



Civil Service Department

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: November 19, 2020 **DEPARTMENT:** Library

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Samuel Carrillo, Library Clerk I-NC

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

Library Clerk I non-career – January 16, 2016 – current; reassigned to the Health Department for Contact Tracing in April 2020 due to the COVID-19 pandemic.

Summary of duties performed by employee: As a **Library Clerk I-NC**, Performs circulation and service desk duties using the automated system to check out and check in library materials and registers new borrowers; receives, refunds, and reconciles cash; interprets and resolves questions regarding library circulation policies and procedures; uses automated system to receive, transmit, and adjust information; prepares books and library materials for circulation; repairs and labels books and materials; maintains statistical and other records; types letters, reports, and forms; and operates office machines. At the **Health Department** – contact tracer.

Anniversary Date (date when employee reaches 1600-hour threshold): January 12, 2021

Number of hours left to reach 1600 hours: 291.6 hours until reach 1600, 1308.4 as of 11/06/2020

Number of additional hours requested: 68 hours requested

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

The employee was working as a Library Clerk doing part-time hours. Due to COVID-19, Mr. Carrillo was reassigned to the Health Department to provide critical support. This has caused a quick depletion of the 1600 hours granted for NC employees. The additional hours will allow him to continue supporting the Health Department and through his anniversary date.

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:** 12/01/2020
- Anticipated recruitment timeframe (if applicable, include requisition number):** Not Applicable
- Non-career hours completed as of the last recorded pay period:** As of 11/20/20: 1380.4 hours
- 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.



Date: December 16, 2020
To: Civil Service Commission
From: Jami Kerr-Jenkins, Personnel Analyst
Subject: **COVID-19 RELATED: REQUEST FOR EXTENSION OF NON-CAREER HOURS – SAMUEL CARRILLO, LIBRARY CLERK I-NC**

Correspondence has been received from Amber Ahlo, Administrative Officer, Library Services Department, requesting Civil Service Commission approval to extend the non-career hours for Mr. Samuel Carrillo, currently employed as a Non-Career Library Clerk I. Staff has reviewed this request and recommends approval in accordance with Article V, Section 49 of the Civil Service Rules and Regulations and Civil Service Policy 2.32.

Facts for Consideration:

- Mr. Carrillo was hired as a Non-Career Administrative Intern with the Library Services Department on January 12, 2016 and has held the classification of Non-Career Library Clerk I since February 4, 2017.
- On March 4, 2020, the Directors of Public Health for the City of Long Beach and County of Los Angeles declared a public health emergency in response to the threat of a spread of the COVID-19 (Corona Virus).
- As a result of the emergency, in April 2020, Mr. Carrillo was reassigned to the Health Department to serve as a Contact Tracer in support of the City's emergency response efforts. Mr. Carrillo continues to serve in a full-time capacity, which has resulted in the rapid depletion of his allotted 1,600 non-career hours.
- As of November 20, 2020, Mr. Carrillo has worked 1380.4 hours and has 219.6 hours remaining to reach the 1600 hour maximum allowed annually. Mr. Carrillo is projected to reach the maximum non-career hours on or about January 1, 2021.
- The Library Services Department is requesting an extension be granted for an additional 68 hours.

December 16, 2020

Page 2

- The extension of non-career hours will allow Mr. Carrillo to continue to support the Health Department's emergency response efforts until his twelve-month anniversary date of January 12, 2021, at which time his hours will start over again.

Mr. Carrillo and the Library Services Department have 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.

JKJ_SR12162020_CARRILLO

Date: November 19, 2020

To: Civil Service Commission

From: Amber Ahlo, Administrative Officer, Department of Library Services

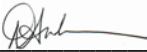
Subject: **REQUEST FOR EXTENSION OF NON-CAREER HOURS – SAMUEL CARRILLO**

The Department of Library Services (Department) respectfully requests that the Commission grant an extension of non-career hours to Samuel Carrillo, Library Clerk I, non-career, in accordance with Civil Service Rules and Regulations Section 49 and Civil Service Policy Section 2.32.

Mr. Carrillo was hired with the Department as a Library Clerk I, non-career on January 12, 2016. In April 2020, due to the COVID-19 pandemic, Mr. Carrillo was reassigned to the Health Department to assist with the City’s emergency response. Due to the demand for contact tracers, Mr. Carrillo has been working a full-time schedule, which has drawn him closer to depleting the allotted 1,600 non-career hours.

The Department is requesting the Civil Service Commission approve an additional 68 hours. This will allow Mr. Carrillo to continue to fulfill the duties of the vacant positions through his anniversary date of January 12, 2021.

Thank you for your consideration of this request. If you have any questions or if you need any additional information, please contact me at (562) 570-6110.

Human Resources Approval	
	12/01/2020
_____ Director or Designee	_____ Date

