

1 **DATE:** January 16, 2012  
2 **TO:** Civil Service Commission  
3 **FROM:** Mario R. Beas, Executive Director  
4 **SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT – ALEX HOLFORD,  
5 PLANNER**

6 The Civil Service Commission approved the provisional appointment of Alex Holford to  
7 the classification of Planner on June 20, 2012. Due to the order of layoff of which the  
8 classification of Planner was directly affected, staff is requesting the Commission  
9 approve an extension of the provisional appointment, which expires on January 29,  
10 2013.

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12 The Harbor Department concurred with postponing the Planner examination process  
13 until the order of layoff was settled and supports the extension of Mr. Holford's  
14 provisional appointment.

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16 A 90 business day extension will allow sufficient time for the Civil Service Department  
17 to complete the examination process for the classification of Planner. Recruitment for  
18 the examination will open in February 2013. Staff anticipates the examination process  
19 to be completed in April 2013.

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21 It is recommended that the Commission approve the extension of the provisional  
22 appointment, pursuant to Section 49 of the Civil Service Rules and Regulations.

23  
24 The Harbor Department and Mr. Holford have been informed that this item is on today's  
25 agenda.