



Memorandum

Date: January 4, 2023

To: Civil Service Commission

From: Levi Sinkler, Personnel Analyst

Subject: **REQUEST FOR EXTENSION OF PROBATIONARY PERIOD FOR JUAN CARDENAS, GAS CONSTRUCTION WORKER I**

On December 1, 2022, the Civil Service Department received a request from the Energy Resources Department for an Extension of the Probationary Period for Juan Cardenas, Gas Construction Worker I, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 A(1) of the Civil Service Policies and Procedures.

Facts for Consideration

- On May 9, 2022, Mr. Cardenas was hired by the Energy Resources Department as a Gas Construction Worker I.
- The Department requires that all Gas Construction Workers to successfully obtain a valid commercial Class A driver license prior to passing probation, obtain certification for operator qualification pursuant to the Department of Transportation Pipeline and Hazardous Materials and Safety Administration (DOT/PHMSA), and receiving training and evaluation for the responsibilities of the classification.
- Mr. Cardenas has obtained his Class A driver license and operator qualification certification, but has not had sufficient opportunity to receive continuous training and evaluation due to personal circumstances that required him to take a leave of absence on two separate occasions and due to time spent away from his assigned duties to obtain his commercial driver license.
- Mr. Cardenas' probationary period was originally projected to conclude on December 19, 2022.



- Mr. Cardenas' is currently working on a modified duty assignment through January 10, 2023 due to a non-occupational injury.
- As of the last pay period ending December 16, 2022, Mr. Cardenas had completed 773 probationary hours.
- The Energy Resources Department is requesting a 90-day (522 hour) extension of Mr. Cardenas's probationary period beyond the 1,044 hours probationary period. Section 41(2) of CS Rules and Regulations states "Extensions of the probationary period may be granted by the Commission in three month 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 Mr. Cardenas to continue his training in the Gas Construction Worker classification.

Recommendation

Staff recommends approval of Mr. Cardenas' extension of the probationary period in a three month (522 hours) increment in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 A(1) of the Civil Service Policies and Procedures.

The Energy Resources Department and Mr. Cardenas 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.

Date: December 14, 2022

To: Civil Service Commission

From: Sandra Aguilar, Personnel Officer, Energy Resources Department

Subject: **REQUEST FOR EXTENSION OF PROBATION – JUAN CARDENAS**

The Energy Resources Department (Department) requests that the Civil Service Commission grant a probationary extension to Juan Cardenas, Gas Construction Worker I, in accordance with Section 41, Subsection (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Cardenas was appointed from the eligible list as a Gas Construction Worker I on May 9, 2022, with the Energy Resources Department. The Gas Construction Worker classification requires obtaining a valid commercial Class A driver license prior to passing probation, obtaining certification for operator qualification pursuant to the Department of Transportation Pipeline and Hazardous Materials and Safety Administration (DOT/PHMSA), and receiving training and evaluation for the responsibilities of the classification. Mr. Cardenas has obtained his Class A driver license and operator qualification certification, but has not had sufficient opportunity to receive continuous training and evaluation due to personal circumstances that required him to take a leave of absence on two separate occasions and due to time spent away from his assigned duties to obtain his commercial driver license.

Mr. Cardenas has completed 773 hours of the 1,044 hours required to pass probation. He is currently working in a modified duty assignment through January 10, 2023, due to a non-occupational injury he experienced. The Department is requesting a three-month extension (522 hours) beyond the 1,044 probationary hours to ensure he receives sufficient and continuous training and evaluation when he returns to his regularly assigned duties. Mr. Cardenas received a satisfactory performance evaluation upon completion of two months of probation. Mr. Cardenas does not have previous status in any other classification.

Thank you for your consideration of this request. If you have any questions, please contact me at (562) 570-2043.

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 Aguilar Date: 12-14-22
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.

x

Is any other department impacted?

Yes

☒ No

X

If yes, which department: _____

A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?

☒ Yes

No

X

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

Formal name and current classification title of employee.

Juan Cardenas, Gas Construction Worker I

X

Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.

N/A

The date the employee will complete probation. Date: _____

Request must be submitted 30 days prior to completion of probation.

TBD

X

A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.

See memorandum

X

Which policy criteria is being utilized and how the request meets the criteria required in the policy.

A-3, B-1

X

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:

- Requesting department.
- The impacted employee's attendance is optional.

Notes:

SUGGESTED ACTION: Recommend approval.