



## Memorandum

**Date:** January 4, 2023

**To:** Civil Service Commission

**From:** Tarsha Moses, Personnel Analyst

**Subject:** REQUEST FOR PROVISIONAL APPOINTMENT – CLERK SUPERVISOR, TRACY TAFAIMALO

On December 6, 2022, the Civil Service Department received correspondence from Dawn Henderson, Personnel Officer – Public Works Department, requesting Civil Service Commission approval of their provisional appointee Tracy Tafaoimalo, for the classification of Clerk Supervisor. Staff has reviewed this request and recommends approval in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Civil Service Policy Section 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 November 4, 2022, Civil Service Department Executive Director, Christina Pizarro Winting, approved a request from Public Works to conduct a Provisional Appointment recruitment for the Clerk Supervisor classification. Panel interviews were conducted, and Ms. Tafaoimalo was selected to fill the department’s vacancy.
- The Clerk Supervisor supervises, coordinates, interviews, hires, and monitors a team of seven to nine Clerk Typists that manage the call center and provide general clerical support to the Public Service Bureau. If the position is not filled, there will continue to be a lack of oversight of the Clerk Typists. This vacancy will also negatively impact



the ability to process work orders in a timely manner to address citizen complaints and concerns related to the public right of way.

- Ms. Tafaoimalo's application has been screened by Civil Service staff and it is determined that she does meet the minimum qualifications for the classification.
- Ms. Tafaoimalo has signed the Provisional Appointment of Conditions, which outlines the conditions of a Provisional Appointment including that the provisional appointment is temporary, and that she has no guarantee of a permanent appointment. She is aware that she must apply and compete in the Civil Service examination process and be placed in a selectable position on the eligible list to be considered for permanent appointment as a Clerk Supervisor.
- Requisition PW 22-131 was received on 10/21/2022 and has been approved for this provisional request.
- The recruitment planning meeting with the hiring department is anticipated for February 2023 and an eligible list is expected in Spring 2023.

Ms. Tafaoimalo has been notified that this request is on today's agenda. Additionally, the Public Works Department has been informed that this request is on today's agenda and a department representative is present to respond to any questions from the Civil Service Commission.



**Memorandum**

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Date: December 6, 2022

To: Civil Service Commission

From: *DLH*  
Dawn Henderson, Personnel Officer – Public Works

Subject: **Request for Provisional Appointment – Clerk Supervisor, Tracy Tafaoimalo**

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The Department of Public Works is requesting the provisional appointment of Tracy Tafaoimalo to the classification of Clerk Supervisor in accordance with Article V, Section 43 of the Civil Service Rules and Regulations.

On November 4, 2022, the Civil Service Department granted approval to conduct a provisional recruitment for this classification. The Department held an open recruitment from November 4, 2022 through November 18, 2022 and conducted interviews by panel. Tracy Tafaoimalo was determined to be amongst the best qualified. The Department has approved requisition PW22-131 to fill the vacancy on a provisional basis until the establishment of a new eligibility list. This requisition corresponds with requisition PW22-133.

The Clerk Supervisor supervises, coordinates, interviews, hires, and monitors a team of 7-9 Clerk Typists that manage the call center and provide general clerical support to the Public Service Bureau. If the position is not filled, there will continue to be a lack of oversight of the Clerk Typists and will also negatively impact the ability to process work orders in a timely manner to address citizen complaints and concerns related the public right of way.

The candidate identified for appointment understands that their provisional appointment is temporary and have no guarantee of permanent employment in this position. The candidate meets the minimum qualifications of the position and is aware that they must apply through the Civil Service examination process in order to be considered for permanent employment as Clerk Supervisor.

If you have any questions, please contact me at (562) 570-6739.



## City of Long Beach Employment Opportunity

### **CLERK SUPERVISOR (PROVISIONAL)**

Job Number: PW22-131

**SALARY:** \$22.38 - \$30.30 Hourly

**OPENING DATE:** 11/04/22

**CLOSING DATE:** 11/18/22 11:59 PM

### **DESCRIPTION:**



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

The Administration Division in the Public Works Department, Public Service Bureau is seeking candidates for a provisional Clerk Supervisor job opportunity. Interested candidates must meet the requirements to file listed under the minimum requirements heading. Pending Civil Service approval, the selected candidate will be appointed to the position on a provisional (temporary) basis with no guarantee of permanent employment. The provisional employee must apply, compete, and obtain a reachable position on the Civil Service eligible

list for Clerk Supervisor when the Civil Service examination is conducted in order to be considered for appointment to a permanent position. Provisional appointments are valid through the establishment of a Civil Service eligible list.

**Note: 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, coordinates and monitors a large group of employees engaged in a wide variety of clerical activities
- Interviews, hires, assigns, evaluates, and disciplines.
- Establishes priorities and deadlines.
- Composes correspondence and writes manuals.
- Prepares and maintains reports and records.

- Compiles and analyzes statistical data.
- Uses office equipment.
- May handle difficult public-contact situations.
- May participate in the budget process.
- Performs other related duties as assigned.

### **REQUIREMENTS TO FILE:**

- Open to classified City employees who have a total of three years of combined seniority in the classifications of Clerk Typist, Library Clerk and/or Payroll Personnel Assistant, and Police Property and Supply Clerk, which includes a minimum of one year in these classifications in a lead or supervisory capacity directing the work of clerical personnel.
- Up to two years of completed job-related college coursework may be substituted for the required experience on a year-for-year basis provided.
- A valid California Class C Driver License is required.

**\*Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree 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 equivalency at the time of filing.**

### **SELECTION PROCEDURE:**

Interested candidates must complete an online application with responses to the supplemental application and attach their proof of education (if applicable), cover letter, and resume (in PDF format) by the close of filing on **Friday, November 18, 2022 at 11:59 PM**. Those candidates determined to be best suited for the position will be invited to participate in the selection process, which will include an interview by a selection panel and may include a performance exercise.

This information is available in an alternative format by request to the Department of Public Works, Personnel Division, at (562) 570-4686. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or contact the Personnel Division at (562) 570-4686.

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

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.

**AN EQUAL OPPORTUNITY EMPLOYER, THE DEPARTMENT OF PUBLIC WORKS VALUES AND ENCOURAGES DIVERSITY IN ITS WORKFORCE.**

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 #PW22-131  
 CLERK SUPERVISOR (PROVISIONAL)  
 BC

411 W. Ocean Blvd., 5th Fl  
 Long Beach, CA 90802  
 (562) 570-4686

### CLERK 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 these instructions?
- Yes  
 No
- \* 2. This is a provisional job 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. I understand that if I am successful in the selection process, I may be appointed to the position on a provisional (temporary) basis with no guarantee of permanent employment. I further understand that as a provisional employee, I must apply, compete, and obtain a reachable position on the Civil Service eligible list for Safety Specialist when the Civil Service examination is conducted in order to be considered for appointment to a permanent position. If I am not selected to fill the position on a permanent basis, my provisional appointment will be terminated. If I am a city employee, and I hold permanent status in another classification, I understand I will be reinstated back to the position I held before the provisional appointment. I further understand that provisional appointments are valid through the establishment of a Civil Service eligible list. I acknowledge and understand all of the above regarding provisional appointments.
- Yes  
 No
- \* 3. **REQUIREMENTS TO FILE:** Candidates must meet the following requirements: Be a classified City employees who have a total of three years of seniority in the classifications of Clerk Typist, Library Clerk and/or Payroll Personnel Assistant, and Police Property and Supply Clerk, which includes a minimum of one year in these classifications in a lead or supervisory capacity directing the work of clerical personnel. Three years recent paid full-time equivalent clerical or secretarial experience with a minimum of one year experience working in a lead or supervisory capacity. Up to two years of completed job-related college coursework may be substituted for the required experience on a year-for-year basis provided. Indicate under which option you are applying:
- I am currently a classified City employee with 3 years of seniority in the classifications of Clerk Typist, Library Clerk and/or Payroll Personnel Assistant, and Police Property and Supply Clerk, which includes a minimum of one year in these classifications in a lead or supervisory capacity directing the work of clerical personnel.  
 I have 3 years of recent paid full-time equivalent clerical or secretarial experience with a minimum of 1 year experience working in a lead or supervisory capacity. Up to 2 years of completed job-related college coursework that may be substituted for the required experience on a year-for-year basis.  
 I do not have the required education and/or experience as indicated above.
- \* 4. Do you have a valid California Class C Driver License?

Yes No

- \* 5. I understand that proof of required documents must be submitted as attachments at the time of filing online. I also understand that failure to submit all required documents at time of filing will result in the application being considered incomplete. Proofs may include the following below: • College transcripts or degree.

 Yes No

- \* 6. 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. Do you understand the information above?

 Yes No

- \* Required Question



**Request for Provisional Appointment  
(Request to Recruit)  
Form 1A**

**INSTRUCTIONS:**

Departments seeking to request a provisional appointment as authorized under [Civil Service Rules and Regulations Article V, Section 43](#) and [Civil Service Policy Section 1.02](#), are required to submit both forms 1A and 1B for the provisional request process. Departments shall complete the form in its entirety to ensure timely processing.

**PROCESS STEPS:**

1. Requesting department will complete Request for Provisional Appointment Form 1A (Form 1A) and attach the following documents to the request:
  - a. Department memo to Civil Service Executive Director providing the reason for the request.
  - b. Job bulletin with supplemental questions and provisional disclaimer language (see page 2 for disclaimer language).
2. Upon approval from the Civil Service Department, the requesting department shall conduct their provisional recruitment utilizing the NEOGOV platform.
3. Once a candidate has been selected for provisional appointment, the department will complete the Request for Provisional Appointment Form 1B.
4. Upon Civil Service Staff review and recommendation for approval, the Request for Provisional Appointment will be placed on the upcoming agenda for the Civil Service Commission (CSC). Departments will be required to attend and respond to any questions that the commission may have regarding the request. Click [here](#) to access the CSC meeting schedule.

**BACKGROUND AND VACANCY INFORMATION:**

Date of Request: \_\_\_\_\_ Requesting Department: \_\_\_\_\_

Provisional appointment position classification: \_\_\_\_\_

Number of provisional appointments being requested: \_\_\_\_\_

Approved requisition number(s) for **provisional** appointment(s): \_\_\_\_\_

Approved requisition number(s) for **permanent** appointment(s): \_\_\_\_\_

Provide the date the vacancy began and circumstances surrounding the vacancy (i.e. retirement, separation etc.):

Include an explanation of the operational necessity to fill the position and the consequences of this position remaining vacant. Include impacts such as loss of revenue, substantial curtailment of City services and/or City hazards that may present without this position:



Describe alternatives, if any, that have been used to fill the vacancy (i.e. rotation, use of higher class pay, etc.):

Pursuant to CSR Article V, Section 43, was consideration given to candidates on an active eligible list of a comparable or allied classification deemed suitable through an alternate list certification? If yes, which classifications? Were dispositions provided for Civil Service staff review?

**RECRUITMENT PLAN STRATEGY:**

Are you recruiting:  internal candidates     external candidates     both

Is this a promotional recruitment?  Yes     No

If “yes”, list feeder classifications for the promotional opportunity to be notified of the opportunity for the promotional position:

Does a promotional list exist?  Yes     No

Describe the advertising methods to be used to recruit for this position (i.e. job flyers, websites, etc.)

Length of time recruitment will be open for filing: \_\_\_\_\_  Days     Weeks

Describe the selection process you will use for the provisional recruitment (i.e. interview or other testing):

Provide the provisional appointment recruitment bulletin information including: 1.) Job duties 2.) Minimum qualifications 3.) Provisional supplemental questions 4.) Copy of most recent job bulletin. If including an attachment, please check here:  See bulletin attachment



**DISCLAIMER LANGUAGE:**

**All provisional recruitment bulletins must contain the following Disclaimer Language in the beginning of the bulletin:**

“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.”

**ATTACHMENTS:**

The following attachments must be sent to Human Resources for approval of the Request for Provisional Appointment:

- Memo from the department
- Provisional Request Form 1A
- Job Opportunity Bulletin with supplemental questions

Provide name and contact information for the point of contact for this request:

**NEXT SECTIONS TO BE COMPLETED BY HUMAN RESOURCES AND CIVIL SERVICE DEPARTMENTS**

**HUMAN RESOURCES DEPARTMENTAL APPROVAL:**

This provisional request is:  Approved  Not Approved

Signature of Human Resources Director or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

**CIVIL SERVICE STAFF REVIEW:**

Staff has confirmed the following requisition number(s) to fill this vacancy(ies): \_\_\_\_\_

Is there is an existing promotional, priority or eligible list that exists for this classification?  Yes  No

If “yes”, when does it expire? \_\_\_\_\_

Are other departments impacted?  Yes  No

If “yes”, please include impacted department(s): \_\_\_\_\_

If a promotional classification, was there an active eligible list concurrent with the vacancy and allowed to expire during the vacancy, with no attempt to appoint from that list, or an active certification that awaits disposition.

Yes  No  NA

If for a promotional classification, has the position been left vacant for at least 60 days? (Exceptions will be made for those promotional positions unable to be filled because of a City Manager imposed hiring freeze.)

Yes  No  NA

Staff provided notice to requesting department to attend the Civil Service Commission Meeting.

Personnel Analyst processing request: \_\_\_\_\_

This request to recruit is:  Approved  Not Approved

Date: \_\_\_\_\_



**Request for Provisional Appointment  
(For Selected Candidate)  
Form 1B**

**INSTRUCTIONS:**

Departments seeking to request a provisional appointment as authorized under [Civil Service Rules and Regulations Article V, Section 43](#) and [Civil Service Policy Section 1.02](#), are required to submit both forms 1A and 1B for the provisional request process. Departments shall complete the form in its entirety to ensure timely processing.

**PROCESS STEPS:**

1. Requesting department must have received approval by the Civil Service Department to conduct a Provisional Recruitment. Once a candidate has been selected for provisional appointment, the department will complete the Request for Provisional Appointment Form 1B (Form 1B) and attach the following documents to the request:
  - a. Memo to Civil Service Commission from requesting department to include candidate information.
  - b. Provisional Form 1 A
  - c. Job bulletin with supplemental questions and provisional disclaimer language.
  - d. NEOGOV application submitted by candidate.
  - e. Provisional Appointment Statement of Conditions Form, signed by provisional appointee.
2. Once approved, the Request for Provisional Appointment will be placed on the upcoming agenda for the Civil Service Commission (CSC). Departments will be required to attend and respond to any questions that the commission may have regarding the request. Click [here](#) to access the CSC meeting schedule.

**BACKGROUND AND VACANCY INFORMATION:**

Date: \_\_\_\_\_ Requesting Department: \_\_\_\_\_

Provisional appointment position classification: \_\_\_\_\_

Requisition number(s) for **provisional** appointment(s): \_\_\_\_\_

Requisition number(s) for **permanent** appointment(s): \_\_\_\_\_

Name of applicant(s) selected for provisional appointment(s): \_\_\_\_\_

Does the appointment of this applicant impact another department; if yes, which department? \_\_\_\_\_

**ATTACHMENTS:**

The following attachments must be sent to Civil Service Commission for approval of the Request for Provisional Appointment:

- Memo from the department (Include CC to Human Resources)
- Provisional Request Form 1B
- Job Opportunity Bulletin with supplemental questions
- NEOGOV application submitted by candidate
- Provisional Appointment Statement of Conditions Form signed by appointee

Provide name and contact information for the point of contact for this request for appointment:

**NEXT SECTION TO BE COMPLETED BY CIVIL SERVICE DEPARTMENT**

- Staff reviewed the provisional appointment request and supplemental forms including provisional appointee's application, signed Provisional Appointment Statement of Conditions, proof of license, education, certificate as applicable.

The provisional appointee:  Meets the minimum requirements  Does not meet the minimum requirements

If the candidate does not meet the minimum requirements, staff will notify the department.

- Requesting department has been informed that the request is scheduled to be on the Civil Service Commission agenda and meeting information has been provided
- Provisional appointee has been informed of the terms and conditions of the provisional appointment on: 12/6/2022
- Provisional appointee has been informed that the request is scheduled to be on the Civil Service Commission agenda and meeting information has been provided.
- Staff has submitted the provisional appointee packet to the Civil Service Executive Assistant.

Personnel Analyst processing request: Tarsha Moses

Provisional appointment staff recommendation:  Approved  Not Approved

Date: 12/20/2022



### Long Beach Civil Service Commission

## PROVISIONAL APPOINTMENT

### Statement of Conditions

Position Title: Clerk Supervisor, Provisional

You are being considered for employment under the provisions of Section 43 of the Civil Service Rules and Regulations, which read in part:

"All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission."

If appointed to this position, you will not accrue seniority in this classification for any Civil Service promotional examination. Your pay will be the same as that of a permanent City employee in this classification, however, you should check with the hiring department as to your eligibility for other (fringe) benefits. If you are currently a permanent, full-time City employee, your benefits will not change.

If you receive authorization from the Civil Service Commission to be appointed to the provisional position, you must file a new application during the open filing period in order to compete in the examination process. You must file a new application before the announced closing date of filing.

If the provisional application will be filled on permanent basis, a competitive examination to fill the position will be administered by the Civil Service Department prior to the expiration of the provisional appointment. In order to be eligible for selection for permanent appointment to the position, your examination must be among the top scores achieved.

If after you are appointed to fill a provisional position, you do not satisfactorily perform or if you are not selected from the eligible list to fill the position on a permanent basis, your appointment will be terminated. If you are a present classified City employee who holds permanent status in another classification, you will be reinstated to the position you held prior to provisional appointment without loss to status or seniority (Section 44, Civil Service Rules and Regulations).

Should you have any questions regarding your provisional appointment, you may call the Civil Service Department office at (562) 570-6058.

If appointed, I hereby certify that I understand and agree with the above conditions of employment as a "provisional" employee for the City of Long Beach.

Jaas Aparimato  
Signature

12/8/2022  
Date