

February 1, 2019

To: Civil Service Commissioners

From: David Sumo White, Administrative Analyst – Harbor Department

RE: Request for Appeal Hearing to Allow for a Late Application Submittal – Capital Project Coordinator

Commissioners and Civil Service Staff:

I would like to respectfully request being agendized for the February 6, 2019 meeting. I would the Commission to consider allowing me to submit a late application for the CPC position.

Sincerely,

David S. White

Cc: Lizeth Rodriguez, Carolyn Pen



City of Long Beach

Working Together to Serve

Memorandum

Date: February 1, 2019

To: Civil Service Commission

From: Carolyn Pen, Administrative Analyst

Subject: **REQUEST TO FILE LATE APPLICATION FOR CAPITAL PROJECTS COORDINATOR – DAVID S. WHITE**

Correspondence was received from David S. White on February 1, 2019 requesting the Civil Service Commission's approval to file a late application for the position of Capital Projects Coordinator. The facts are presented below for your consideration.

Facts for Consideration:

- As background, the Capital Projects Coordinator job opportunity bulletin was sent to Civil Service Commission for approval on November 16, 2018. The job bulletin was on the Civil Service agenda for December 5, 2018. To expedite the recruitment, the job bulletin was posted and completed online applications were accepted beginning at 12:00 p.m. November 19, 2018, and set to originally close at 4:30 p.m. December 7, 2018. After discussion with Departments, the job bulletin was extended and closed at 4:30 p.m. December 21, 2018.
- Mr. White applied for the Capital Projects Coordinator position in 2017, met the minimum qualifications, and was placed on the eligible list.
- Two eligibility lists were created for the 2017 administration of Capital Projects Coordinator. Both eligible lists expired October 2018.
 - Mr. White was placed on the eligible list that expired October 12, 2018.
- The Civil Service recruitment process for Capital Projects Coordinator 2019 began in September 2018.
- Due to the transitioning of the Capital Projects Coordinator recruitment, notices were sent to applicants over the course of December 2018 – January 2019.
- On January 10, 2019, the Capital Projects Coordinator list was established and certified.
- On January 23, 2019, the Capital Projects Coordinator eligible list was approved by Civil Service Commission.
- On January 25, 2019, Mr. White approached Civil Service with questions about appealing to the Commission to file a late application because he was unaware that the eligible list he was on for Capital Projects Coordinator 2017 had expired, and he was unaware that the Capital Projects Coordinator recruitment for 2019 had taken place.

- On February 1, 2019, correspondence was received from Mr. White requesting to file a late application.
- The Civil Service Department advertises all job opportunities through the Internet via GovernmentJobs.com. Furthermore, the Civil Service Department sends out weekly job opportunities via email communication to City Department staff, including the Water, Public Works, and Harbor Departments. Each department is encouraged to share job bulletins to the employees and general public (if applicable). The Capital Projects Coordinator position was listed and the job bulletin was attached to the weekly job opportunities email communication to City Department staff on November 23, 2018.
- This request falls under Civil Service Commission Policy 1.05, which states that the Civil Service Commission may consider a late application due to a death of an immediate family member, a catastrophic natural disaster, or an error by Civil Service Department staff.
- Staff has determined that Mr. White's request does not meet the criteria as outlined in Civil Service Policy 1.05.

Staff Recommendation:

- Staff recommends denial of Mr. White's request.

Mr. White has been informed that this request is on today's agenda and the possibility of allowing him to submit a late application will be pending Commission's approval. If the request is approved, staff will set up a process to allow Mr. White to submit an online application and review his application to determine if he qualifies for the position.