



**Date:** October 24, 2016  
**To:** CIVIL SERVICE COMMISSION  
**From:** Robert G. Luna, Chief of Police *R. Luna*  
**Subject:** REAPPOINTMENT OF RESIGNED CITY EMPLOYEE- Shannon Mollus

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In accordance with the provisions Section 45 of the Civil Service Rules and Regulations, the Police Department respectfully requests the Commission's approval to reappoint Shannon Mollus to the classification of Clerk Typist III-Classified.

Ms. Mollus was originally hired as a Clerk Typist I for the Records Division on June 25, 1996 and passed probation on January 1, 1997; she was promoted to Clerk Typist II on February 1, 1997. Ms. Mollus resigned in good-standing on March 4, 1999 after two years, 8 months and 10 days of service.

Should the Commission approve this request, the Police Department intends to use approved requisition PD 16-004. Ms. Mollus recently completed the Police Department's pre-employment background process and has been medically cleared through the Department of Human Resources, Occupational Health Clinic.

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

If you have any questions or need additional information, please contact Interim Personnel Administrator Deborah R. Mills at extension 8-7310.

RGL:DRM:amr  
Reappointment of Resigned City Employee- Shannon Mollus

Attachments

<b>Human Resources Approval</b>	
<i>C. A. Stafford</i> _____ Director or Designee	<i>10/28/16</i> _____ Date

**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: **Deborah R. Mills/ Interim Personnel Admin./ Police Dept.**  
Name/Title/Department

Date: **10/20/2016**

**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: # PD 16-004

Has the requisition been received in the Civil Service Department? **Yes**

**Yes** No    X

Is there an existing priority list? If yes, contact Civil Service. **NO**

Yes **No**    X

Have all required documents been submitted to the Civil Service Department?

- Request signed by former employee.
- Corresponding request from hiring department.

**Yes** No    X  
**Yes** No    X

**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.

- Shannon L. Mollus
- Clerk Typist I (6/25/96-1/31/1997)
- Passed probation 1/07/1997
- Clerk Typist II (2/01/97-3/04/1999)

X

Classification title for reappointment. **Clerk Typist**

X

Did the employee resign from the City in good standing? **Employee resigned in good-standing and relocated out-of-state.**

**Yes** No    X

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

**Yes** No    X

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

**Yes** No    X

The following should be in attendance at the Civil Service Commission meeting:  
Requesting department- The employee requesting reappointment (recommended).

X

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

**Notes:** Records Division Administrator Anna Reyes or her designee will be in attendance.  
Shannon Mollus currently lives out-of-state in Kansas, Missouri, pending final reappointment approval before relocating to California.

**SUGGESTED ACTION:**

See attachment below.

## **REQUEST FOR REAPPOINTMENT OF RESIGNED EMPLOYEE**

On November 2, 2016, the Civil Service Department received a Request for Reappointment of Resigned Employee from the Long Beach Police Department, in accordance with the provisions of Section 45 of the Civil Service Rules and Regulations.

The former city employee, Shannon Mollus, was a Clerk Typist for the Records Division of the Police Department. Ms. Mollus was hired as a Clerk Typist I for the Division on June 25, 1996 and passed probation and received permanent employee status on January 1, 1997.

Ms. Mollus was promoted to Clerk Typist II on February 1, 1997 until she resigned on March 4, 1999. Ms. Mollus resigned in good standing to relocate out of state to care for her grandparents.

Ms. Mollus sent a letter to the Police Department on April 7, 2016, requesting to be reappointed back to her previous position as Clerk Typist. Ms. Mollus recently completed the Police Department's pre-employment background process and has been medically cleared through the Department of Human Resource, Occupational Health Clinic.

Currently, there are 12 Clerk Typist vacancies and one upcoming within the Records Division of the Police Department. Ms. Mollus has been advised of the terms and conditions of the reappointment and that if reappointed, she will be required to serve a new probationary period.

Anna Reyes, Records Division Administrator, or a designee from the Department will be in attendance at the meeting to answer any questions. Ms. Mollus currently lives in Kansas City, MI, and will not be able to attend the meeting.

Staff recommends approval of Ms. Mollus's request for Reappointment.