



# CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE



2760 N. Studebaker Road, Long Beach, CA 90815-1697  
 (562) 570-3100 • FAX (562) 570-3109  
[www.LBParks.org](http://www.LBParks.org)

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January 4, 2017

Civil Service Commission  
 333 West Ocean Boulevard  
 Long Beach, CA 90802

## HONORABLE COMMISSIONERS:

The Department of Parks, Recreation and Marine is requesting your approval for the reappointment of Steven (Istvan) Szabo to his former classification of Maintenance Assistant II.

Mr. Szabo was hired as a Maintenance Assistant II on March 21, 2015, and subsequently obtained permanent status on October 2, 2015. Mr. Szabo resigned from City service in good standing on October 16, 2015. The Department has an approved requisition, number PR17-001, to reappoint Mr. Szabo as a Maintenance Assistant II. Mr. Szabo has been informed that he will need to serve a new probationary period and that all prior Civil Service rights have been severed.

This request is in accordance with Section 45 of the Civil Service Rules and Regulations. Please contact Kenneth Campbell, Personnel Officer, at 570-3188 if you or your staff requires any further information regarding this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Marie Knight".

Marie Knight  
 Director of Parks, Recreation and Marine

CIVIL SERV. DEPT. - RUCD

Human Resources Approval GM 1/9/17

A handwritten signature in blue ink, appearing to read "C. Stafford".  
 Director or Designee

A handwritten signature in blue ink, appearing to read "C. Stafford".  
 Date

JAN 9 17 PM 1:20

Steve Szabo

Ken Campbell  
Personnel Officer  
City of Long Beach  
2760 N. Studebaker Road  
Long Beach, CA 90805

Dear Ken Campbell:

I would like to be reinstated to my former position as Maintenance Assistant II. I held a permanent status in this position but had to withdraw due to a family emergency out of the country. I appreciate your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Steve Szabo". The signature is written in dark ink and is positioned above the printed name.

Steve Szabo

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: Ken Campbell/Personnel Officer/Parks, Recreation and Marine  
Name/Title/Department

Date: 12-15-16

**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: # PR17-001.  
Has the requisition been received in the Civil Service Department?

☒ Yes    No

X

Is there an existing priority list? If yes, contact Civil Service. Current list has been exhausted

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

☒ Yes    No

X

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. SZABO, ISTVAN ZOLTAN, Maintenance Assistant 10/02/2015

X

Classification title for reappointment. Maintenance Assistant II

X

Did the employee resign from the City in good standing?

☒ 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).

**Notes:**

Staff has contacted Mr. Szabos to inform him of the request for reappointment to previous position. Mr. Szabos was advised of the conditions of his reappointment. Staff recommends approval of Parks, Recreation & Marine request.

**SUGGESTED ACTION:**

Staff recommends approval.