



Agenda Item No. 10

Date: December 2, 2016
To: Civil Service Commission
From: John Gross, Director of Financial Management
Subject: **REAPPOINTMENT OF RESIGNED CITY EMPLOYEE**

In accordance with Section 45 of the Civil Service Rules and Regulations, the Department of Financial Management respectfully requests Civil Service Commission's approval to reappoint Regina Benavides to the classification of Buyer.

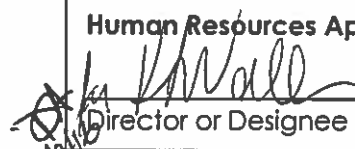
Ms. Benavides was originally hired as a Buyer on March 1, 2011 and remained in good standing until she resigned on April 6, 2012. Ms. Benavides holds a B.A. in Psychology from the University of California, Santa Cruz and has continued to work in the field of municipal buying for the cities of Santa Monica and Anaheim since leaving the City of Long Beach. Her background and skills are urgently needed as the department has exhausted the most recent priority list and currently has four openings for the buyer position.

Should the Commission approve this request, the department intends to use approved requisition FM16-040. Ms. Benavides has been advised of the terms and conditions of the reappointment and understands that if reappointed, she will be required to serve a new probationary period.

Please contact Sandra Kennedy, Administrative Officer, at (562) 570-6688 if you or your staff require any further information regarding this request.

CIVIL SERV. DEPT. - RCVD.

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Human Resources Approval	
 Director or Designee	<u>12/2/16</u> 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: Daniel Casey / AA / FM
Name/Title/Department

Date: 12-1-16

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: # FM16 - 040 (2 positions, 1 is filled)
Has the requisition been received in the Civil Service Department?

☒ Yes ☐ No

X

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

X

Classification title for reappointment.

Buyer 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 Ms. Benavides to inform her of today's request and advised her of the conditions of her reappointment. Staff recommends approval of Financial Managements request.

December 1, 2016

Mark L. Averell, CPPO
Purchasing Agent
City of Long Beach, Purchasing Division
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802-4604

Dear Mr. Averell,

Please accept this letter as my official request to be reinstated as an employee for the City of Long Beach.

I began my employment with City of Long Beach as a Buyer I in 2010. During my employment with the City of Long Beach I was fortunate enough to be exposed to the inner-workings of a well-functioning Purchasing Division. I successfully passed the probationary period and maintained positive working relationships with my assigned end-user departments as well as the vendors with which I maintained contracts. After two years, I was presented with an opportunity from the City of Santa Monica to advance into the role of a Senior Buyer and accepted with the intention of further developing my skills within the procurement field. My employment with City of Long Beach ended in 2012 and I was very happy to have had the support from my former Colleagues and Manager.

It has been almost five years since I left Long Beach and during this time I have functioned as a Senior Buyer, vehemently working on strengthening my skills and integrity within my procurement role. The City of Long Beach gave me the benchmark to start my career within the procurement field and I would greatly appreciate the opportunity to return and assist the Division with the expertise I have developed since my departure. I have always valued my experience working for City of Long Beach and thank you in advance for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Regina Benavides".

Regina Benavides