

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: Sheryl Bender, Personnel Officer- Parks, Recreation & Marine
Name/Title/Department

Date:10/26/2021

Section1: *To be completed by requesting department.*

To be completed
by department

Civil Service Dept.
Verification

A requisition is required. The requisition number is: # PR22-011
Has the requisition been received in the Civil Service Department?

☒ Yes No

CS

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

Yes ☒ No

CS

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

CS

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 Attached**

CS

Classification title for reappointment. **Accounting Clerk III**

Did the employee resign from the City in good standing?

☒ Yes No

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

☒ Yes No

CS

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

☒ Yes No

CS

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

- Requesting department.
- The employee requesting reappointment (recommended).

Notes:

Please see attached staff report.

SUGGESTED ACTION:

Recommend approval of request.



Memorandum

Date: November 10, 2021

To: Civil Service Commission

From: Crystal A. Slaten, Deputy Director

Subject: **REQUEST FOR REAPPOINTMENT OF RESIGNED EMPLOYEE – CAROL GONZALEZ**

Correspondence has been received from Sheryl Bender, Personnel Officer for the Department of Parks, Recreation and Marine, requesting Civil Service Commission approval to reappoint resigned employee Carol Gonzalez to the classification of Accounting Clerk 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. Gonzalez was hired as a Recreation Leader Specialist I/II-NC on October 21, 2006 in the Department of Parks, Recreation and Marine. She held various roles as a Non-Career Recreation Leader Specialist and Clerk Typist from October 2006 through November 2017. Ms. Gonzalez was selected as an Accounting Clerk in the Department of Parks, Recreation and Marine on November 25, 2017. She attained permanent status in the classification of Accounting Clerk on June 25, 2018.
- She resigned from her classified position in good standing on August 20, 2020.
- On October 19, 2021, Ms. Gonzalez reached out to Bureau Manager Elvira Hallinan, via email correspondence, requesting to be considered for reinstatement as an Accounting Clerk III with the Department of Parks, Recreation and Marine.
- Parks, Recreation and Marine intends to use requisition PR 22-011 for Ms. Gonzalez' reappointment. Approved requisition PR 22-011 is on file with the Civil Service Department and was received on October 28, 2021.
- Civil Service staff contacted Ms. Gonzalez on November 4, 2021. She is aware that she will need to serve a new probationary period and that all prior Civil Service rights have been severed.



- 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.

Recommendation:

- Staff recommends approval of the request to reappoint resigned employee Carol Gonzalez. The Department of Parks, Recreation and Marine 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.



Date: October 26, 2021

To: Civil Service Commission

From: Sheryl Bender, Personnel Officer- Parks, Recreation and Marine

Subject: **REAPPOINTMENT OF RESIGNED EMPLOYEE- CAROL GONZALEZ**

The Department of Parks, Recreation and Marine is requesting Civil Service Commission approval to reappoint resigned employee Carol Gonzalez to the classification of Accounting Clerk III in accordance with Article V, Section 45 of the Civil Service Rules and Regulations.

Ms. Gonzalez was hired as a Recreation Leader Specialist I/II-NC with Parks, Recreation and Marine on October 21, 2006. Her work history is as follows:

- Recreation Leader Specialist I- NC – 10/21/2006
- Recreation Leader Specialist III-NC- 5/18/2007
- Recreation Leader Specialist V-NC – 2/2/2008
- Recreation Leader Specialist VII-NC 3/22/2008
- Recreation Leader Specialist V- NC – 7/18/2009
- Clerk Typist II- 4/27/2013
- Attained permanent status in Clerk Typist classification on 10/28/2013
- Accounting Clerk III- 11/25/2017
- Attained permanent status in Accounting Clerk classification on 6/25/2018


She resigned from her classified position in good standing on August 20, 2020.

Should the Commission approve this request, the Department of Parks, Recreation and Marine intends to use requisition PR22-011 to reappoint Ms. Gonzalez.

Ms. Gonzalez has been advised of the terms and conditions of the reappointment and that if reappointed, she would be required to serve a new probationary period.

Please contact me at (562) 570-3188, should you have any questions or require additional information.
ATTACHMENTS

CC: LINDA F. TATUM, ASSISTANT CITY MANAGER
KEVIN JACKSON, DEPUTY CITY MANAGER
TERESA CHANDLER, DEPUTY CITY MANAGER

Human Resources Approval	
	11/4/21
Director or Designee	Date

From: [REDACTED]
To: [Elvira Hallinan](#)
Subject: Accounting Clerk III- Reinstatement
Date: Tuesday, October 19, 2021 9:02:46 AM

-EXTERNAL-

Hi Elvira,

I would like to formally request to be reinstated as the Accounting Clerk III with the Parks, Recreation and Marine Department. My date of resignation with the Marine Bureau was on 08/20/2020. The reason for my resignation was because (like many families) my husband lost his job due to COVID-19 and we were seeking a better opportunity for our family out of the state. Things have taken a positive turn for us and we are now relocating back to Long Beach. I would like the opportunity to be able to return and be employed by the City of Long Beach, Parks Recreation and Marine as an Accounting Clerk III. Thank you for your consideration.

Sincerely,

Carol Gonzalez

[REDACTED]