



Date: January 16, 2013

To: Civil Service Commission

From: Margaret Huebner, Director of Human Resources *M. Huebner*

Subject: **PROVISIONAL APPOINTMENT OF ERICA GOODMAN TO THE POSITION OF CARGO AUDIT CLERK III**

In accordance with the provisions of the Civil Service Rules and Regulations, Article V, Section 43, the Harbor Department is requesting the Commission's approval to provisionally appoint Ms. Erica Goodman to the position of Cargo Audit Clerk III.

The Harbor Department has an immediate need in the Finance Division to fill a Cargo Audit Clerk position. Filling this position with a provisional appointment pending the certification of the eligible list is critical to the Harbor Department's operations. Currently, the Cargo Audit Clerk is responsible for reviewing vessel cargo manifests, bills of lading, and other specialized documents, ensuring that Port customer invoice amounts are correct per POLB tariff.

Ms. Goodman was identified through a recruitment process that included advertising resources such as the Harbor Department and other industry-related websites. The Harbor Department received 339 applications; three candidates were interviewed, and Ms. Goodman was the selected candidate.

Ms. Goodman is aware of, and in agreement with, the terms of the provisional assignment. She possesses the required minimum qualifications for a Cargo Audit Clerk III. She understands that the provisional appointment is temporary and provides no guarantee of a permanent appointment.

An application packet and Requisition HD 13-13 for a provisional appointment are on file with the Civil Service Department. Thank you for your consideration of this request. Please contact Stacey Lewis, Assistant Director of Human Resources, at (562) 283-7500 with any questions.

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR PROVISIONAL APPOINTMENT
(Non-promotional classifications)
Civil Service Rules and Regulations Section 43
Civil Service Commission Policy Section 1.02

Form completed by: Sheryl Bender, Senior HR Representative, Harbor Date: 1 - 8 - 13
(Name/Title/Department)

Section 1: To be completed by requesting department.	To be Completed by department	Civil Service Dept. Verification
A requisition is required. The requisition number is: # <u>HD 13 - 013</u> Has the requisition been received in the Civil Service Department?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/>
If an eligible list or priority list exists for the classification and, if not, when the eligible list expired?	Yes <input checked="" type="radio"/> No	No existing priority list or current eligible list.
Is any other department impacted? If yes, which department: _____	Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>
Are you submitting all required documents the Civil Service Department? <ul style="list-style-type: none"> Completed provisional application. Copies of any documents required on the last job bulletin such as proof of license, education, certificate, etc. Copy of most recent job opportunity bulletin. 	<input checked="" type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/>

Section 2: Points to be addressed in request.	To be Completed by department	Civil Service Dept. Verification
Candidate's Name: <u>Erica Goodman</u>		
Is the candidate a current City employee?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/>
Title of classification – brief description of duties. <u>Cargo Audit Clerk III</u>		<input checked="" type="checkbox"/>
Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.	<u>Attached</u>	<input checked="" type="checkbox"/>
Does the proposed appointee meet the minimum qualifications for the classification?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/>
An explanation of the recruitment plan used to select the proposed appointee.	<u>Attached</u>	<input checked="" type="checkbox"/>
The employee has been notified of the conditions of a provisional appointment.	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/>
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> Requesting department. 		