

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: Alison King, Housing Authority Bureau Manager/ Health Dept.
 Name/Title/Department

Date: -3-17-17

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

SV

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

☒ Yes No

SV

Section 2: Points to be addressed in request:

Formal name and current classification title of employee.—Dyan Renay Nichols,
 Housing Specialist I

SV

Summary of employee's work history, specifying all classification titles and dates,
 including date(s) permanent status was attained in each classification. Initial hire date:
 9/19/16, Housing Specialist I (probation)

SV

The date the employee will complete probation. Date: On or around April 16, 2017
 as a result of medical absences
 Request must be submitted 30 days prior to completion of probation.

SV

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

SV

Which policy criteria is being utilized and how the request meets the criteria required in
 the policy. Please see attached memo

SV

Length of extension requested. Three months
 (A maximum extension of 3 months may be requested; a second 3- month extension
 may be requested at a later date, if necessary.)

SV

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

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

SV

**REQUEST FOR EXTENSION OF PROBATION
FOR DYAN RENAY NICHOLS**

On March 29, 2017, the Civil Service Department received a Request for Extension of Probation from the Health and Human Services Department, in accordance with Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Ms. Dyan Renay Nichols was hired on September 19, 2016 as a Housing Specialist I with the Long Beach Housing Authority. This position requires an extensive amount of training due to the Federal regulations and policy requirements. Ms. Nichols received initial training for this position, however, due to medically certified absences, the department has been unable to assign her a caseload. In order to pass probation, Housing Specialists are evaluated on the accuracy and timely management of a caseload.

The department is requesting the extension of probation to allow proper time to evaluate Ms. Nichols work performance with an assigned caseload. Ms. Nichols probationary period will conclude on or about April 16, 2017. It is requested that an extension be granted for an additional 90 days (522 scheduled hours).

Representatives from Health and Human Services Department are in attendance. Ms. Nichols has been notified and advised that her attendance is optional.

Staff recommends approval of this request.



City of Long Beach
Working Together to Serve

Memorandum

Date: March 22, 2017
To: Civil Service Commission
From: Kelly Colopy, Director of Health and Human Services *for k c*
Subject: REQUEST TO EXTEND PROBATIONARY PERIOD- DYAN RENAY NICHOLS,
HOUSING SPECIALIST I

The Health and Human Services Department respectfully requests that the Commission grant a probationary extension to Dyan Renay Nichols, Housing Specialist I, in accordance with Article V Section 41 (2) of the Civil Service Rules and Regulations Section 1.01 of the Civil Service Policies and Procedures.

Ms. Nichols was hired September 19, 2016 as a Housing Specialist I for the Long Beach Housing Authority. This position requires an extensive amount of training due to significant Federal regulations and local policy requirements. She has received initial training on many aspects of the position, however due to medically certified absences we have been unable to assign Ms. Nichols a caseload. The requirement to pass probation for a Housing Specialist includes accurate and timely management of a caseload. We are requesting to extend the probation to allow proper time to evaluate her work performance with an assigned caseload.

The department has finalized a probationary performance evaluation for Ms. Nichols. The probationary period will conclude on or about April 16, 2017. It is requested that an extension be granted for an additional 90 days (522 scheduled hours). This will allow the department sufficient time to continue to monitor Ms. Nichols' progress with an assigned caseload.

During the extended probation period Ms. Nichols will continue to train and will be assigned a caseload during this time. Her supervisor will oversee the training.

Thank you for your consideration of this request. If you have any questions or require additional information please contact Tom Papademetriou, Administrative Officer at 562-570-3304.

☒ Human Resources Approval

[Signature]
Director or Designee

3/28/17
Date

CIVIL SERV. DEPT. - RCVD.

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