

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: Jessica Stoudenmire Date: 10 - 13 - 2021
Name/Title/Department

Section 1: <i>To be completed by requesting department.</i>	To be completed by department	Civil Service Dept. Verification
A requisition is not required.		
Is any other department impacted? If yes, which department: _____	Yes <input type="radio"/> No <input checked="" type="radio"/>	CS
A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department? Will be submitted week of 10/18/21	Yes <input type="radio"/> No <input type="radio"/>	CS

Section 2: Points to be addressed in request:

Formal name and current classification title of employee. Richard Fuentes		CS
Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.		CS
The date the employee will complete probation. Date: <u>Approx. mid-January 2022</u> Request must be submitted 30 days prior to completion of probation.		CS
A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.		CS
Which policy criteria is being utilized and how the request meets the criteria required in the policy.		CS (see memo)
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.)		CS
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> Requesting department. The impacted employee's attendance is optional. 		CS

Notes:

Please see staff report.

SUGGESTED ACTION:

Staff recommends approval.



Memorandum

Date: November 17, 2021

To: Civil Service Commission

From: Crystal A. Slaten, Deputy Director

Subject: **COVID-19 RELATED: REQUEST TO EXTEND PROBATION FOR RICHARD FUENTES, WATER UTILITY SUPERVISOR I**

Correspondence has been received from Chris J. Garner, General Manager for the Water Department, requesting Civil Service Commission approval to extend the probationary period of Mr. Richard Fuentes, Water Utility Supervisor I for three months. Staff has reviewed the request and recommends approval in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Civil Service Policy 1.01, in addition to the conditions imposed by the COVID-19 pandemic.

Facts for Consideration:

- On September 1, 2015, Mr. Fuentes was hired as a Water Utility Worker I-NC with the Water Department. He then became a Water Utility Mechanic I on April 2, 2016 and attained permanent status on October 17, 2016. He was then promoted to Water Utility Supervisor I on June 5, 2021.
- The position of Water Utility Supervisor in the Water Services Division requires the following prior to passing probation:
 - Water Distribution Operator Grade D3 certification from the State of California AND either:
 - Water Treatment Operator Grade T1 certification from the State of California OR
 - Collection System Maintenance Grade 1 certification from the California Water Environment Association (CWEA).
- Mr. Fuentes currently has certifications for T2 and D2 but needs a D3 prior to passing probation. He submitted the application for the D3 certification on August 25, 2021. The state cannot confirm or deny that they have received the application and thus is still pending. Once the application is approved, however, the State's backlog of testing due to COVID-19 means an exam cannot yet be scheduled or even a timeline provided for when scheduling will be available.



- Mr. Fuentes is scheduled to pass probation by mid-January 2022. The Water Department is requesting a 3-month extension (522 hours) of Mr. Fuentes' probation to provide him with enough time to obtain his D3 certification.
- The request to extend Mr. Fuentes' probation was received on November 3, 2021. Mr. Fuentes is tentatively scheduled to pass probation on or around the middle of January 2022. Commission policy states that a request for extension must be submitted at least one month prior to the completion of the employee's initial probationary period. This request meets this requirement.
- As of the last pay period ending November 5, 2021, Mr. Fuentes had 402 hours remaining of his probationary period having already completed 642 probationary hours.
- On October 5, 2021, an Employee Performance Appraisal was completed for Mr. Fuentes and is on file with the Civil Service Department.

Recommendation:

- Staff has reviewed the request and recommends approval of the Request to Extend Probation for three months or 522 scheduled work hours. The Water Department 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: October 12, 2021

To: Civil Service Commission

From: Christopher J. Garner, General Manager, Water Department 

Subject: Request to Extend Probation – Richard Fuentes, Water Utility Supervisor I

The Water Department respectfully requests that the Commission grant a probationary extension to Richard Fuentes, Water Utility Supervisor I, in accordance with Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Fuentes was hired with the Long Beach Water Department as a Water Utility Worker I - NC on September 1, 2015. He became Water Utility Mechanic I on April 2, 2016, and attained permanent status on October 17, 2016. Mr. Fuentes was promoted to Water Utility Supervisor I on June 5, 2021.

The position of Water Utility Supervisor I in the Water Services Division requires the following prior to passing probation:

- Water Distribution Operator Grade D3 certification from the State of California, AND either
- Water Treatment Operator Grade T1 certification from the State of California, OR
- Collection System Maintenance Grade 1 certification from the California Water Environment Association

Mr. Fuentes currently has a T1 and a D2. He needs a D3 certification prior to passing probation. He submitted the D3 application on August 25, 2021. The State cannot confirm or deny that they have received it, nor can they provide a timeline for scheduling exams due to their backlog of testing because of COVID-19.

It is requested that an extension be granted for an additional three months (522 scheduled hours) of probationary time for Mr. Fuentes to obtain his D3 certification.

If you have any questions, please contact Meg Rau, Administrative Officer, at extension 8-2375.

Human Resources Approval	
	11/3/21
Director or Designee	Date

