



Human Resources Approval	
<i>C. Stafford</i> Director or Designee	<i>12/8/15</i> Date

**Date:** December 7, 2015  
**To:** Civil Service Commission  
**From:** Michael A. DuRee, Fire Chief *MS*  
**Subject:** Request for Provisional Appointment – Assistant Administrative Analyst

The Fire Department respectfully requests Civil Service Commission authorization to provisionally appoint Ms. Arantxa Chavarria to the classification of Assistant Administrative Analyst in accordance with Section 43 of the Civil Service Rules and Regulations.

The Fire Department has an immediate need to fill a vacant Assistant Administrative Analyst I position in its Fire Prevention Bureau. Personnel requisition FD 16-010 has been submitted to fill this position provisionally. This request is in conjunction with requisition FD 16-002 which has been submitted to permanently fill the position. There is no eligible list or priority list for the position. Civil Service staff has recently advised Fire management that an eligible list will not be established until May 2016. Given this projected timeframe, a provisional appointment will be necessary for the CERT Program to meet its FY 16 objectives.

This newly budgeted position is responsible for coordinating the activities of the City's Community Emergency Response Team (CERT) Program, including: recruiting and training volunteers, developing lesson plans, conducting CERT training and related drills, and coordinating the activities, scheduling, recruitment and training of Fire Department volunteers.

Ms. Chavarria meets the requirements to file for Assistant Administrative Analyst and possesses a strong knowledge of the City's CERT Program, having provided support for the program, including helping to facilitate CERT Spanish classes and assisting with media relations for the Program in English and Spanish, on a temporary basis since March, 2015.

Please contact David Honey, Manager of Administration, at 570-2517 if you or your staff require any further information regarding this request.

MAD:DPH  
 O:\Administration\Admin\_Payroll\Provisional Appointments\AAI\ProvisionalRequest.doc

CIVIL SERVICE DEPARTMENT  
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

**REQUEST FOR PROVISIONAL APPOINTMENT**  
**(Non-promotional classifications)**

Civil Service Rules and Regulations Section 43  
Civil Service Commission Policy Section 1.02

Form completed by: David Honey/Manager -- Administration/Fire  
Name/Title/Department

Date: 12-07-15

**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: # FD 16-010  
Has the requisition been received in the Civil Service Department?

Yes  No

*DM*

If an eligible list or priority list exists for the classification and, if not, when the eligible list expired? List expired in November, 2015.

Yes  No

*DM*

Is any other department impacted?  
If yes, which department: No

Yes  No

*DM*

Are you submitting all required documents the Civil Service Department?

- Completed provisional application.
- Copies of any documents required on the last job bulletin such as proof of license, education, certificate, etc.
- Copy of most recent job opportunity bulletin.

Yes  No

Yes  No

Yes  No

*DM*

**Section 2: Points to be addressed in request.**

Candidate's Name.

**Arantxa Chavarria**

*DM*

Is the candidate a current City employee? - Apple One Temporary

Yes  No

*DM*

Title of classification – brief description of duties. (Please see memo for brief description of duties.)

Assistant  
Administrative  
Analyst

*DM*

Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.

Please see  
memo

*DM*

Does the proposed appointee meet the minimum qualifications for the classification?

Yes  No

*DM*

An explanation of the recruitment plan used to select the proposed appointee.

NA

The employee has been notified of the conditions of a provisional appointment.

Yes  No

*DM*

The following should be in attendance at the Civil Service Commission meeting:

- Requesting department.

*DM*

CIVIL SERVICE DEPARTMENT  
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

Notes:

All required documents have been reviewed and are in compliance with Civil Service Commission Rules & Regulations. The requesting department and Ms. Chauvin have been informed that the item will be presented for approval on December 16, 2015 and that their presence is required.