



Memorandum

Date: January 4, 2023

To: Civil Service Commission

From: Tarsha Moses, Personnel Analyst

Subject: REQUEST FOR EXTENSION OF PROBATIONARY PERIOD FOR SHANNON DOTSON, TREE TRIMMER I

On December 22, 2022, the Civil Service Department received a request from Dawn Henderson, Personnel Officer – Public Works Department, for an Extension of the Probationary Period for Shannon Dotson, Tree Trimmer 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 June 21, 2022, Mr. Dotson was hired by the Public Works Department as a Tree Trimmer I.
- The position of Tree Trimmer I requires the candidate to be in possession of a California Commercial Driver's License (Class A or B) at time of selection, pursuant to the job opportunity bulletin that was posted by the Civil Service Department on June 25, 2021.
- Mr. Dotson was allowed to proceed in the onboarding process with a Class C driver's license due to an error of communication within the Department of Public Works.
- On December 14, 2022, Mr. Dotson was issued a California, Class B Commercial Driver's License Permit which allows him to operate the commercial vehicle required of his classification. The California Department of Motor Vehicles (DMV) requires a 14-day waiting period to apply for the driving skills test and completion of 15-hours of behind the wheel training.



- Mr. Dotson's probationary period was scheduled to conclude on January 3, 2023. He has been placed off work by the Department as of December 21, 2022.
- As of, December 16, 2022, Mr. Dotson has completed 930 probationary hours.
- 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 hours increments but shall in no instance exceed six months or 1044 SCHEDULED work hours of extended probationary time." The Public Works Department has requested a 522-hour (3-month) extension of Mr. Dotson's probationary period.
- Granting this, 522-hour, 3-month extension of probation would allow Mr. Dotson to continue his training in the commercial driver's license training program and obtain his Class B Commercial Driver's License.

Recommendation:

- Staff recommends approval of Mr. Dotson's extension of the 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.

Mr. Dotson and representatives from the Public Works Department have been notified that this request is on today's agenda. Additionally, a representative from the Public Works Department is present to respond to any questions from the Civil Service Commission.



Memorandum

Date: December 22, 2022

To: Civil Service Commission

From: ^{DLH} Dawn Henderson, Personnel Officer – Public Works

Subject: **Request to Extend Probation – Shannon Dotson, Tree Trimmer I**

The Department of Public Works is requesting that the Commission grant a probationary extension to Shannon Dotson, Tree Trimmer I, in accordance with Article V, Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures. Mr. Dotson was hired from the eligible list as a Tree Trimmer I on June 21, 2022.

The position of Tree Trimmer I requires the candidate to be in possession of a California Commercial Driver's License (Class A or B) at time of selection, pursuant to the job opportunity bulletin that was posted by the Civil Service Department on June 25, 2021. Due to an error of communication within the Department of Public Works, Mr. Dotson was allowed to proceed in the onboarding process with a Class C driver's license. On December 14, 2022, Mr. Dotson was issued a California, Class B Commercial Driver's License Permit which allows him to operate the commercial vehicle required of his classification. The California Department of Motor Vehicles (DMV) requires a 14-day waiting period to apply for the driving skills test and completion of 15-hours of behind the wheel training. As such, due to the time requirements of the commercial driver's license permit, the Department will not have an opportunity for Mr. Dotson to complete the commercial driver's license training program and driving skills test prior to the completion of Mr. Dotson's probationary period.

Mr. Dotson has completed 930 scheduled hours as of the end of the December 16, 2022 pay period. Mr. Dotson has been placed off work by the Department as of December 21, 2022. It is requested that an extension be granted for an additional three months (522 scheduled hours) of probationary time to allow Mr. Dotson to obtain his Class B Commercial Driver's License.

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

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: DAWN HENDERSON/PERSONNEL OFFICER/PUBLIC WORKS Date: 12 - 22 - 2022
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 **TM**

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

Yes No **TM**

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

Formal name and current classification title of employee.

Yes **TM**

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

Yes **TM**

The date the employee will complete probation. Date: 930 scheduled hours as of 12/16/2022
Request must be submitted 30 days prior to completion of probation.

Yes **TM**

A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.

Yes **TM**

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

Yes **TM**

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.)

Yes **TM**

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

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

Yes **TM**

Notes:

SUGGESTED ACTION: