

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: Sandra Kennedy / AO / FM Date: 4-13-20
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.	✓	DD
Is any other department impacted? If yes, which department: _____	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	DD
A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?	Yes <input type="checkbox"/> No <input type="checkbox"/>	DD

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

Formal name and current classification title of employee. <u>Shuronda Smith</u> <u>CSR III</u>	✓	DD
Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.	✓	DD
The date the employee will complete probation. Date: <u>Approx June 2</u> Request must be submitted 30 days prior to completion of probation.		DD
A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.	✓	DD
Which policy criteria is being utilized and how the request meets the criteria required in the policy.	✓	DD
Length of extension requested. <u>3 months - 522 hrs.</u> (A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)	✓	DD
The following should be in attendance at the Civil Service Commission meeting: • Requesting department. • The impacted employee's attendance is optional.	✓	DD

Notes:

Original hire date: 12/02/19
Statement/rationale is within dept memo.

SUGGESTED ACTION:
Staff recommends approval of the Request for Extension of probation for Shuronda Smith.



Date: April 29, 2020
To: Civil Service Commission
From: Desiree Davalos, Personnel Analyst
Subject: **REQUEST TO EXTEND PROBATION FOR SHURONDA SMITH, CUSTOMER SERVICE REPRESENTATIVE III**

Correspondence has been received from Sandra Kennedy, Administrative Officer of the Financial Management Department, requesting approval to extend the probationary period of Ms. Shuronda Smith, Customer Services Representative III. Staff has reviewed the request and recommends that the Commission approve an extension for three months or 522 scheduled work hours, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 B (1) of the Civil Service Policies and Procedures.

Facts for Consideration:

- On December 2, 2019 Shuronda Smith was hired by the Financial Management Department as a full-time, permanent Customer Service Representative III.
- The Financial Management Department is experiencing workload reductions due to the closure of City Hall to the public on March 16, 2020 because of the City declared emergency as a result of the COVID-19 pandemic. Due to the lack of work at City Hall, Ms. Smith has been reassigned to the Health Department. The Financial Management Department, after thoroughly reviewing staff availability and assignments, has determined it does not have the ability to provide Ms. Smith, a probationary employee, with sufficient and quality training and is requesting a 3-month (522 scheduled hour) probation extension.
- The request was received April 16, 2020. Commission policy states that a request for extension must be submitted for Commission review and approved one month prior to completion of the employee's initial probationary period. This request does meet this requirement. As of April 22, 2020 Ms. Smith had 324 hours remaining of her probationary period.
- On April 23, 2020, an Employee Performance Appraisal was completed for Ms. Smith.
- Section 41 (2) of the Civil Service Rules and Regulations allows an appointing authority to request an extension of an employee's probationary period when an employee has not demonstrated the ability to perform at an acceptable level during the first six months of service in a new classification. This request also complies with Civil Service Policy

April 23, 2020

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1.01 B(1), which specifies that an extension may be granted in three months or 522 scheduled work hour increments when an employee has not had an opportunity to complete the necessary technical training and skill acquisition.

Ms. Smith and the Financial Management Department have been informed that this request is on today's agenda and a department representative will be present to respond to any questions from the Civil Service Commission.



City of Long Beach
Working Together to Serve

Memorandum

Date: April 7, 2020
 To: Civil Service Commission
 From: Sandra Kennedy, Administrative Officer, Financial Management
 Subject: **Request for Extension of Probation**

The Department of Financial Management (Department) respectfully requests that the Commission grant a probationary extension to the employees listed below, in accordance with Section 41, Subsection (2) of the Civil Service Rules and Regulations and Section 101 of the Civil Service Policies and Procedures.

The Department is experiencing workload reductions due to the closure of City Hall to the public on March 16, 2020 due to the City declared emergency as a result of the COVID-19 pandemic. Additionally, many employees in the Department are telecommuting and/or have been reassigned to other work locations. The Department, after thoroughly reviewing staff availability and assignments, has determined it does not have the ability to provide these probationary employees with sufficient and quality training. Below are the details:

Employee Name	Classification	Hire Date	Reason
Susan Gonzalez	Administrative Analyst III	03/28/20	Reassigned to COVID-19 Purchasing
Carlos Ramirez	Assistant Administrative Analyst II	01/06/20	Reassigned to DOC
James Vazquez	Buyer I	12/07/19	Reassigned to COVID-19 Purchasing
Tina Schaper	Buyer I	03/18/20	Reassigned to COVID-19 Purchasing
Trina Buzenes	Customer Service Representative II	03/17/20	Reassigned to Health Dept.
Jacqueline Flores	Customer Service Representative III	03/16/20	Significant Reduction in Primary Duties Due to Closure of City Hall
Robert Corona	Customer Service Representative III	03/30/20	Significant Reduction in Primary Duties Due to Closure of City Hall
Shuronda Smith	Customer Service Representative III	12/02/19	Reassigned to Health Dept.
Alejandro Zuniga	Garage Service Attendant I	02/03/20	Significant Reduction in Primary Duties Due to Rotating Telecommuting Shifts
Eduardo Rivera	Garage Service Attendant I	01/21/20	Significant Reduction in Primary Duties Due to Rotating Telecommuting Shifts
Frederick Howard	Garage Service Attendant I	02/03/20	Telecommuting due to High Risk Factors
Jose Jr. Vargas	Garage Service Attendant I	11/11/19	Significant Reduction in Primary Duties Due to Rotating Telecommuting Shifts
Michael Longbehn	Garage Service Attendant I	01/21/20	Significant Reduction in Primary Duties Due to Rotating Telecommuting Shifts
Jason Robinson	Maintenance Planner I	01/13/20	Significant Reduction in Primary Duties Due to Rotating Telecommuting Shifts

Thank you for your consideration of this request. If you require additional information, please contact me at (562) 570-6688.

ADMIN OFFICER: SK
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Human Resources Approval
 GM 4.8.2020
 Director or Designee **Sherry Gaur**