



Date: September 28, 2015
To: Civil Service Commission *R.H.*
From: Reginald Harrison, Director, Disaster Preparedness and Emergency Communications
Subject: **PROVISIONAL APPOINTMENT OF COMMUNICATIONS CENTER COORDINATOR – LAURA SANSENBACH**

The Department of Disaster Preparedness and Emergency Communications (DC) is requesting the provisional appointment of Laura Sansenbach to the classification of Communications Center Coordinator (CCC) in accordance with Article IV, Section 27 and Article V, Section 43 of the Civil Service Rules and Regulations.

Effective October 1, 2015, both the Police and Fire Emergency Communication Centers were combined with the DC department with the prospects of consolidating the Police and Fire communication center operations. The CCC will be the lead position to develop and implement the day-to-day policies and procedures of the consolidated emergency communications center, as well as oversee day-to-day operations prior to consolidation. The CCC will coordinate with the appropriate Police and Fire Public Safety Dispatchers and command staff to ensure that proposed policies and procedures meet operational standards for the client departments, while coordinating with department management.

DC has one budgeted Communications Center Coordinator position. Approved requisition PD15-064 to fill the vacancy on a provisional basis is on file in the Civil Service Department. Filling this position immediately is critical to the progress of the consolidation process.

Mrs. Sansenbach, a current Communications Center Supervisor, was selected from among the current eligible Police and Fire Communications Center Supervisors. She meets the minimum requirements for the classification and was selected based on her knowledge of and experience with emergency communications and the City's administrative procedures. This knowledge and experience makes Mrs. Sansenbach the best candidate.

Mrs. Sansenbach understands the provisional appointment is temporary and has no guarantee of permanent employment. She is also aware that she must apply and compete in the Civil Service examination process and place in a selectable position on the eligible list in order to be considered for permanent employment as a CCC.

If you have any questions, please contact me at (562) 570-9460.

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR PROVISIONAL APPOINTMENT
(Non-promotional classifications)

Civil Service Rules and Regulations Section 43
Civil Service Commission Policy Section 1.02

Form completed by: Leslie Untener/ Admin Manager/ DC
Name/Title/Department

Date: 09-28-2015

Section 1: To be completed by requesting department.

To be Completed
by department

Civil Service
Dept.
Verification

A requisition is required. The requisition number is: # PD15-046 066
Has the requisition been received in the Civil Service Department?

Yes No

✓ NW

If an eligible list or priority list exists for the classification and, if not, when the eligible list expired?

Yes No

✓ NW

Is any other department impacted?
If yes, which department: _____

Yes No

✓ NW

Are you submitting all required documents the Civil Service Department?

- Completed provisional application.
- Copies of any documents required on the last job bulletin such as proof of license, education, certificate, etc.
- Copy of most recent job opportunity bulletin.

Yes No

✓ NW

Yes No

na ✓ NW

Section 2: Points to be addressed in request.

Candidate's Name – Laura Sansenbach

✓ NW

Is the candidate a current City employee?

Yes No

✓ NW

Title of classification – Communications Center Coordinator

✓ NW

Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly. –

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✓ NW

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Does the proposed appointee meet the minimum qualifications for the classification?	Yes	No	✓ <i>SP</i>
<p>An explanation of the recruitment plan used to select the proposed appointee.</p> <p>Mrs. Sansenbach, a current Communications Center Supervisor, was selected from among the current eligible Police and Fire Communications Center Supervisors. The candidates that were qualified and interested (5) were screened through a first and second interview process. Police, Fire and Disaster Preparedness and Emergency Communications management staff were on the first and second interview panels, and based their decisions on the technical, supervisory and administrative skills of the candidates.</p> <p>Mrs. Sansenbach meets the minimum requirements for the classification and was selected based on her knowledge of and experience with emergency communications, supervision and the City's administrative procedures. This knowledge and experience makes Mrs. Sansenbach the best candidate.</p>			
The employee has been notified of the conditions of a provisional appointment.	Yes	No	✓ <i>SP</i>
<p>The following should be in attendance at the Civil Service Commission meeting:</p> <ul style="list-style-type: none">• Requesting department.			
<p>Notes:</p> <p style="margin-left: 40px;"><i>Verified by Donna Durango, 10/01/15</i></p>			

Staff recommends approval of this request for the provisional appointment of Laura Sansenbach in accordance with Article V, Section 43 of the Civil Service Rules & Regulations, and item 1.02 of the Civil Service Commission Policies.