

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF NON-CAREER HOURS

Civil Service Rules and Regulations Section 49
Civil Service Commission Policy Section 2.32

Form completed by: Russ Ficker, Personnel Officer, Public Works
Name/Title/Department

Date 06 - 06 - 19

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

To be completed
by department

Civil Service Dept.
Verification

A requisition is not required.

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

Name and classification title of employee. James Martin	x	X
Summary of employee's work history, specifying all classification titles and dates.	x	X
Anniversary Date: 08/11/19	x	X
Explanation as to why the additional hours are necessary for the department to function. See notes on separate page	x	X
Brief summary of the duties performed by the employee. See notes on separate page	x	X
The number of additional hours requested. 320 hours	x	X
Explanation as to if a permanent appointment is being pursued and requisition number.	x	X

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

- Requesting department.

Notes:

SUGGESTED ACTION: **Civil Service Department staff recommends the approval of the Department's request to extend Mr. Martin's non-career hours.**

The Department of Public Works is requesting that the Civil Service Commission extend the non-career hours of James Martin, Maintenance Assistant I Non-Career, in accordance with Article V, Section 49 of the Civil Service Rules & Regulations. Mr. Martin was hired as a Maintenance Assistant I Non-Career in the Public Service Bureau of the Public Works Department on August 11, 2018, and still presently holds this position.

As of June 7, 2019, Mr. Martin has worked a total of 1,591 hours within the past twelve months of his anniversary date of August 11. The extension of Mr. Martin's non-career hours will allow the Facilities Management Division to continue to provide critical custodial services to the existing Civic Center facility including waste disposal and servicing of the facility's restrooms. The Department of Public Works is requesting that the Commission grant Mr. Martin an additional 320 non-career hours through his anniversary date of August 11, 2019 in order to continue to provide critical custodial services.

The Department of Public Works is not pursuing a permanent appointment, as the Department will not be providing custodial services in the new Civic Center.

Civil Service Department staff recommends the approval of the Department's request to extend Mr. Martin's non-career hours. Representatives of the Department of Public Works will be present at the July 3, 2019 Civil Service Commission meeting.



Date: June 6, 2019
To: Civil Service Commission
From: *RF* Russ Ficker, Personnel Officer, Department of Public Works
Subject: **REQUEST TO EXTEND NON-CAREER HOURS – JAMES MARTIN, MAINTENANCE ASSISTANT I NON-CAREER**

The Department of Public Works requests the Civil Service Commission extend the non-career hours of James Martin, Maintenance Assistant I Non-Career, in accordance with Article V, Section 49 of the Civil Service Rules & Regulations.

Mr. Martin was hired as a Maintenance Assistant I Non-Career in the Department's Public Service Bureau on August 11, 2018. He is assigned to the Facilities Management Division where he performs custodial and minor maintenance and repair work in the existing Civic Center facility.

The Department anticipates Mr. Martin will have worked 1,591 hours as of June 7, 2019. The extension of Mr. Martin's non-career hours will allow the Facilities Management Division to continue to provide critical custodial services to the existing Civic Center facility including waste disposal and servicing of the facility's restrooms.

The Department requests the Commission grant Mr. Martin an additional 320 non-career hours through his anniversary date of August 11, 2019. The Department is not pursuing a permanent appointment.

If you have any questions, please contact me at (562) 570-4686.

Human Resources Approval

And Vinduy

Director or Designee

6/12/19

Date