



## Civil Service Department

# Request for Extension of Non-Career Hours Form

### PURPOSE:

To request the extension of hours for a non-career position. A non-career position is an unclassified position in which duties are of a temporary or as needed nature and does not exceed 1600 hours within their twelve-month anniversary period.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 49 and [Civil Service Policy Section 2.32](#):

“The termination dates of provisional appointees and of appointees to non-career positions may be extended at the discretion of the Commission if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions which are, in fact, permanent, are being actively pursued.”

### PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Extension of Non-Career Hours Form.
  - Electronic version of the form is submitted to Human Resources for initial approval.
  - The requesting department completes Section I of this form. Civil Service completes Section II of this form.
- Non-Career Hours Request Form emailed to Civil Service Department Executive Assistant.
- Non-Career Hours Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**

**DATE FORM COMPLETED:** 8/5/2021 **DEPARTMENT:** Health

**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Teresa Razo Marmolejo, Community Worker - NC

**Summary of employee’s work history specifying all classification titles and dates:**

10/1/2009 to current, Community Worker-NC

**Summary of duties performed by employee:** Supports Health’s role in community health education around mosquito borne communicable disease such as West Nile Virus and Lead based paint poisoning.

**Anniversary Date (date when employee reaches 1600-hour threshold):** 10/1/2021

**Number of hours left to reach 1600 hours:** 79

**Number of additional hours requested:** 300

**Explain why the additional hours are needed for the department to function.**

As a Community Worker – NC, the employee serves a crucial role of conducting door to door outreach to educate the community on mosquito borne communicable diseases such as West Nile Virus and Lead based paint poisoning. We do not have replacement staff to cover this position should the extension be denied, and it would greatly impact the Departments ability to meet grant funding scope of work and contractual obligations, impacting future Environmental Health grant opportunities.

**If applicable, is there a permanent appointment being recruited?**

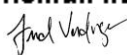
Yes  Not applicable (new recruitment not required)

**If yes, what is the requisition number?** [Click or tap here to enter text.](#)

**Was there a prior non-career extension requested for this employee?**  Yes  No

**SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:**

- Request received by Civil Service. Date Received: 9/2/2021
- Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- Non-career hours completed as of the last recorded pay period: 1598 (8/27/2021)
- Provide notice to requesting department to attend Civil Service Commission Meeting.
- Provide notice to employee of Request for Extension of Non-Career Hours scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.
- Suggested Action: Staff recommends approval of this request.

<b>Human Resources Approval</b>	
 _____ Director or Designee	9/2/21 _____ Date



**Date:** September 15, 2021  
**To:** Civil Service Commission  
**From:** Maria Cano, Personnel Analyst  
**Subject:** COVID – 19 RELATED: REQUEST FOR THE EXTENSION OF NON-CAREER COMMUNITY WORKER – NC – TERESA RAZO MARMOLEJO

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Correspondence has been received from Kelly Collopy, Director of the Department of Health and Human Services (DHHS), requesting Civil Service Commission approval to extend the non-career hours of **Teresa Razo Marmolejo** currently employed as a Community Worker – NC with the DHHS. Staff has reviewed the request and recommends approval in accordance with Article V, Section 49 of the Civil Service Rules and Regulations and Civil Service Policy 2.32.

Facts for Consideration:

- Article V, Section 49 of the Civil Service Rules and Regulations allows an appointing authority to request an extension of a non-career employee's appointment "...if the extension is deemed necessary for the appointing department to function and/or provided that permanent appointments to those positions, which are in fact, permanent, are being pursued."
- Ms. Razo Marmolejo was hired on October 1, 2009 by the Department of Health and Human Services to serve as a Community Worker – NC. In this role Ms. Marmolejo conducts door to door outreach educating the community on mosquito borne communicable diseases such as West Nile Virus and lead based paint poisoning.
- In addition to her role as a Community Worker-NC educating the community on mosquito borne communicable diseases, Ms. Razo Marmolejo supported the City's Covid-19 response from September 2020 through March 2021. This contribution made a considerable impact on depleting her 1600 non-career hour allotment for the year.
- As of August 27, 2021, Ms. Razo Marmolejo has expended 1598 of the allotted 1600 non-career hours leaving her with 2 hours remaining. The Department is requesting an additional 300 hours to get her through her upcoming anniversary date of October 1, 2021.
- At this time the Health and Human Services Department does not have replacement staff to cover this position should the extension be denied, and it would greatly impact the Department's ability to meet grant funding scope of work and contractual obligations, impacting future Environmental Health grant opportunities.

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- Granting the additional hours will allow Ms. Razo Marmolejo to continue to provide these crucial educational health services to the Long Beach community.

The Department of Health and Human Services 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.

Date: August 27, 2021  
To: Civil Service Commission  
From: Kelly Colopy, Director, Health and Human Services *KC*  
Subject: REQUEST FOR EXTENTION OF NON-CAREER HOURS

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The Department of Health and Human Services is requesting Civil Service Commission approval to extend the non-career hours for Teresa Razo Marmolejo, Community Worker - NC, in accordance with Civil Service Rules and Regulations Section 49 and Civil Service Policy Section 2.32.

In October 2009, Ms. Razo Marmolejo was hired as a Community Worker – NC to support Lead and Vector Control programs within the Environmental Health Bureau. Ms. Razo Marmolejo’s role is to conduct community outreach and health education for LEAD based paint and mosquito communicable diseases such as West Nile Virus. Ms. Razo Marmolejo has been working a full-time schedule, which has nearly depleted her allocated 1600 non-career hours.

DHHS is requesting the Civil Service Commission approve an additional 300 hours. This will allow Ms. Razo Marmolejo to continue supporting the Environmental Health to prevent mosquito borne communicable diseases and lead based paint poisoning through an anniversary date of October 1, 2021.

Thank you for your consideration of this request. If you have any questions or if you need any additional information, please contact me at extension 8-4016.

**Human Resources Approval**

*Amel Vindry*

9/2/21

\_\_\_\_\_  
Director or Designee

\_\_\_\_\_  
Date

