



## Memorandum

**Date:** May 24, 2023

**To:** Civil Service Commission

**From:** Sharon Hamilton, Assistant Administrative Analyst

**Subject:** HOMELESSNESS EMERGENCY RELATED: REQUEST FOR THE EXTENSION OF NON-CAREER HOURS – ERICKA MONLEON, PUBLIC HEALTH ASSOCIATE-NC

Correspondence has been received from Sandra Kennedy, Administrative Officer for the Department of Health and Human Services (DHHS), requesting Civil Service Commission approval to extend the non-career hours, including a retroactive amount, for Ericka Monleon, currently employed as a Public Health Associate – NC with the DHHS. Staff has reviewed the request and recommends approval in accordance with Article V, Section 49 of the Civil Service Rules and Regulations and Civil Service Policy Section 2.32.

### Facts for Consideration:

- Article V, Section 49 of the Civil Service Rules and Regulations allows an appointing authority to request an extension of a non-career employee's appointment "...if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions which are in fact, permanent, are being pursued."
- Ericka Monleon was hired as a Public Health Associate - NC on July 1, 2021, to perform data entry, triaging, and investigations for communicable diseases in the Communicable Disease Control Program and perform testing services at COVID-19 test sites. However, as the needs decreased at the testing sites, her assignment transitioned to support the social media team with press releases, social media content, digital materials, etc.
- Her current role assisting the Public Information and Engagement Unit is crucial in ensuring ongoing communications with the community on the Homelessness Emergency and its intersection with the Health Department.



- Civil Service has determined that Ms. Monleon has exceeded her 1600 non-career hours as of April 21, 2023. All of her non-career hours were spent in the Department of Health and Human Services carrying out COVID-19, Monkeypox and, most recently, Homelessness Response operations. Staff is requesting permission to exceed the 1600-hour limit for the following reasons:
  - An error in the timing of the request to extend Ms. Monleon’s hours by the Health and Human Services department resulted in her exceeding her 1600-hour threshold by 85.7 hours as of April 21, 2023, and retroactive hours will need to be applied to the request.
  - Civil Service would need to have received the department request for non-career hour extension on or around February 28, 2023, to be placed on the March 15, 2023, Civil Service Commission Agenda, which would have resulted in the employee remaining within the 1600-hour threshold.
  - DHHS staff was using 1,400 hours as the threshold to place requests for non-career hour extensions from the Civil Service Commission.
  - In order to avoid future overages, DHHS staff will utilize a new threshold of 1,250 hours to begin their assessment of whether a request will be needed.
  - As a result of the COVID-19 response, Monkeypox response and now the Homelessness Emergency response, many of the Public Health Associate Non-Careers have been working a full-time schedule, which has resulted in many of these employees depleting the allocated 1600 non-career hours prior to reaching their 12-month reset.
- The department is requesting an additional 250 hours for Ms. Monleon due to her role supporting the homelessness emergency, in addition to a retroactive amount of 85.7 hours she has already worked over the annual 1600-hour limit for a total of 335.7 hours.
- The chart below outlines Ms. Monleon’s current hours expended as of April 21, 2023, and the extension requested.

Employee Name	Current Hours	Hours Left before 1600	Original Hire Date	Anniversary Date	Extension Requested
Ericka Monleon	1685.7	(85.7)	07/01/2021	07/01/2023	250+85.7= <b>335.7</b>



- Granting the additional hours to Ms. Monleon will allow the department to continue its critical work supporting the City's Homelessness response operations.

**Recommendation:**


Staff recommends approval of an additional 250 hours for Ms. Monleon, in addition to a retroactive amount of 85.7 hours she has already worked over the annual 1600-hour limit for a total of 335.7 hours in accordance with Article V, Section 49 of the Civil Service Rules and Regulations and Civil Service Policy Section 2.32.

Ms. Monleon has been informed that this request is on today's agenda. A representative from the department will be present to respond to any questions from the Civil Service Commission.



**Memorandum**

Date: May 10, 2022

To: Civil Service Commission 

From: Sandra Kennedy, Administrative Officer

Subject: **Request for Extension of Non-Career Hours**

The Department of Health and Human Services (DHHS) is requesting Civil Service Commission approval to extend the following Public Health Associate non-career hours, in accordance with Civil Service Rules and Regulations Section 49 and Civil Service Policy Section 2.32.

Employee Name	Classification	Current Hours	Hours Left	Original Hire Date	Anniversary Date	Extension Requested
Ericka Gayle Monleon	Public Health Associate – NC	1683.0	0	07/01/2022	07/01/2023	250

The role of this Public Health Associate Non-Career is crucial in ensuring ongoing communications with community on the Homelessness Emergency and its intersection with the Health Department. Due to the needs of the Bureau and the new Homelessness Emergency Response, this position has been working a full-time schedule, which has depleted the allocated 1600 non-career hours. Ericka has stepped in to work more hours as two vital, full-time staff in Health’s Public Information and Engagement Unit were pulled to work in the Joint Information Center for the Homeless Emergency. Ericka is supporting the Homeless Emergency declared by the Mayor. We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.

DHHS is requesting the Civil Service Commission approve the additional requested hours. This will allow continued support for the Communicable Disease and Emergency Response Bureau in the Homelessness Emergency response.

Thank you for your consideration of this request. If you have any questions or if you need any additional information, please contact me at extension 8-4016.

If you have any questions, please contact me at (562) 570-3304.

ATTACHMENTS

cc: HUMAN RESOURCES  
PERSONNEL FILE

## Request for Extension of Non-Career Hours Form

### PURPOSE:

To request the extension of hours for a non-career position. A non-career position is an unclassified position in which duties are of a temporary or as needed nature and does not exceed 1600 hours within their twelve-month anniversary period.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 49 and [Civil Service Policy Section 2.32](#):

“The termination dates of provisional appointees and of appointees to non-career positions may be extended at the discretion of the Commission if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions which are, in fact, permanent, are being actively pursued.”

### PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Extension of Non-Career Hours Form.
  - Electronic version of the form is submitted to Human Resources for initial approval.
  - The requesting department completes Section I of this form. Civil Service completes Section II of this form.
- Non-Career Hours Request Form emailed to Civil Service Department Executive Assistant.
- Non-Career Hours Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**

**DATE FORM COMPLETED:** 05/10/2022 **DEPARTMENT:** Health

**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Ericka Gayle Monleon, Public Health Associate - NC

**Summary of employee’s work history specifying all classification titles and dates:**

07/01/2022 to current as Public Health Associate- NC

**Summary of duties performed by employee:** Supports communication efforts and social media operations for the department, to create capacity for others to respond to the Homelessness Emergency within the Long Beach Department of Health and Human Services.

**Anniversary Date (date when employee reaches 1600-hour threshold):** 07/01/2023

**Number of hours left to reach 1600 hours:** -85.7

**Number of additional hours requested:** 250

**Explain why the additional hours are needed for the department to function.**

1. The role of this Public Health Associate Non-Career is crucial in ensuring ongoing communications with community on the Homelessness Emergency and its intersection with the Health Department. Due to the needs of the Bureau and the new Homelessness Emergency Response, this position has been working a full-time schedule, which has depleted the allocated 1600 non-career hours. Ericka has stepped in to work more hours as two vital, full-time staff in Health’s Public Information and Engagement Unit were pulled to work in the Joint Information Center for the Homeless Emergency. Ericka is indirectly supporting the Homeless Emergency declared by the Mayor. **We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.**

**2. Ercika Monleon Duties include:**

- **Branding Specialist (supporting CDER & Health when asked)**
  - Assists with the preparation and publishing of press releases
  - Oversees the department's internet, intranet, and social media content.
  - Responds to any questions that are sent to us via DM or comments
  - Creates a weekly schedule of posts for social media (Facebook, Twitter, IG)
  - Fulfills graphic/flyer/presentation materials requests for PHEM and other programs
  - Develops outreach and digital materials to support the department’s initiatives
  - Conducts outreach at CBO events
  - Researches health topics, upcoming awareness months, and refer to communication toolkits to develop graphics for our social media.

**If applicable, is there a permanent appointment being recruited?**

Yes  Not applicable (new recruitment not required)

**If yes, what is the requisition number?** [Click or tap here to enter text.](#)

**Was there a prior non-career extension requested for this employee?**  Yes  No

## SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- Request received by Civil Service. Date Received:** 05/10/2023
- Anticipated recruitment timeframe (if applicable, include requisition number):** NA
- Non-career hours completed as of the last recorded pay period:** 1,685.7
- Provide notice to requesting department to attend Civil Service Commission Meeting.**
- Provide notice to employee of Request for Extension of Non-Career Hours scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.**
- Suggested Action:** Staff recommends approval.