



## Memorandum

**Date:** June 7, 2023

**To:** Civil Service Commission

**From:** Maria Cano, Personnel Analyst

**Subject:** **REQUEST FOR PERMANENT ASSIGNMENT TO FORMER CLASSIFICATION – MARTIN MURILLO BELTRAN, CLERK TYPIST III**

On June 1, 2023, the Civil Service Department received correspondence from Elsa Ramos, Personnel Administrator in the Police Department requesting the approval of a Request for Permanent Assignment to Former Classification for Mr. Martin Murillo Beltran to the classification of Clerk Typist III. Staff has reviewed this request and recommends approval in accordance with Article VI, Section 67(1) of the Civil Service Rules, and Regulations.

**Facts for Consideration:**

- On September 29, 2018, he was hired on October 28, 2017, as a Clerk Typist III in the Information Management Division and attained permanent status on May 14, 2018.
- On May 20, 2023, he accepted a position as a Police Recruit in the Training Division of the Support Bureau.
- On May 30, 2023, Mr. Murillo Beltran voluntarily dropped out of the Police Academy and verbally requested to return to his previously held classification, Clerk Typist III.
- He did not attain permanent status in the Police Recruit classification.
- On June 1, 2023, Mr. Murillo Beltran requested to be reverted to his former Clerk Typist III classification in writing.
- The Department requests the Permanent Assignment to Former Classification for Mr. Martin Murillo Beltran to the classification of Clerk Typist III retroactive to June 3, 2023, to align with the beginning of the pay period.
- Mr. Murillo Beltran will not have to complete a probationary period since he is returning to a former classification, Clerk Typist III where permanent status has already been achieved.



- The Police Department intends to use the approved requisition PD22-108 which was received by the Civil Service Department on October 13, 2022.
- Approval of this request will help fill one of the important and difficult-to-fill Clerk Typist III vacancies in the Police Department.
- Article VI, Section 67 states, “Permanent assignment to a position in a classification from a position in another classification shall be contingent on the approval of the appointing authority, the heads of the departments involved, and the approval of the Commission and shall be accomplished in accordance with this section. An employee may be permanently assigned to (1) A former classification in which he/she held permanent status if requested by the employee, or involuntarily to a former or lower classification for disciplinary reasons pursuant to Article VII of these rules. An employee involuntarily demoted to a lower classification shall not serve a probationary period.

**Recommendation**

Staff recommends approval in accordance with Article VI, Section 67(1) of the Civil Service Rules, and Regulations.

The Police Department and Mr. Murillo Beltran have been advised that this item is on today's agenda. Department representatives will be present to respond to questions posed by the Civil Service Commission.



**Memorandum**

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Date: June 1, 2023

To: Christina Winting, Director of Civil Service

From: Elsa Ramos, Personnel Administrator 

Subject: **Request for Permanent Assignment to Former Classification – Martin Murillo Beltran**

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The Police Department respectfully requests the Civil Service Commission approval to permanently assign Martin Murillo Beltran, Police Recruit, to the classification of Clerk Typist III in accordance with Article VI, Section 67(1) of the Civil Service Rules, and Regulations effective June 17, 2022.

Mr. Murillo Beltran was appointed on October 28, 2017, to Clerk Typist III in the Information Management Division and attained permanent status on May 14, 2018. On May 20, 2023, he accepted a position as a Police Recruit in the Training Division of the Support Bureau.

Mr. Murillo Beltran requested to revert to his former classification of Clerk Typist. Should the Commission approve this request, the Department intends to use approved requisition PD22-108 to reappoint Mr. Murillo Beltran.

Mr. Murillo Beltran has been advised of the terms and conditions of the reversion to his former status.

Thank you for your consideration of this request. Please contact me at [Elsa.Ramos@longbeach.gov](mailto:Elsa.Ramos@longbeach.gov) should you have any questions or require additional information.

**Memorandum**

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Date: June 1, 2023

To: Civil Service

From: Martin Murillo, Police Recruit, Basic Academy

Subject: Position Reinstatement

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Due to voluntarily withdrawing from the Academy because of personal reasons, I am writing this memorandum to request to be reinstated to my former position as a Clerk Typist III at Long Beach Police Department.

I would like to thank you for your time and consideration. Please let me know if there is anything else I can do to facilitate my reinstatement.

I can be contacted at (714) 309-3784 or via email at [martin.murillo@longbeach.gov](mailto:martin.murillo@longbeach.gov)

Regards,

Martin Murillo



## Civil Service Department

# Request for Permanent Assignment to Former Classification Form (Revert)

### PURPOSE:

To request permanent assignment to former classification for an employee.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 67 (1):

“Permanent assignment to a position in a classification from a position in another classification shall be contingent on the approval of the appointing authority, the heads of the departments involved, and the approval of the Commission and shall be accomplished in accordance with this section. An employee may be permanently assigned to:

(1) A former classification in which he/she held permanent status if requested by the employee, or involuntarily to a former or lower classification for disciplinary reasons pursuant to Article VII of these rules. An employee involuntarily demoted to a lower classification shall not serve a probationary period.”

### PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Request for Permanent Assignment to Former Classification 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.

**Human Resources Approval**

**Director or Designee:**

**Date:**

Effective Date: 2/14/2019

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**

**DATE FORM COMPLETED:** June 1, 2023 **DEPARTMENT:** Police

**FORM COMPLETED BY:** Maria Macias, Administrative Analyst

**REQUISITION NUMBER:** PD22-108

**NAME AND CURRENT CLASSIFICATION TITLE OF EMPLOYEE:** Martin Murillo Beltran – Police Recruit

**TITLE OF CLASSIFICATION TO WHICH EMPLOYEE HAS REQUESTED TO RETURN:** Clerk Typist

Request signed and submitted by employee (letter/memo)? ☒ 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

Does the employee hold prior classified status in the requested classification? ☒ Yes ☐ No

Summary of employee's work history, specifying all classification titles and dates including date(s) permanent status was attained in each classification.

See memo

The employee was notified by the department 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

**SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:**

- ☒ Request received by Civil Service. Date Received: June 1, 2023
- ☒ Include requisition number and date received by Civil Service: PD-22-108 received on October 13, 2022
- ☒ Civil Service Staff informs employee of terms and conditions of permanent assignment and transfer.
- ☒ 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 (if applicable) to attend Civil Service Commission Meeting.
- ☒ Provide notice to the employee that the request is scheduled to be on the Civil Service Commission agenda. Notify the candidate of attendance options.
- ☒ Suggested Action: Staff recommends approval of this request.