

1 **DATE:** November 18, 2015

2 **TO:** Civil Service Commission

3 **FROM:** Kandice Taylor-Sherwood, Executive Director

4 **SUBJECT: RECOMMENDATION FOR EXCEPTION TO CIVIL SERVICE RULES**  
5 **AND REGULATIONS – ARTICLE VIII, SECTION 115(3) - REQUESTING**  
6 **EXCEPTION TO ARTICLE II, SECTION 7 OF THE CIVIL SERVICE**  
7 **RULES AND REGULATIONS – WATER UTILITY MECHANIC,**  
8 **LIMITING APPLICATIONS TO CITY EMPLOYEES**

9 As provided by Civil Service Rules and Regulations, Article VIII, Section 115 (3) –  
10 Exception to Rules May be Authorized, staff is recommending the Civil Service  
11 Commission consider an exception to Article II, Section 7 of the Civil Service Rules and  
12 Regulations – Qualifications and Requirements for the upcoming examination for Water  
13 Utility Mechanic classification. Specifically, staff is recommending that the Commission  
14 approve the selection process for Water Utility Mechanic as an open-competitive  
15 examination, but limit the candidate pool to current City employees.

16 **Background Information**

17 The classification for Water Utility Mechanic is used exclusively by the Water  
18 Department. Historically, the examination for this classification has been conducted as  
19 an open-competitive examination open to internal and external candidates. The Water  
20 Utility Mechanic is a classification that has generated interest from City employees as  
21 well as from applicants outside the City. For many City employees, both classified and  
22 non-career, this represents an opportunity for career advancement. The Water  
23 Department anticipates making up to nine (9) selections from the eligible list once it is  
24 established.  
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## **Policy Requirements**

As per Civil Service Commission Policy 1.80, the following information is provided:

### **Purpose of the Request:**

To provide the Water Department with an eligible list of qualified City employees to fill up to nine (9) vacancies in the Water Utility Mechanic classification.

### **Applicable Section of the Rules and Regulations:**

Civil Service Rules and Regulations, Article II, Section 7 – Qualifications and Requirements that specifies the Commission establish qualifications and minimum requirements needed to compete in examinations for classified employment.

### **How the Best Interests of the City will be Served by the Exception to the Rule:**

Staff is proposing that the examination be conducted as an open-competitive examination with the application pool restricted to current City employees. One of the minimum requirements to file would be current employment with the City of Long Beach. Applicants would also need to meet experience, willingness and licensing requirements. Staff believes this option is in the best interest of the City as the exception to the Rules and Regulations will:

- maintain an examination process based on merit principles,
- generate an eligible list of qualified employees,
- provide career opportunities to City employees,
- limit the expenditure of City resources necessary to conduct an examination for a large number of outside candidates,
- avoid generating unrealistic expectations of employment opportunities to outside candidates and,

- eliminate requests for exceptions to Section 115 to bypass candidates on the eligible list in order to reach internal candidates.

#### Why the City's Best Interests are Not Being Served by the Current Civil Service Rules and Regulations?

If Commission were to approve this request, the Water Department would have a sufficient applicant pool with City employees only. Current Civil Service Rules and Regulations require an examination to be conducted either: 1) as an open-competitive examination, potentially bringing large numbers of outside candidates into the process, or 2) as a promotional examination that would limit the applicant pool to permanent City employees in specified classifications. Restricting the pool should provide the City with qualified applicants while limiting the resources of the City and avoiding unnecessary efforts of outside candidates. Staff does not recommend that this be conducted as a "true" promotional examination with requirements of seniority, ranking of the eligible list, and restrictions to classified employees, but as an open-competitive examination limited to current City employees.

#### **Summary**

In conclusion, it is recommended that the Commission approve the exception to Article II, Section 7 of the Civil Service Rules and Regulations and approve the selection process for Water Utility Mechanic as an open-competitive examination, but limit the candidate pool to current City employees. The Water Department supports staff's recommendation.

1 Staff and representatives from the Water Department will be present at today's meeting  
2 and will be available to answer any questions that the Commission may have.  
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4 EXCEPTION TO THE RULES (WUM 11/18/15)  
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