadership at the Police Department requesting to return to the Information Management Division in a permanent full-time capacity.
- The Information Management Division currently has 11 vacancies in the classification of Clerk Typist III and has struggled to fill vacancies from the current eligible list. Ms. Cordon's reappointment will fill one of the vacancies mentioned above. The Police Department fully supports this reinstatement and requests the Civil Service Commission's approval.
- The Police Department intends to use the approved requisition PD22-022 to reappoint Ms. Cordon.



- Section 45 of the Civil Service Rules and Regulations allows a resigned or retired employee who acquired permanent status in the classification, upon approval of the appointing authority and the consent of the Commission, to be reappointed to the classification. If reappointed, the employee must serve a new probationary period.
- Ms. Cordon has been advised of the terms and conditions of the reappointment and is aware that she will be required to serve a new probationary period if granted a reappointment.

The Police Department has been informed that this request is on today's agenda. A department representative will be present to respond to any questions from the Civil Service Commission.



Memorandum

Date: February 16, 2023

To: Christina Winting, Director of Civil Service

From: Elsa Ramos, Personnel Administrator, Chief of Police

Subject: **REQUEST FOR REAPPOINTMENT OF RESIGNED EMPLOYEE:
JULIA CORDON TO THE POSITION OF CLERK TYPIST III**



The Police Department respectfully requests Civil Service Commission approval to reappoint resigned employee, Julia Cordon, to the classification of Clerk Typist I-III in accordance with Article V, Section 45 of the Civil Service Rules and Regulations.

Ms. Cordon was hired on February 19, 2008, as a Clerk Typist II for the Public Works Department and attained permanent status on August 24, 2008. Ms. Cordon was hired by the Police Department on June 6, 2015, as a Clerk Typist III in the Information Management Division. She served in this capacity until she retired from her classification in good standing on October 31, 2021.

January 19, 2023, Ms. Cordon reached out to leadership at the Police Department expressing a deep desire to return to the Information Management Division in a permanent full-time capacity. The Police Department fully supports this request and requests the Civil Service Commission's approval to proceed. The Information Management Division currently has 11 vacancies in the classification of Clerk Typist III and has struggled to fill vacancies from the current eligible list due to non-response or candidates accepting counter offers from other agencies. Ms. Cordon's reappointment will help alleviate some of the staffing impacts experienced in this division. Should the Civil Service Commission approve this request, the Department intends to use approved requisition PD22-022 to reappoint Ms. Cordon.

Ms. Cordon has been advised of the terms and conditions of the reappointment and is aware that she will be required to serve a new probationary period if granted reappointment.

Should there be any questions or additional information is needed, please contact me at Elsa.Ramos@longbeach.gov.

Memorandum

Date: February 14, 2023

To: Elsa Ramos, Acting Personnel Administrator

From: Ruby Marin-Jordan, Deputy Chief, Strategic Initiatives Bureau



Subject: **REQUEST TO REINSTATE JULIA CORDON TO THE POSITION OF CLERK
TYPIST III**

The purpose of this memorandum is to request the reinstatement of Julia Cordon to her former position of Clerk Typist III. Julia retired in November 2021 and has expressed a deep desire to return to work for the Police Department.

Julia began her career with the City of Long Beach in the Public Works Department in 2008. She remained in that position for seven years before joining the Police Department, Information Management Division in 2015. Julia quickly learned the duties of one of the Division's most critical 24/7 functions: Teletype and Auto Records. Julia accepted the position of Division secretary during the latter part of her tenure, where she excelled at learning new technology while also assisting other sections within the Division. Julia had an impeccable attendance record and an exceptional work ethic.

Julia Cordon would be a welcome addition to the Police Department's Information Management Division. This recommended action would have no budget impact given the number of vacancies within the Information Management Division.

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR REAPPOINTMENT OF RESIGNED EMPLOYEE

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

Form completed by: _____
Name/Title/Department

Date: ____ - ____ - ____

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: # ____ - ____.
Has the requisition been received in the Civil Service Department?

Yes No

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

Yes No

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

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. See Memo

MC

Classification title for reappointment. Clerk Typist

MC

Did the employee resign from the City in good standing?

Yes No

MC

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

Yes No

MC

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

Yes No

The following should be in attendance at the Civil Service Commission meeting:

- Requesting department. Elsa Ramos will be in attendance
- The employee requesting reappointment (recommended). Employee advised

MC

Notes:

Served as Division Secretary while serving unclassified.
From 2/15/2020-10/31/2021.

SUGGESTED ACTION:

Staff recommends approval of this request.

February 9, 2023

Police Department
Information Management Division
400 W Broadway
Long Beach, CA 90802

Attn.: Cynthia Zarate

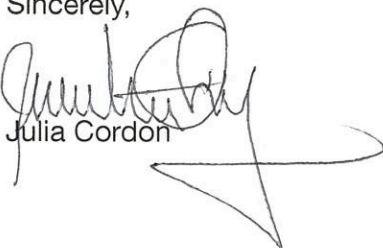
Dear Ms. Zarate:

My name is Julia Cordon. The purpose of my letter is to request to be reinstated to my former position as a Classified Clerk Typist III in the Records Section.

I retired on November 2021 to go back to my country to assist my sister with my mom who suffered from dementia. Unfortunately, my mom passed away on October 2022. I am back home and would like to get back to the work field.

Thank you for your time. Hope to hear from you soon.

Sincerely,


Julia Cordon