



Memorandum

Date: January 4, 2023

To: Civil Service Commission

From: Levi Sinkler, Personnel Analyst

Subject: **REQUEST FOR EXTENSION OF PROBATIONARY PERIOD FOR CAROLYN DIAS-RODRIGUEZ, PAYROLL/PERSONNEL ASSISTANT II**

On December 22, 2022, the Civil Service Department received a request from the Department of Health and Human Services (DHHS) for an Extension of the Probationary Period for Carolyn Dias-Rodriguez, Payroll/Personnel Assistant II, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 B(1) and B(2) of the Civil Service Policies and Procedures.

Facts for Consideration

- On June 21, 2022, Ms. Dias-Rodriguez was hired by DHHS as a Payroll/Personnel Assistant II.
- The Payroll/Personnel Assistant role as it exists in the department is very complex and requires significant on-the-job training.
- Due to staff vacancies within the department, and complex personnel matters, Ms. Dias-Rodriguez has not received the ideal on-the-job training that a probationary Payroll/Personnel Assistant I-III would have otherwise received.
- Additionally, the department's transaction volume is extremely high given its nearly 700 part-time and full-time employees.
- Ms. Dias-Rodriguez' probationary period is scheduled to conclude on January 13, 2023.
- As of the last pay period ending December 16, 2022, Ms. Dias-Rodriguez had completed 947.5 probationary hours.



- Due to prescheduled time off, Ms. Dias-Rodriguez is scheduled to receive her performance evaluation from the department on January 4, 2023.
- DHHS is requesting a 90-day (522 hour) extension of Ms. Dias-Rodriguez's probationary period beyond the 1,044 hours probationary period. 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 hour increments, but shall in no instance exceed six months or 1044 scheduled work hours of extended probationary time."
- Granting the extension of probation would allow Ms. Dias-Rodriguez to continue her training in the Payroll/Personnel Assistant classification.

Recommendation

Staff recommends approval of Ms. Dias-Rodriguez'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 B(1) and B(2) of the Civil Service Policies and Procedures.

The Department of Health and Human Services and Ms. Dias-Rodriguez have been notified that this request will be on the Commission agenda. A representative from the department is present for any questions the Commission may have.

Memorandum

Date: December 22, 2022

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer

Subject: **Request for Extension of Probationary Hours for Carolyn Dias-Rodriguez**

The Department of Health and Human Services (Department) is requesting Civil Service Commission approval to extend the probationary period for Carolyn Dias-Rodriguez, Payroll Personnel Assistant II in accordance with Section 41(2) of the Civil Service Rules and Regulations and Section 1.01(B1 and B2) of the Civil Service Policies and Procedures.

Ms. Dias-Rodriguez was hired on June 21, 2022, as a Payroll Personnel Assistant II. During the probationary period, several members of the Personnel Services Division promoted out of the Department causing significant impacts to the training protocol of Ms. Dias-Rodriguez. There was also a lack of consistent supervisory oversight due to the turnover within the division.

The Department is requesting an extension to continue to provide Ms. Dias-Rodriguez the sufficient training to manage payroll operations of nearly 700 employees and properly evaluate Ms. Dias-Rodriguez's performance. The Payroll Personnel Assistant role is very complex and not intuitive as our payroll entry system runs like a DOS system, so it requires a lot of "hands on training." Additionally, the department's transaction volume is extremely high.

Ms. Dias-Rodriguez's probation is currently scheduled to conclude on or around January 13, 2023. It is requested that an extension be granted for an additional 522 scheduled work hours. This extension will allow the department to continue to train and monitor Ms. Dias-Rodriguez's performance and her ability to complete the tasks assigned to her within the Payroll Personnel Assistant classification.

Employee Name	Classification	Current Probationary Hours (as of 12/16/22)	Pay Period 12/17-12/23 Hours*	Total Probationary Hours	Extension Requested
Carolyn Dias-Rodriguez	Payroll Personnel Assistant II	947.5	36	983.5	522

*Employee is on vacation for one week; ** Employee will meet probationary cap of 1044 during this pay period

Thank you for your consideration of this request. Ms. Dias-Rodriguez has been informed (on Jan 04, 2023) of this request. If you have any questions or if you need any additional information, please contact me at (562) 570-3304.

ATTACHMENTS

CC: HUMAN RESOURCES
PERSONNEL FILE

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/Admin Officer/Health & Human Services Date: 12/27/22
Name/Title/Department

Section 1: <i>To be completed by requesting department.</i>	To be completed by department	Civil Service Dept. Verification
A requisition is not required.		
Is any other department impacted? If yes, which department: _____	Yes No	X
A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department? (a draft was sent to the department)	Yes No	X
Section 2: <i>Points to be addressed in request:</i>		
Formal name and current classification title of employee.		
Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.		
The date the employee will complete probation. Date: <u>1/13/22</u> Request must be submitted 30 days prior to completion of probation.		X
A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.		X
Which policy criteria is being utilized and how the request meets the criteria required in the policy.	A3, B1	
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.)	3 months	X
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> • Requesting department. • The impacted employee's attendance is optional. 	X	X

Notes:

SUGGESTED ACTION: Approve staff recommendation.