



Memorandum

Date: January 4, 2023

To: Civil Service Commission

From: Tarsha Moses, Personnel Analyst

Subject: REQUEST FOR EXTENSION OF PROBATIONARY PERIOD FOR CRISTIAN VIZCARRA, TREE TRIMMER I

On December 22, 2022, the Civil Service Department received a request from Dawn Henderson, Personnel Officer – Public Works Department, for an Extension of the Probationary Period for Cristian Vizcarra, Tree Trimmer 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 August 1, 2022, Mr. Vizcarra was hired by the Public Works Department as a Tree Trimmer I.
- The position of Tree Trimmer I requires the candidate to be in possession of a California Commercial Driver's License (Class A or B) at time of selection, pursuant to the job opportunity bulletin that was posted by the Civil Service Department on June 25, 2021.
- Mr. Vizcarra was allowed to proceed in the onboarding process with a Class C driver's license due to an error of communication within the Department of Public Works.
- On December 8, 2022, Mr. Vizcarra was issued a California, Class B Commercial Driver's License Permit which allows him to operate the commercial vehicle required of his classification. The California Department of Motor Vehicles (DMV) requires a 14-day waiting period to apply for the driving skills test and completion of 15-hours of behind the wheel training.



- Mr. Vizcarra's probationary period is scheduled to conclude on approximately January 30, 2023.
- As of, December 16, 2022, Mr. Vizcarra has completed 726 probationary hours.
- 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 hours increments but shall in no instance exceed six months or 1044 SCHEDULED work hours of extended probationary time." The Public Works Department has requested a 522-hour (3-month) extension of Mr. Vizcarra's probationary period.
- Granting this, 522-hour, 3-month extension of probation would allow Mr. Vizcarra to continue his training in the commercial driver's license training program and obtain his Class B Commercial Driver's License.

Recommendation:

- Staff recommends approval of Mr. Vizcarra'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 A(1) of the Civil Service Policies and Procedures.

Mr. Vizcarra and representatives from the Public Works Department have been notified that this request is on today's agenda. Additionally, a representative from the Public Works Department is present to respond to any questions from the Civil Service Commission.



Memorandum

Date: December 22, 2022

To: Civil Service Commission

From: ^{DLH}
Dawn Henderson, Personnel Officer – Public Works

Subject: **Request to Extend Probation – Christian Vizcarra, Tree Trimmer I**

The Department of Public Works is requesting that the Commission grant a probationary extension to Christian Vizcarra, Tree Trimmer I, in accordance with Article V, Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures. Mr. Vizcarra was hired from the eligible list as a Tree Trimmer I on August 1, 2022.

The position of Tree Trimmer I requires the candidate to be in possession of a California Commercial Driver's License (Class A or B) at time of selection, pursuant to the job opportunity bulletin that was posted by the Civil Service Department on June 25, 2021. Due to an error of communication within the Department of Public Works, Mr. Vizcarra was allowed to proceed in the onboarding process with a Class C driver's license. On December 8, 2022, Mr. Vizcarra was issued a California, Class B Commercial Driver's License Permit which allows him to operate the commercial vehicle required of his classification. The California Department of Motor Vehicles (DMV) requires a 14-day waiting period to apply for the driving skills test and completion of 15-hours of behind the wheel training. As such, due to the time requirements of the commercial driver's license permit, the Department will not have an opportunity for Mr. Vizcarra to complete the commercial driver's license training program and driving skills test prior to the completion of Mr. Vizcarra's probationary period.

Mr. Vizcarra's probationary period is scheduled to conclude on approximately January 30, 2023. It is requested that an extension be granted for an additional three months (522 scheduled hours) of probationary time to allow Mr. Vizcarra to obtain his Class B Commercial Driver's License.

If you have any questions, please contact me at (562) 570-4686.

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: DAWN HENDERSON/PERSONNEL OFFICER/PUBLIC WORKS

Date: 12 -22 - 2022

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.

Is any other department impacted?

If yes, which department: _____

Yes

☒ No

TM

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

Yes

☒ No

TM

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

Formal name and current classification title of employee.

Yes

TM

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

Yes

TM

The date the employee will complete probation. Date: 01/30/2023
Request must be submitted 30 days prior to completion of probation.

Yes

TM

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

Yes

TM

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

Yes

TM

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.)

Yes

TM

The following should be in attendance at the Civil Service Commission meeting:

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

Yes

TM

Notes:

SUGGESTED ACTION: