



**Agenda Item No. 7**

**Date:** December 20, 2017  
**To:** Civil Service Commission  
**From:** Alejandrina Basquez, Director of Human Resources  
**Subject:** **REQUEST TO EXTEND PROVISIONAL APPOINTMENT – SAREN MASON AND TIFFANY JAMES-NORSEWEATHER, PERSONNEL ASSISTANT II**

The Department of Human Resources respectfully requests that the Commission grant extensions to the provisional appointment periods for Saren Mason, Personnel Assistant II, and Tiffany James-Norseweather, Personnel Assistant II. This request is in accordance with Section 49 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Policies and Procedures.

Ms. Mason has become an integral component of the Employee Benefits division of the Department of Human Resources. Ms. Mason is responsible for assisting employees with their health and dental insurance, long-term care, and life insurance inquiries. Amongst other tasks, Ms. Mason also processes retirement transactions and unemployment insurance claims.

Likewise, Mrs. James-Norseweather has quickly gained invaluable knowledge necessary to keep the Personnel Operations Bureau running smoothly. Some of her key responsibilities include maintaining the Department of Justice livescan database, and reviewing, verifying, editing, and inputting personnel transactions into the human resources information system.

Ms. Mason and Mrs. James-Norseweather's provisional appointment periods are scheduled to conclude on approximately January 20, 2018. It is requested that an extension be granted for an additional 320 hours to allow for the Personnel Assistant eligible list to be established, and a selection process to be done. The eligible list is anticipated to be completed by February 2018.

Approved requisitions HR17-011 and HR17-013 will be used to fill the permanent Personnel Assistant positions.

Thank you for your consideration of this request. If you need additional information, please contact Meg Rau, Human Resources Officer, at (562) 570-6304.



**Agenda Item No. 7**

**Date:** December 15, 2017

**To:** Civil Service Commission

**From:** Shellie I. Goings, Personnel Analyst

**Subject:** **REQUEST TO EXTEND PROVISIONAL APPOINTMENTS – SAREN MASON AND TIFFANY JAMES-NORSEWEATHER, PERSONNEL ASSISTANT II**

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On December 12, 2017, correspondence was received from the Department of Human Resources requesting approval from the Civil Service Commission to extend the provisional appointment periods for two provisional appointments, Ms. Saren Mason, Personnel Assistant II, and Mrs. Tiffany James-Norseweather, Personnel Assistant II. This request is in accordance with Article V, Section 49 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Policies and Procedures. The facts are presented below for your consideration.

**Facts for Consideration:**

- On June 21, 2017, the Civil Service Commission approved Human Resources Department's request for the Personnel Assistant provisional appointments of Ms. Saren Mason and Mrs. Tiffany James-Norseweather.
- Mrs. James-Norseweather and Ms. Mason's provisional appointment are scheduled to conclude on January 20, 2018.
- The Department of Human Resources is requesting an extension be granted for an additional 320 hours for the provisional appointments of Mrs. James-Norseweather and Ms. Mason.
  - Ms. Mason has become an integral part of the Employee Benefits division since she is responsible for assisting employees with their employee benefits.
  - Similarly, Mrs. James-Norseweather has quickly gained invaluable knowledge necessary to keep the Personnel Operations Bureau running smoothly.
- Civil Service Rules and Regulations Article V, Section 49 states that the termination dates of provisional appointees and of appointees of non-career positions may be extended at the discretion of the Commission if the extensions are deemed necessary for the appointing department to function and/or provided that permanent appointments to those positions which are, in fact, permanent, are being actively pursued.
- Civil Service Policies and Procedures Section 1.02 states that an extension of provisional appointments may be approved by the Civil Service Commission, if an eligible list has not been established after the allotted 150 days.
- The recruitment process for Personnel Assistant opened December 11, 2017 and is set to close December 26, 2017. The eligible list is anticipated to be completed by February 2018.

**Recommendation:**

- Staff recommends approval to extend the provisional appointment periods for Ms. Saren Mason and Mrs. Tiffany James-Norseweather.