



City of Long Beach
Working Together to Serve

Memorandum

Agenda Item No.

9

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CIVIL SERVICE DEPT.

Date: October 8, 2012

To: Civil Service Commission

From: ^{RA}Ronald R. Arias, Director of Health & Human Services

Subject: **Request to Extend Probation: Eric J. Avila, Housing Specialist I and Jimmy A. Oporta, Housing Specialist I**

The Department of Health and Human Services (Health Department) respectfully requests the extension of the probationary period for Eric J. Avila, Housing Specialist I and Jimmy A. Oporta, Housing Specialist 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.

Both Eric J. Avila and Jimmy A. Oporta started their employment with the City of Long Beach as Housing Specialist I's on May 14, 2012 in the Housing Assistance Division of the Housing Authority, in the Department of Health and Human Services. In order to complete their probationary time in these positions they must complete and pass the certification test for Housing Choice Voucher(HCV) Specialist and HQS (Housing Quality Standards). Mr. Avila and Mr. Oporta cannot take the certification test until they take the courses that lead to the certification. The Housing Authority is hosting the HCV Specialist course and testing at the end of October. It is expected that there will be an HQS course offered in California before the end of 2012. If the schedule goes as expected, Mr. Avila and Mr. Oporta can finish their certification by the end of the year. The probationary period for Mr. Avila and Mr. Oporta is scheduled to end on or about November 13, 2012.

Therefore, I am requesting that their probationary time be extended at least 90 days to provide these individuals with the time needed to complete the required courses and certification.

Thank you for your consideration of this request. If you have any questions, please feel free to contact me at extension 8-4016.

cc: Mario R. Beas, Executive Director, Civil Service Department
Darnisa Tyler, Manager, Housing Authority, Department of Health and Human Services
S. Michael Johnson, Manager, Support Services Bureau, Department of Health and Human Services
Roberto Uranga, Administrative Officer, Department of Health and Human Services

**CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES**

Re: Avila

REQUEST FOR EXTENSION OF PROBATION
Civil Service Rules and Regulations Section 42 (2)
Civil Service Commission Policy Section 1.01

Form completed by: Michael Johnson, Mgr, D+HS Date: 10-10-12
Name/Title/Department

Section 1: To be completed by requesting department.	To be completed by department	Civil Service Dept. Verification
A requisition is not required.	Correct	✓
Is any other department impacted? If yes, which department:	Yes <input type="radio"/> No <input checked="" type="radio"/>	✓
A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?	Yes <input checked="" type="radio"/> No <input type="radio"/>	S.A.
Section 2: Points to be addressed in request:		
Formal name and current classification title of employee.	<i>Eric Avila, Housing Spec 1</i>	S.A.
Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.	Yes	S.A.
The date the employee will complete probation. Date: <u>2/13/13</u> Request must be submitted 30 days prior to completion of probation.	✓	S.A.
A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.	<i>attached</i>	S.A.
Which policy criteria is being utilized and how the request meets the criteria required in the policy.	<i>attached</i>	S.A.
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.)	<i>90 days</i>	S.A.
The following should be in attendance at the Civil Service Commission meeting: • Requesting department. • The impacted employee's attendance is optional.	Yes	S.A.

Notes:

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

Re: *Operta*

REQUEST FOR EXTENSION OF PROBATION
Civil Service Rules and Regulations Section 42 (2)
Civil Service Commission Policy Section 1.01

Form completed by: Michael Johnson, Mgr, DHTB Date: 10-10-12
Name/Title/Department

Section 1: To be completed by requesting department.	To be completed by department	Civil Service Dept. Verification
A requisition is not required.	Correct	✓
Is any other department impacted? If yes, which department:	Yes <input checked="" type="radio"/> No	✓
A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?	<input checked="" type="radio"/> Yes <input type="radio"/> No	S.A.
Section 2: Points to be addressed in request:		
Formal name and current classification title of employee.	<i>Jimmy Operta, Hosi Spul</i>	S.A.
Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.	Yes	S.A.
The date the employee will complete probation. Date: <u>2/13/13</u> Request must be submitted 30 days prior to completion of probation.	✓	S.A.
A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.	<i>attached</i>	S.A.
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Notes: