



## Memorandum

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**Date:** January 18, 2023

**To:** Civil Service Commission

**From:** Levi Sinkler, Personnel Analyst

**Subject:** **REQUEST FOR EXTENSION OF PROVISIONAL APPOINTMENT- HOUSING SPECIALIST II – LILLIAN ORTEGA**

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Civil Service staff is requesting a 30-business day extension of the Housing Specialist provisional appointee Lillian Ortega. On June 8, 2022, the Civil Commission approved the provisional appointment of Ms. Ortega to the classification of Housing Specialist II for the Department of Health and Human Services. The provisional appointment term began on July 2, 2022, and will expire on February 8, 2023.

Staff is currently in the recruitment process for Housing Specialist, having conducted online appraisal interviews for qualifying candidates. Staff has been working with the Department and the Housing Bureau to secure sufficient external raters to assess the participating candidates. An eligible list is anticipated on February 15, 2023. The extension should allow sufficient time for candidates to be rated and the eligible list to be established.

Staff recommends approval for this extension of the provisional appointment for Ms. Ortega, pursuant to Article V, Section 49 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.

Staff has informed Ms. Ortega that this item is on today's agenda and a representative from the Department is present to respond to any questions from the Civil Service Commission.

