



Memorandum

Date: May 25, 2022

To: Civil Service Commission

From: Stephanie Herrera, Personnel Analyst

Subject: **REQUEST FOR PROVISIONAL APPOINTMENT OF COMMUNITY SERVICES SUPERVISOR: PAUL FELDER**

On May 12, 2022, the Civil Service Department received correspondence from Sheryl Bender, Personnel and Training Superintendent – Parks, Recreation and Marine Department, requesting Civil Service Commission approval of their provisional appointee, Paul Felder to the classification of Community Services Supervisor. Staff has reviewed the request and recommends approval in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Civil Service Policy 1.02.

Article V, Section 43 of the Civil Service Rules and Regulations allows an appointing authority to request a provisional appointment of an employee “When no priority or eligible list exists for a classification, which has been requisitioned and should no priority or eligible lists exist for comparable or allied classifications suitable for alternate list certification, the Commission may, after review, certify the names of individuals it considers to be qualified for provisional appointment to the classification.”

Facts for Consideration:

- On March 1, 2022, the Civil Service Department approved a Request from the Parks, Recreation and Marine Department for a Provisional Appointment for the classification of Community Services Supervisor for one (1) position.
- The Community Services Supervisor position supports the Community Services Bureau. The Community Services Supervisor will be responsible for work that includes oversight of operations of various facilities and programs. The Supervisor also oversees 18 direct-reports and ensures all staff are following policies and procedures, especially with respect to the strict health orders and protocols currently in place for staff and community participants.
- The Parks, Recreation and Marine Department posted the bulletin for the provisional Community Services Supervisor position for two weeks. Applicants



were screened to determine if they met the minimum qualifications for the classification, interviewed by a panel, and participated in a writing assessment. Mr. Felder was ultimately selected for the position.

- On May 12, 2022 the Civil Service Department received the Provisional application packet for Mr. Felder. The application was reviewed by staff who confirmed that Mr. Felder meets the minimum requirements for the Community Services Supervisor classification.
- Mr. Felder has signed the Provisional Appointment of Conditions which outlines the conditions of a Provisional Appointment including that the provisional appointment is temporary, and that he has no guarantee of permanent appointment. He is aware that he must also apply and compete in the Civil Service examination process and place in a selectable position on the eligible list to be considered for permanent appointment as a Community Services Supervisor.
- Requisition PR 22-025 has been approved for this provisional request.

The Parks, Recreation and Marine Department has been informed that this request is on today's agenda. A department representative is present to respond to any questions from the Civil Service Commission.





City of Long Beach Employment Opportunity

COMMUNITY SERVICES SUPERVISOR (PROVISIONAL)

Job Number: PR 22-025

SALARY: \$29.96 - \$40.72 Hourly
\$62,528.96 - \$84,995.04 Annually

OPENING DATE: 03/10/22

CLOSING DATE: 03/24/22 11:59 PM

DESCRIPTION:

The Department of Parks, Recreation and Marine is a nationally recognized and award-winning organization with 1,100 full-time/part-time staff and a budget of \$58 million. The Department oversees facilities and programs that reflect the needs and interests of a culturally diverse community, including: 170 parks with more than 3,200 acres devoted to open space and recreation, 27 community centers, 3 public pools, 6 miles of beaches, and 3 marinas.

The Department's Community Recreation Services Bureau provides free and fee-based recreational programs and leisure opportunities, both self-directed and organized, for people of all ages and cultures. Youth programs include free youth sports for ages 5 to 14 serving nearly 10,000 participants annually, summer and vacation day camps, 2,100 recreational and educational classes, sailing and aquatics instruction, teen center activities, skateboarding opportunities, and supervised afterschool and weekend activities at parks and schools.

The Department of Parks, Recreation and Marine, Community Recreation Services Bureau, is seeking qualified candidates interested in applying for a full-time Community Services Supervisor (Provisional) position. This position will work 40 hours per week, including weekends and holidays. Scheduled hours may vary by week.

This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.

EXAMPLES OF DUTIES:

- Under direction, supervises, develops and coordinates various recreation/human service programs and activities (youth/adult sports, school, park based and mobile recreation programs, senior and adult general recreation, adaptive programs, special events, volunteer programs, arts and cultural programs, teen programming, intervention/prevention programs, etc.);
- Selects, trains, schedules, monitors performance, and evaluates subordinate employees, volunteers and contractors;
- Prepares and presents oral and written reports;
- Develops and monitors program/facility budgets;
- Develops and implements grant-funded programs and identifies new sources of revenue for facility and program operations;
- Performs other related duties as required.

REQUIREMENTS TO FILE:

This position is open to all candidates meeting the following minimum qualifications:

- Bachelor's degree from an accredited four-year college or university in Recreation or a closely related field*; AND
- One year (full-time equivalent) of paid professional experience coordinating and supervising the operations of a community recreation center or recreation/human service program (experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis [one year = 2,088 hours]);
- Must possess a valid motor vehicle operator's license at the time of selection.

Desirable Qualifications:

- Experience in working with diverse ethnic and multi-cultural groups;
- Bilingual skills in Tagalog, Khmer and Spanish is highly desirable;
- Standard first aid and CPR certificates are desirable and may be required after appointment.

The successful candidate will possess the following:

- Ability to effectively communicate orally and in writing; deal effectively with the public;
- Ability manage park facilities and recreational service programs;
- Ability to maintain accurate files and records; and use personal computers and applications;
- Willingness to work in a diverse community;
- Willingness to work an irregular schedule including nights, holidays, weekends, and overtime as required.

PLEASE NOTE: The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department.

***Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degrees must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

SELECTION PROCEDURE:

All candidates must submit a complete application, including a cover letter and resume, **no later than Thursday, March 24, 2022**. The most qualified applicants will be invited to continue in the selection process, which may be an examination and/or interview.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-3181. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public. The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

For technical issues with your application, please call (877) 204-4442.

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #PR 22-025
COMMUNITY SERVICES SUPERVISOR (PROVISIONAL)
JM

2760 Studebaker Road
Long Beach, CA 90815
(562) 570-3100

COMMUNITY SERVICES SUPERVISOR (PROVISIONAL) Supplemental Questionnaire

- * 1. INSTRUCTIONS: The purpose of these supplemental questions is to derive more specific information about the qualifications of applicants for this position. Applicants must clearly demonstrate their qualifying experience. These questions will serve as the basis for qualifying candidates for advancement into the selection process. Do you understand the the information stated in the statement above?
 - ☐ Yes
 - ☐ No
- * 2. The City of Long Beach requires all new employees to be vaccinated prior to their first day of employment, unless a medical or religious reasonable accommodation request has been approved. Do you acknowledge this requirement?
 - ☐ Yes
 - ☐ No
- * 3. Do you have a valid driver's license?
 - ☐ Yes
 - ☐ No
- * 4. Please select the highest level of education obtained.
 - ☐ High school diploma or equivalent
 - ☐ Some college
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree
- * 5. Please list any higher education degrees, including level and field of study. Ex: Bachelor's in Public Administration. (If none, please type N/A.)
- * 6. How many years of FULL-TIME, paid professional experience do you possess in coordinating and supervising the operations of a community recreation center or recreation/human service program? (Note: one year full-time = 2,088 hours)
 - ☐ Less than 1 year
 - ☐ 1 year or more, but less than 2 years
 - ☐ 2 years or more, but less than 3 years
 - ☐ 3 years or more, but less than 4 years
 - ☐ 4 years or more, but less than 5 years
 - ☐ 5 years or more
- * 7. Please describe your FULL-TIME, paid professional experience coordinating and supervising the operations of a community recreation center or recreation/human service program . (If none, please type N/A.)
- * 8. Do you speak any language(s) other than English?
 - ☐ Yes
 - ☐ No
- * 9. Please list any language(s), other than English, that you are proficient in speaking. Please describe your level of proficiency. (If none, please type N/A.)

- * 10. ADDITIONAL INFORMATION: Do you have any relatives employed by the City of Long Beach?
- ☐ Yes
☐ No
11. If you have any relatives that work for the City of Long Beach, please indicate their name, department, position title and relationship.
- * 12. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. I understand that if I am offered this position, I may be required to successfully pass a medical examination.
- ☐ Yes
☐ No
- * Required Question