



Memorandum

Date: January 4, 2023

To: Civil Service Commission

From: Maria Cano, Personnel Analyst

Subject: **COVID-19 RELATED: REQUEST FOR EXTENSION OF PROBATIONARY PERIOD FOR FRANCISCO JIMENEZ, HARBOR PATROL OFFICER II**

On December 15, 2022, the Civil Service Department received a request from the Harbor Department for an Extension of the Probationary Period for Francisco Jimenez, Harbor Patrol Officer II, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01(A2) of the Civil Service Policies and Procedures.

Facts for Consideration

- On February 28, 2022, Mr. Jimenez was hired by the Harbor Department as a Harbor Patrol Officer II.
- The Harbor Department requires all Harbor Patrol Officers II must complete the Security Division's Maritime Security Academy and structured four-month Field Training Program during the probationary period.
- There have been delays in the required training for Harbor Patrol Officers which are attributed to POST Modular III Academy closures due to COVID-19 and the availability of Field Training Officers due to leaves.
- Mr. Jimenez is currently in Phase I of the 4-month Field Training Program after having completed the Maritime Security Academy on November 29, 2022.
- Mr. Jimenez's probationary period is scheduled to conclude on or about March 7, 2023.
- As of the last pay period, Mr. Jimenez has completed 1630 probationary hours of the required 2088 probationary hours.



- The Harbor Department is requesting a 3-month (522) hour extension of Mr. Jimenez's probationary period. The requested amount of extension time is necessary for Mr. Jimenez to have sufficient time to complete the requirements of his probation.
- Granting the extension of probation would allow Mr. Jimenez to continue his training in the Field Training Program as required. The Harbor Department is aware that if another extension is required, Article V, Section 41(2) of the Civil Service Rules and Regulations allows for a second request.

Recommendation

- Staff recommends approval of Mr. Jimenez's extension of the probationary period in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01(A2) of the Civil Service Policies and Procedures.
- The Harbor Department and Mr. Jimenez have been notified that this request will be on the Commission agenda. The Department will be present for any questions from the Commission.






Memorandum

Date: December 15, 2022

To: Civil Service Commission

From:  Sandy Witz, Director of Human Resources

Subject: **REQUEST TO EXTEND PROBATIONARY PERIOD FOR FRANCISCO JIMENEZ, PERMANENT FULL TIME HARBOR PATROL OFFICER II**

The Security Division respectfully requests a probationary period extension for Francisco Jimenez, Harbor Patrol Officer II, in accordance with Sections 41(2) and 115 of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Jimenez was hired February 28, 2022, as a Harbor Patrol Officer II. The Harbor Department requires all Harbor Patrol Officers II must successfully complete the Security Division's Maritime Security Academy and structured four-month Field Training Program during the probationary period.

The Harbor Department is requesting an extension to continue to allow the required training and evaluate Mr. Jimenez's performance. Mr. Jimenez will begin Phase I of the four and a half month Field Training Program after completing the Maritime Security Academy in November 29, 2022. The recent delays in required training for Harbor Patrol Officers have been attributed to:

- POST Modular III Academy Closure Due to COVID-19; and
- Availability of Field Training Officers Due to Leaves.

Mr. Jimenez's probation is currently scheduled to conclude on or around March 7, 2023. It is requested that an extension be granted for an additional 3 months (560 hours). This will allow the department to continue to closely monitor the employee's performance while attending participating in the Field Training Program. A second extension may be requested to Commission to ensure Mr. Jimenez's completion of required training.


Thank you for your consideration of this request. If you have any further questions or require additional information, please contact me or my staff at (562) 283-7821.



Memorandum

Date: November 29, 2022

To: Sandy Witz, Director of Human Resources

From: Casey J. Hehr, Director of Security 

Subject: REQUEST TO EXTEND PROBATIONARY PERIOD – FRANCISCO JIMENEZ

The Security Division respectfully requests a probationary period extension for Francisco Jimenez, Harbor Patrol Officer II-Armed, in accordance with Sections 41(2) and 115 of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Jimenez was hired February 28, 2022, as a Harbor Patrol Officer II-Armed. The Harbor Department requires all Harbor Patrol Officers II-Armed to attend an intensive initial training program, the Maritime Security Academy (MSA), followed by a structured four and a half month Field Training Program.

The Harbor Department is requesting an extension in order that Mr. Jimenez can complete the required training needed for the Harbor Patrol Officer II-Armed position. His entry into the MSA had been delayed, a result of his hiring date not coinciding with vendor offered courses. Hired on February 28, 2022, Mr. Jimenez was assigned to attend the first available POST Basic Course Module III starting on June 16, 2022. He successfully completed this course on August 13, 2022. Mr. Jimenez received firearms instruction; however, he failed to achieve his firearms qualification on his first attempt, September 6, 2022. Mr. Jimenez subsequently was enrolled in the next available Long Beach City College (LBCC) class component, which started on September 12, 2022. This course of instruction is schedule to conclude on November 29.

Following successful completion of the MSA, and following successful firearms qualifications, Mr. Jimenez will enter the four and a half month Field Training Program. An extension is necessary to allow the Department to monitor Mr. Jimenez' performance while completing firearms training and the Field Training Program.

Mr. Jimenez' probation is currently scheduled to conclude on or around February 28, 2023. It is requested that an extension be granted for an additional 120 days (700 hours). This will allow the Department to continue to closely monitor the employee's performance once he begins the Department's Field Training Program.

Thank you for your consideration of this request. If you have any further questions or require additional information, please contact me or my staff at (562) 283-7812.

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF PROBATION

Civil Service Rules and Regulations Section 41 (2)
Civil Service Commission Policy Section 1.01

Form completed by: David Espinoza, Manager of Employee Relations and HR Services, Harbor Department
Date: 12-15-22

Name/Title/Department

Section 1: *To be completed by requesting department.*

To be completed by department	Civil Service Dept. Verification
-------------------------------	----------------------------------

A requisition is not required.

MC

Is any other department impacted?
If yes, which department: _____

Yes No

MC

A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?

Yes No

MC

Section 2: *Points to be addressed in request:*

Formal name and current classification title of employee.

Francisco Jimenez, Harbor Patrol Officer II

MC

Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.

Mr. Jimenez was hired February 28, 2022, as a Harbor Patrol Officer II and is in probationary status.

MC

The date the employee will complete probation. Date: **March 7, 2023**
Request must be submitted 30 days prior to completion of probation.

MC
12/15/2022

A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation. **See Attached Request**

MC

Which policy criteria is being utilized and how the request meets the criteria required in the policy. **Harbor Patrol Officers II must successfully complete the Maritime Security Academy and structured four month Field Training Program during the probationary period. The request for additional hours is to accommodate completion of the program.**

MC

Length of extension requested. **3 months (560 hours)** (request will be adjusted to the standard 3-month 522 hours-MC)
(A maximum extension of 3 months may be requested; a second 3-month extension may be requested at a later date, if necessary.)

MC

The following should be in attendance at the Civil Service Commission meeting:

- Requesting department. **Representative from Harbor Department's Human Resources Division will be in attendance.**
- The impacted employee's attendance is optional.

MC

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

Notes:

SUGGESTED ACTION:

Staff recommends approval of this request.