

Date: November 17, 2021

To: Civil Service Commission

From: Crystal A. Slaten, Deputy Director

Subject: **COVID-19 RELATED: REQUEST TO EXTEND PROBATION FOR JUAN RAMIREZ, WATER UTILITY SUPERVISOR I**

Correspondence has been received from Chris J. Garner, General Manager for the Water Department, requesting Civil Service Commission approval to extend the probationary period of Mr. Juan Ramirez, Water Utility Supervisor I for three months. Staff has reviewed the request and recommends approval in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Civil Service Policy 1.01, in addition to the conditions imposed by the COVID-19 pandemic.

Facts for Consideration:

- On May 27, 2015, Mr. Ramirez was hired as a Water Utility Mechanic I with the Water Department and attained permanent status on December 10, 2015. In April 2018, Mr. Ramirez changed classification to Senior Equipment Operator, and attained permanent status on December 23, 2018. He was then promoted to Water Utility Supervisor I on June 5, 2021.
- The position of Water Utility Supervisor I in the Water Construction Division requires the following prior to passing probation:
 - Water Distribution Operator Grade D3 certification from the State of California AND either:
 - Water Treatment Operator Grade T1 certification from the State of California OR
 - Collection System Maintenance Grade 1 certification from the California Water Environment Association (CWEA).
- Mr. Ramirez currently has certifications for T2 and D2 but needs a D3 prior to passing probation. He submitted the application for the D3 certification, which was received by the State on August 27, 2021, and is still pending. Once the application is approved, however, the State's backlog of testing due to COVID-



19 means an exam cannot yet be scheduled or even a timeline provided for when scheduling will be available.

- Mr. Ramirez is scheduled to pass probation in early January 2022. The Water Department is requesting a 3-month extension (522 hours) of Mr. Ramirez' probation to provide him with enough time to obtain his D3 certification.
- The request to extend Mr. Ramirez' probation was received on November 3, 2021. Mr. Ramirez is tentatively scheduled to pass probation on or around the beginning of January 2022. Commission policy states that a request for extension must be submitted at least one month prior to the completion of the employee's initial probationary period. This request meets this requirement.
- As of the last pay period ending November 5, 2021, Mr. Ramirez had 324 hours remaining of his probationary period having already completed 720 probationary hours.
- On October 5, 2021, an Employee Performance Appraisal was completed for Mr. Ramirez and is on file with the Civil Service Department.

Recommendation:

- Staff has reviewed the request and recommends approval of the Request to Extend Probation for three months or 522 scheduled work hours. The Water Department has 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.






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M E M O R A N D U M

Date: October 12, 2021

To: Civil Service Commission

From: Christopher J. Garner, General Manager, Water Department 

Subject: Request to Extend Probation – Juan Ramirez, Water Utility Supervisor I

The Water Department respectfully requests that the Commission grant a probationary extension to Juan Ramirez, Water Utility Supervisor I, in accordance with Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Ramirez was hired with the Long Beach Water Department as a Water Utility Mechanic I on May 27, 2015, and attained permanent status on December 10, 2015. He changed classifications to Senior Equipment Operator on April 28, 2018, and attained permanent status in the Senior Equipment Operator classification on December 23, 2018. Mr. Ramirez was promoted to Water Utility Supervisor I on June 5, 2021.


The position of Water Utility Supervisor I in the Water Construction Division requires the following prior to passing probation:

- Water Distribution Operator Grade D3 certification from the State of California, AND either
- Water Treatment Operator Grade T1 certification from the State of California, OR
- Collection System Maintenance Grade 1 certification from the California Water Environment Association (CWEA)

Mr. Ramirez currently has a T2 and a D2. He needs a D3 prior to passing probation. He has submitted the application for the D3, which was received by the State on August 27, 2021, and is still pending. However, once the application is approved, the State's backlog of testing due to COVID-19 means that an exam cannot be scheduled, or even a timeline provided for when the scheduling will open.

It is requested that an extension be granted for an additional three months (522 scheduled hours) of probationary time for Mr. Ramirez to obtain his D3 certification.

If you have any questions, please contact Meg Rau, Administrative Officer, at extension 8-2375.

Human Resources Approval	
	11/3/21
Director or Designee	Date