



Memorandum

Date: March 28, 2025

To: Civil Service Commission

From: Tarsha Moses, Personnel Analyst

Subject: REQUEST FOR REAPPOINTMENT OF RESIGNED EMPLOYEE – GISELLE TERZIAN – CIVIL ENGINEER

Correspondence has been received from Jacqueline Canales, Acting General Superintendent of Administration – Public Works Department, requesting Civil Service Commission approval to reappoint resigned employee Giselle Terzian to the classification of Civil Engineer. Staff has reviewed this request and recommends approval in accordance with Article V, Section 45 of the Civil Service Rules and Regulations.

Facts for Consideration:

- Ms. Terzian was first hired by the Public Works Department as a Civil Engineer on February 16, 2021 and attained permanent status in the classification on August 16, 2021.
- On July 23, 2024, she resigned from her classified position in good standing.
- On February 18, 2025 Ms. Terzian reached out to Navyd Rodriguez, Administrative Analyst, via email correspondence, requesting to be considered for reinstatement as a Civil Engineer with the Public Works Department.
- The Public Works Department intends to use requisition PW25-109 for the reappointment of Ms. Terzian. Approved requisition PW25-109 is on file with the Civil Service Department and was received on February 11, 2025.



- Ms. Terzian has been advised of the terms and conditions of the reappointment and that if reappointed, she would be required to serve a new probationary period and that all prior Civil Service rights have been severed.
- Section 45 of the Civil Service Rules and Regulations allows a resigned or retired employee who acquired permanent status in the classification, upon approval of the appointing authority and the consent of the Commission, to be reappointed to the classification. If reappointed, the employee must serve a new probationary period.
- The Public Works Department has been informed that this request is on today's agenda. A department representative will be present to respond to any questions from the Civil Service Commission.



Date: February 20, 2025

To: Civil Service Commission

From: Jacqueline Canales, Acting General Superintendent of Administration – Public Works

Subject: **REAPPOINTMENT OF RESIGNED EMPLOYEE – GISELLE FARAH TERZIAN**

The Department of Public Works is requesting Civil Service Commission approval to reappoint resigned employee Giselle Farah Terzian to the classification of Civil Engineer in accordance with Article V, Section 45 of the Civil Service Rules and Regulations.

Ms. Terzian became a Civil Engineer on February 16, 2021, and attained permanent status in the classification on August 16, 2021. She resigned from her classified position in good standing on July 23, 2024.

Should the Commission approve this request, the Department intends to use approved requisition PW25-109 to reappoint Ms. Terzian.

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

Please contact Navyd Rodriguez, Administrative Analyst or me at 562-570-4686 should you have any questions or require additional information.

Jacqueline Canales

Acting Superintendent of Administration and People & Culture