



Civil Service Department

Request for Provisional Appointment Form

PURPOSE:

To establish a process for the review and authorization of provisional appointments to classified positions.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 43 and [Civil Service Policy Section 1.02](#):

“When no priority or eligible list exists for a classification, which has been requisitioned and should no priority or eligible lists exist for comparable or allied classifications suitable for alternate list certification, the Commission may, after review, certify the names of individuals it considers to be qualified for provisional appointment to the classification. All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission.” *(Civil Service Rules and Regulations Section 43)*

“Extensions of provisional appointments may be approved by the Civil Service Commission, if an eligible list has not been established after the allotted 150 days. When an eligible list for the classification, in which the provisional employee is serving, is established the provisional appointee shall be removed from provisional status within a thirty day period.” *(Civil Service Policy Section 1.02)*

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Provisional Request 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.
- Provisional Request Form emailed to Civil Service Department Executive Assistant.
- Provisional Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department presents the need for a provisional appointment including: the recruitment bulletin/job flyer and recruitment plan.
- Commission Approves/Denies request.
- If approved, department conducts provisional recruitment as planned.
 - Provisional recruitments must be completed through Neogov (bulletin posting, job application, supplemental questions, and/or required proofs or certifications).
 - In creating your provisional bulletin, please reference past exam’s recruitment bulletins and include the provisional disclaimer language* below.
- **ONCE PROVISIONAL IS SELECTED, DEPARTMENT MUST CONTACT CIVIL SERVICE ANALYST AND SUBMIT THE FOLLOWING FOR ANALYST TO VERIFY MINIMUM QUALIFICATIONS ARE MET:**
 - Provisional appointee’s application, a signed [Provisional Appointment Statement of Conditions](#), and any required documents i.e. proof of license, education, certificate, etc.
 - NOTE: Please submit the above documents for each appointee separately.
- Civil Service will notify the candidate of the conditions of the provisional appointment.
- Once provisional appointee is hired, department completes HR1.
- Once HR1 is received by Civil Service, the provisional item will be placed on the Consent Calendar for approval.

Human Resources Approval	
Director or Designee:	Date:

Effective Date: 10/10/2018

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE: July 29, 2020 **DEPARTMENT:** Health

POSITION: Housing Specialist II **REQUISITION NUMBER:** HE20-136

TYPE OF PROVISIONAL REQUEST: Provisional Appointment.

NUMBER OF VACANCIES: 4

In the space below, please include an explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.

The Housing Authority Bureau has operated under reduced staffing for several months due to multiple vacancies and unsuccessful recruitments from aging eligible lists. Existing staff are supporting the duties of vacant positions in a limited capacity, resulting in unsustainable workloads, increased use of overtime, and under-utilization of grant funding. Bureau operations have also grown more complex due to the ongoing COVID-19 public health emergency, resulting in greater and more immediate need for additional staffing support. Should this arrangement continue, the Housing Authority will be at risk of failure to meet grant directives, resulting in audit findings and possible reductions to grant funding.

RECRUITMENT PLAN/STRATEGY

Are you recruiting: Internal Candidates External Candidates Both **cpw**

How are you advertising for the position? (i.e. job flyers, governmentjobs.com, etc.) **cpw**

The Department would like to conduct a recruitment using NeoGov (governmentjobs.com/indeed) open to existing Housing Authority Bureau employees and current or recent temporary staff assigned to the Housing Authority Bureau.

What is the length of your recruitment? **cpw**

One week.

What exam process will be administered? (i.e. interview or other testing) **cpw**

Telephone or videoconference interviews.

Did you include a provisional language disclaimer* on your provisional recruitment bulletin? Yes. **cpw**

(*Disclaimer language to include in the beginning of your provisional bulletin: “This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.”)

In the space below include the Provisional Recruitment bulletin. Include: 1.) Job duties 2.) Minimum qualifications 3.) Provisional supplemental questions 4.) Copy of most recent job bulletin (attachment or copy and paste)

Please see attached job bulletin draft.



Civil Service Department

FOR PROVISIONAL APPOINTMENT – PROMOTIONAL

NOTE: Employees in the "feeder" classifications for the promotional opportunity should be given equal and fair opportunity to demonstrate their abilities to function in the promotional position.

Does a promotional list exist? YES NO **cpw**

The date the vacancy occurred and circumstances surrounding vacancy. cpw

- Summer Yvonne Davis, Promoted to Housing Specialist III 2/16/19;
- Mario Ariel Perez, Resigned 5/24/19;
- Jose Eduardo Aguilar, Resigned 8/22/19;
- Sergio Navarro, Promoted to Housing Specialist III 3/28/20;

How the position, if left unfilled, would create a clear and substantial loss of revenue, a substantial curtailment of City services or create a City hazard. Current staffing levels are resulting in an under-utilization of grant funding, risking audit findings and a possible reduction of future grant funding.

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) The Department has attempted to use temporary staffing to fill operational needs, but this has presented challenges. Housing Authority operations require extensive training due to grantor regulations and temporary staff have limited hours available for their assignment. This arrangement has resulted in the turnover of temporary staff not long after becoming fully trained for their assignments and forces program supervisors to devote more time and energy to training at a time when operational activities are more complex due to the ongoing COVID-19 public health emergency.

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- A valid requisition to fill the subject vacancy was received by the Civil Service Department for the classification in question.** YES NO **It is currently in the approval path process cpw**
- Include requisition number and date received by Civil Service: HE20-136 is in the approval path process cpw**
- No existing promotional, priority or eligible list exists for this classification.** Click or tap here to enter text.
- If there is an eligible list, when does it expire? 08/2020 cpw**
- Is any other department impacted? If yes, which department? no**
- Provide notice to requesting department to attend Civil Service Commission Meeting. cpw**

Once the provisional appointee has been identified by the department, Civil Service will:

- Date initial provisional request was approved by Civil Service Commission:** Click or tap here to enter text.
- Verify that the provisional appointee meets the minimum qualifications by reviewing the following items: provisional appointee’s application; a signed Provisional Appointment Statement of Conditions; proof of license, education, certificate, etc. DATE COMPLETED:** Click or tap here to enter text.
- Provisional appointee(s) selected by the Department:** Click or tap here to enter text.

Agenda Item No. 21

- Provide notice to the employee that the request is scheduled to be on the Civil Service Commission agenda. Notify the candidate of attendance options and of the terms and conditions of the provisional appointment. DATE COMPLETED:** [Click or tap here to enter text.](#)
- Provide notice to the department that the request is scheduled to be on the Civil Service Commission agenda. (If the candidate does not meet the minimum qualifications, Civil Service will notify the department.)**
- Civil Service Analyst will submit the verified form and other documents to Administrative Support Services and the Executive Assistant.**
- Civil Service Analyst Verification (First and Last Name):** [Click or tap here to enter text.](#)



Date: August 5, 2020
To: Civil Service Commission
From: Christina Pizarro Winting, Executive Director
Subject: **COVID 19 RELATED: REQUEST FOR PROVISIONAL APPOINTMENT OF HOUSING SPECIALIST I-II**

Correspondence has been received from Jodie Griner, Administrative Officer, Health and Human Services, requesting Civil Service Commission approval for four Housing Specialist I-II Provisional appointments.

Staff has reviewed the request and recommends approval of the provisional appointments in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.

Facts for Consideration:

- The Housing Authority of the Health and Human Services Department has four vacancies in the Housing Specialist classification due to two promotions and two resignations.
- The Housing Specialist I-II position plays a critical role in the bureau by providing case management functions for several housing programs.
- Existing staff are supporting the duties of vacant positions in a limited capacity, resulting in unsustainable workloads and increased use of overtime. The complexity of the bureau has increased due to the COVID-19 pandemic.
- The Housing Authority risks the possibility of a reduction in future grant funding due to the under-utilization of current grant funding if the positions are not filled provisionally while a permanent recruitment is conducted.
- Currently there is no priority list and the department has fully utilized the current eligible list which will expire this month.
- The recruitment for these provisional appointments will be available for internal and external candidates to include current city employees and recent temporary staff. The bulletin will be posted for one week.
- Requisition HE20-136 is in the approval path process for this provisional request.

Date: July 31, 2020

To: Civil Service Commission

From: Jodie Griner, Administrative Officer

Subject: **Request to Conduct Provisional Housing Aide and Housing Specialist Recruitments**

The Department of Health and Human Services, Housing Authority Bureau is requesting to utilize provisional appointments for vacancies in the Housing Aide and Housing Specialist classifications in accordance with Article IV, Section 27 and Article V, Section 43 of the Civil Service Rules and Regulations.

The Housing Authority Bureau currently has four Housing Aide II vacancies and four Housing Specialist II vacancies and would like to proceed with filling three Housing Aide II and four Housing Specialist II positions on a provisional basis to support ongoing operational need. A complete list of eligible list dispositions for both classifications were submitted to Civil Service in April 2020 requesting their expiration and the creation of new recruitments.

Bureau operations have been impacted by reduced staffing for several months due to staff turnover and multiple unsuccessful recruitments from aging eligible lists. Existing staff are performing the duties of vacant positions in a limited capacity, resulting in unsustainable workloads, increased use of overtime, and under-utilization of grant funding. Bureau operations have also grown more complex due to the ongoing COVID-19 public health emergency, resulting in greater and more immediate need for additional personnel. Should this arrangement continue, the Housing Authority will be at risk of failure to meet grant directives, resulting in audit findings and possible reductions to grant funding.

Temporary staffing has been utilized to alleviate the impact of staffing vacancies, but also presents challenges. Housing Authority operations require extensive training for compliance with grantor regulations and temporary staff have a limited number of available hours before terming out of their assignments. Provisional appointments would provide the bureau with full-time staff that would have the opportunity to qualify for permanent assignment following the creation of new eligible lists.

Should you require any additional information, please contact me at (562) 570-3304



City of Long Beach Employment Opportunity

HOUSING SPECIALIST I-II (PROVISIONAL)

Job Number: HE20-136

SALARY: \$18.97 - \$27.90 Hourly

OPENING DATE: 08/07/20

CLOSING DATE: 08/14/20 04:30 PM

DESCRIPTION: The City of Long Beach, Department of Health and Human Services is recruiting among existing Housing Authority Bureau staff and current or recent temporary staff assigned to the Housing Authority Bureau for four full-time, classified, provisional* Housing Specialist I-II positions in the Housing Authority Bureau. These positions may be filled at one of two grade levels based on the qualifications of the selected candidates, with hourly ranges as follows:

- Housing Specialist I: \$18.967 – \$25.908
- Housing Specialist II: \$20.463 - \$27.904

Reporting to a Housing Assistance Coordinator, these positions will perform case management functions for the Housing Choice Voucher (HCV) Program and/or special housing programs. These positions are located at the Housing Authority, 521 East 4th Street, Long Beach, CA 90802.

*This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by the Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.

EXAMPLES OF DUTIES:

- Interviews applicants for their program eligibility and advises them of applicable rules, policies, and procedures governing eligibility and occupancy;
- Conducts group and individual interviews and briefing sessions at the housing authority, off-site, and in client homes to provide information on program enrollment, moves, and other program-related topics;
- Mitigates and resolves conflicts and challenges, which may involve owners and/or tenants;
- Calculates housing assistance payments and rents in accordance with HUD guidelines and discusses rent and payments with program clients and participating property owners;
- Reviews and verifies eligibility information and/or violations of tenant obligations and responsibilities to determine continued eligibility for existing program clients;
- Inspects prospective housing to ensure conformance with U.S. Department of Housing and Urban Development (HUD) standards and determines necessary corrections;
- Conducts file reviews, audits, and research for Housing Assistance Programs;
- Investigates possible fraud cases;
- Represents the Housing Authority in small claims or other court cases;
- Enters data into the Housing Authority Database (ELITE);
- Performs special studies and projects related to housing programs, policies, and procedures;
- Prepares various reports, documents, and correspondence;
- Prepares and executes leases and contracts as needed;
- Maintains updated knowledge of all aspects of the Housing Choice Voucher Program and/or special housing programs, including leasing, rent calculations, executing contracts, and case management; and,
- Performs other related duties as assigned.

REQUIREMENTS TO FILE:

- Current status as a Housing Authority Bureau employee or status as a current or recent temporary employee assigned to the Housing Authority Bureau.
- Two years of increasingly responsible experience providing services to the public, particularly low income individuals, in fields such as public housing, public health, vocational guidance, social service, or property management.
- Ability to understand and operate computers and complete various calculations accurately with a calculator or computer software.
- Ability to comprehend written information, deal tactfully and effectively with the general public, and effectively communicate orally and in writing.
- Willingness and ability to obtain a City-sponsored Housing Choice Voucher Specialist Certification.
- Willingness and ability to work overtime as needed, including some evenings and weekends.
- Valid motor vehicle operator license.

DESIRABLE QUALIFICATIONS:

- Valid Housing Choice Voucher Specialist Certification.

SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- Ability to work independently, be flexible, and manage multiple assignments in a fast-paced environment.
- Ability to work effectively with a wide variety of people and populations by consistently exercising tact, good judgment, and a proactive, problem-solving focused style.
- Excellent customer service skills.
- Excellent interpersonal, written, and verbal communication skills.
- Proficiency in the use of computers including email, internet, and office productivity software (e.g. Microsoft Word and Excel).

SELECTION PROCEDURE:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, August 14, 2020. To be considered, please apply online under "City Employees Only" with your cover letter and resume as PDF attachments at: www.longbeach.gov/jobs

Applications will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. The selected candidate will be required to go through a background check, including a review of driver license information, and a physical examination prior to appointment. Applications that do not meet the minimum requirements, including submission of all required attachments, will not be considered.

EQUAL OPPORTUNITY:

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce. The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4102.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

2525 Grand Avenue
Long Beach, CA 90815
(562) 570-4102

Position #HE20-136
HOUSING SPECIALIST I-II (PROVISIONAL)
BB

HOUSING SPECIALIST I-II (PROVISIONAL) Supplemental Questionnaire

- * 1. INSTRUCTIONS: The purpose of these supplemental questions is to derive more specific information about the qualifications of applicants for this position. Applicants must clearly demonstrate their qualifying experience. These questions will serve as the basis for determining qualifying candidates and their advancement in the recruitment process. I understand that these questions will serve as the basis for determining qualifying candidates and their advancement in the recruitment process.
 - Yes
 - No
- * 2. This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by the Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.
 - I understand the terms of a provisional appointment and am willing to pursue a provisional appointment.
 - I am not willing to pursue a provisional appointment.
- * 3. Are you a current City of Long Beach, Department of Health and Human Services, Housing Authority Bureau employee?
 - Yes
 - No
- * 4. Are you a current or recent temporary employee assigned to the City of Long Beach, Department of Health and Human Services, Housing Authority Bureau?
 - Yes
 - No
- * 5. Do you have at least two years of increasingly responsible experience providing services to the public, particularly low income individuals, in fields such as public housing, public health, vocational guidance, social service, or property management?
 - Yes
 - No
- * 6. Are you able to understand and operate computers and complete various calculations accurately with a calculator or computer software?
 - Yes
 - No
- * 7. Are you able to comprehend written information, deal tactfully and effectively with the general public, and effectively communicate orally and in writing?
 - Yes
 - No
- * 8. Are you willing and able to obtain a City-sponsored Housing Choice Voucher Specialist Certification?
 - Yes
 - No
- * 9. Are you willing and able to work overtime as needed, including some evenings and weekends?
 - Yes
 - No
- * 10. Do you have a valid motor vehicle operator license?

Yes No

- * 11. DESIRABLE QUALIFICATIONS - Do you have a Valid Housing Choice Voucher Specialist Certification?

 Yes No

- * 12. I understand that all required documents must be submitted as PDF attachments to my online application at the time of filing. I also understand that failure to submit all required documents will result in the application being considered incomplete. Required documents for this position include: 1. Cover Letter 2. Resume. I understand the instructions and will submit the required documents as PDF attachments to my application at the time of filing.

 Yes No

- * 13. I hereby certify that all information provided in my online application, including the Supplemental Questionnaire, is true and complete to the best of my knowledge. I acknowledge that the department may contact my current and past employers or educators to verify the information that I have provided in my application. I understand that any falsification or omission of material facts disqualifies me from further consideration for this recruitment. To certify the above statement, please type your full name below.

- * Required Question