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# City of Los Angeles

CALIFORNIA



ANTONIO VILLARAIGOSA  
MAYOR

PERSONNEL DEPARTMENT

700 E. Temple Street  
Los Angeles, CA 90012

MARGARET WHELAN  
GENERAL MANAGER

Received  
4-3-09 m22  
04/01/2009

MICHAEL L LOFTON

[REDACTED]

## APPLICATION FOR: ELECTRICAL MECHANIC SUPERVISOR

In accordance with Personnel Policy 1, the Personnel Department has disqualified you in the above examination, and your name is being withheld from the eligible list because:

Our records indicate you are no longer a City employee as of 03/12/2009 and are, therefore, ineligible for promotional examinations.

The decision to disqualify you can be appealed to the Personnel Department. Any appeal must be in writing and must be supported by factual information. An appeal form and instructions are enclosed. Your appeal and accompanying documentation must be submitted to the Personnel Department, Background Unit, Room 235, 700 East Temple Street, Los Angeles, CA 90012, within 10 working days from the date of this letter. Please be advised that disagreement with the policies of the Civil Service Commission is not sufficient grounds for consideration of your appeal.

Questions regarding this action may be directed to the Personnel Department Background Unit at 213-473-9316.

Background Unit  
EH