



Memorandum

Date: May 24, 2023

To: Civil Service Commission

From: Levi Sinkler, Personnel Analyst

Subject: **REQUEST FOR EXTENSION OF PROBATIONARY PERIOD FOR CLAUDIA CLAY, HOUSING SPECIALIST I**

On May 4, 2023, the Civil Service Department received a request from the Department of Health and Human Services (DHHS) for an Extension of the Probationary Period for Claudia Clay, Housing Specialist I, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 A(1) of the Civil Service Policies and Procedures.

Facts for Consideration

- On November 19, 2022, Ms. Clay was hired by DHHS as a Housing Specialist I on a provisional basis. On February 25, 2023, Ms. Clay began her probationary period in the Housing Specialist classification after having been selected from the eligible list.
- The Housing Specialist classification is very complex, requiring significant on-the-job training and the requirement that incumbents obtain Housing Choice Voucher Specialist certification prior to the completion of probation.
- During this initial probationary period, Ms. Clay tested, but was unable to pass her Nan McKay Housing Specialist certification exam.
- DHHS tentatively plans to have Ms. Clay retest on or around June 15, 2023, with results being available immediately.
- The department would like to provide Ms. Clay additional time to review study material and prepare for testing in June.




- Ms. Clay' probationary period is scheduled to conclude on or around July 9, 2023.
- As of the last pay period ending May 5, 2023, Ms. Clay had completed 674 probationary hours, leaving her 370 hours before reaching probation.
- DHHS is requesting a 90-day (522 hour) extension of Ms. Clay's probationary period beyond the 1,044 hours probationary period. Section 41(2) of Civil Service Rules and Regulations states "Extensions of the probationary period may be granted by the Commission in three months or 522 scheduled work hour increments but shall in no instance exceed six months or 1044 scheduled work hours of extended probationary time."
- Granting the extension of probation would allow Ms. Clay time to retake the exam and offer additional time to prepare for the exam.

Recommendation:

Staff recommends approval of the extension of Ms. Clay's probationary period in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 A(1) of the Civil Service Policies and Procedures.

The Department of Health and Human Services and Ms. Clay have been notified that this request will be on the Commission agenda. A representative from the department is present for any questions the Commission may have.

Memorandum

Date: May 8, 2023
To: Civil Service Commission
From:  Sandra Kennedy, Administrative Officer

Subject: Request for Extension of Probationary Hours for Claudia Clay

The Department of Health and Human Services (Department) is requesting Civil Service Commission approval to extend the probationary period for Claudia Clay, Housing Specialist I. This request is in accordance with Section 41(2) of the Civil Service Rules and Regulations and Section 1.01(A1) of the Civil Service Policies and Procedures which allows for probationary extensions when a certification is required prior to making a permanent appointment.

Ms. Clay was hired on November 21, 2022, as a Housing Specialist I. Prior to being hired as a Housing Specialist, Ms. Clay served five years as a Customer Service Representative III for the Energy Resources Department and gained permanent status in January 2018. Between 2006 and 2017, she was a Customer Specialist II for Southern California Edison.

The Housing Specialist classification requires employees obtain Housing Choice Voucher Specialist certification prior to the completion of probation. During the probationary period, Ms. Clay tested but was unable to pass her Nan McKay Housing Specialist certification. We are scheduling repeat testing with the industry association that offers certification. Ms. Clay is reviewing the material again to prepare for the test and her supervisor believes she will be ready to retest some time in June. Online test results are immediate.

The Department is requesting an extension to provided Ms. Clay the opportunity to pass the Housing Choice Voucher Specialist Certification test. Ms. Clay's probation is currently scheduled to conclude on or around June 9, 2023. It is requested that an extension be granted for an additional 522 scheduled work hours.

Thank you for your consideration of this request. Ms. Clay has been informed (on April 27, 2023) of this request. If you have any questions or if you need any additional information, please contact me at (562) 570-3304.

ATTACHMENTS

CC: HUMAN RESOURCES
PERSONNEL FILE

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: Daniel Casey/AA III/Health and Human Services Date: 5 - 8 - 23
 Name/Title/Department

Section 1: <i>To be completed by requesting department.</i>	To be completed by department	Civil Service Dept. Verification
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A requisition is not required.

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

Yes No LS

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

Yes No LS

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

Formal name and current classification title of employee.

Claudia Clay/
 HousingSpec.I LS

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

See attached memo LS

The date the employee will complete probation. Date: approx. June 9, 2023
 Request must be submitted 30 days prior to completion of probation.

LS

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 memo LS

Which policy criteria is being utilized and how the request meets the criteria required in the policy.

See attached memo LS

Length of extension requested.
 (A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)

522 scheduled hours LS

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

- Requesting department.
- The impacted employee's attendance is optional.

Notes:

SUGGESTED ACTION:

Recommend approval.