



Port of
LONG BEACH
The Green Port

Agenda Item No. **9** Memorandum

Date: September 26, 2016

To: Civil Service Commission

From: Margaret Huebner, Director of Human Resources

Subject: Request to Reinstate Former Employee, Hung Dinh

The Harbor Department respectfully requests the reinstatement of Hung Dinh to the position of Survey Technician. Mr. Dinh was originally hired on March 25, 2013 and was in good standing. He resigned on November 13, 2015. Mr. Dinh would like to pursue his career development with the Port of Long Beach. Mr. Dinh's experience will provide the needed support for the Survey Division's Capital Projects group.

We request this reinstatement in accordance with the City's Step Placement policy.

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: Paula Ortega, HR Bus. Partner
Name/Title/Department

Date: 09-26-16

Section 1: To be completed by requesting department.

A requisition is required. The requisition number is: # HD 16-035
Has the requisition been received in the Civil Service Department?

To be completed
by department

Civil Service Dept
Verification

☒ 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. Hung Dinh, hired 3/25/2013 as a Survey Technician. Good standing employee.

☒

Classification title for reappointment. Survey Technician

Resigned 11/13/2015

☒

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

☒

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.
- The employee requesting reappointment (recommended).

☒

☒

Notes: On September 26, 2016, the Civil Service Department received a Request for Reappointment of Resigned Employee for Survey Technician from the Harbor Department, in accordance with the provisions of Section 45 of the Civil Service Rules and Regulations. The resigned employee, Mr. Hung Dinh, was a Survey Technician for the Harbor Department. He was hired on March 25, 2013 and received permanent employee status on September 25, 2013. Mr. Dinh resigned from his position on November 13, 2015. He accepted a position with the City of Los Angeles, Department of Public Works and Bureau of Street Services but realized that the duties/responsibilities of the position were not related to his academic background. Mr. Dinh has sent a letter to the Harbor Department on September 20, 2016 requesting to be reappointed back to his previous position of

SUGGESTED ACTION:

Survey Technician. The Harbor Department has stated in their letter dated September 26, 2016, that Mr. Dinh resigned from their department in "good standing." The department also has advised Mr. Dinh of the terms and conditions for his reappointment, and if reappointed, would need to serve a new probationary period.
Staff recommends approval of Mr. Dinh's Request for Reappointment.

CIVIL SERV. DEPT. - RQVD.
SEP 26 2016