



**City of Long Beach**  
Working Together to Serve

**Agenda Item No. 9** Memorandum

**Date:** September 7, 2016

**To:** Civil Service Commission

**From:** Mariel Sipman, Administrative Officer, Fire Department

**Subject:** Request to Transfer from Unclassified to Classified – Anthony J. Guillen

In accordance with the provision of Section 69 of the Civil Service Rules and Regulations, the Fire Department respectfully requests Civil Service Commission approval to transfer Anthony J. Guillen from the unclassified service to the classified service.

Mr. Guillen was a classified Ambulance Operator from June 27, 2015 through April 29, 2016, attaining permanent status in the classification on January 26, 2016. On April 30, 2016, Mr. Guillen voluntarily transferred to the unclassified service as a Non-Career Ambulance Operator to pursue his education.

At this time, Mr. Guillen 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 15-029).

Thank you for your consideration of this request. Please contact me at (562) 570-2551 if you or your staff have any questions regarding this request.

SEP8'16 PM 1:31

CIVIL SERV. DEPT. - RCUD

Human Resources Approval

Director or Designee

9/6/16  
Date

**CIVIL SERVICE DEPARTMENT**  
**REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES**

**REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED**

**Civil Service Rules and Regulations    Section 69**  
**Civil Service Commission Policy        Not Applicable**

Form completed by: Mariel Sipman, Administrative Officer, Fire      Date: 8-17-16  
Name/Title/Department

**Section 1: To be completed by requesting department.**

To be completed by      Civil Service Dept.  
Department      Verification

A requisition is required. The requisition number is: # FD 15-029.  
Has the requisition been received in the Civil Service Department?      ☒ Yes    No      SG

Have all required documents been submitted to the Civil Service Department?  
• Request signed by employee.      ☒ Yes    No      SG  
• Corresponding request from hiring department      ☒ Yes    No      SG

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      SG

**Section 2: Points to be addressed in request.**

Formal name and current classification title of employee.      Anthony J. Guillen  
Ambulance Operator-NC

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

Does the employee hold prior status in the request to return?      ☒ Yes    No      SG

Reason for return to former classified service.      Completed      SG  
Education

The employee was notified of Impacted Civil Service rights.      ☒ Yes    No      SG

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      SG

The following should be in attendance at the Civil Service Commission meeting:  
• Requesting department.  
• Any other impacted department.  
• The employee requesting return to former classification (attendance is recommended.)      SG

**Notes:**

Mr. Guillen was contacted on September 15, 2016 by Civil Service staff to confirm that he was properly notified and informed of his Civil Service rights and HR notifications, etc.

**SUGGESTED ACTION:**

Staff has researched the information and recommends approval of this request.  
SG.