

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: Marlene Dupras, Director of Project Controls/Harbor Date: 04 -23 -19
Name/Title/Department

Section 1: *To be completed by requesting department.*

	To be completed by department	Civil Service Dept. Verification
A requisition is not required.	X	X - SG
Is any other department impacted? If yes, which department:	Yes <input type="radio"/> No <input checked="" type="radio"/>	X - SG
A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?	Yes <input checked="" type="radio"/> No <input type="radio"/>	X - SG

Section 2: *Points to be addressed in request:*

Formal name and current classification title of employee. Dana Anenberg - SG	X	X - SG
Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.	X	X - SG
The date the employee will complete probation. Date: <u>May 17, 2019</u> Request must be submitted 30 days prior to completion of probation.	X	5.17.19 - SG
A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.	X	X - SG
Which policy criteria is being utilized and how the request meets the criteria required in the policy.	X	X - SG
Length of extension requested. (A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)	X	X - SG
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> • Requesting department. • The impacted employee's attendance is optional. 		X - SG

Notes:

SUGGESTED ACTION:

Please see attached documents for notes and suggested actions.

Notes & suggested action

On April 24, 2019, the Civil Service Department received a Request to Extend Probationary Period from the Harbor 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.

Mr. Dana Anenberg was hired on November 12, 2018, as a Project Budget Analyst III in the Project Controls Division.

The position of a Project Budget Analyst has specific and complex tasks and skills that are required to be performed only during certain times in a project's life cycle. Examples of this would include an approval of a baseline budget or budget adjustments. Due to unforeseen circumstances, Mr. Anenberg's projects were delayed and there have not been many opportunities to perform the required support functions of a Project Budget Analyst. Functions of the position, such as Journal Voucher processing, budget and authorization transfers and adjustments, and the Engineering Bureau's quarterly capital outlay, have been delayed due to the rollout of MUNIS.

Mr. Anenberg's probation is currently scheduled to conclude on May 17, 2019. The Harbor Department is requesting an extension be granted for an additional 3 months (522 hours). This will allow the department to closely monitor Mr. Anenberg's performance and provide him more opportunity to complete assignments.

Per Civil Service Policy 1.01, the Harbor Department's request falls under the following acceptable criteria: "The Inability to Meet Performance Standards," Section B(1):

Examples of acceptable rationale for requesting the Commission to extend probationary periods are covered below:

1. INABILITY TO MEET PERFORMANCE STANDARDS

Extension of the probationary period may be authorized as indicated below if the employee has been unable to meet performance standards required by the job.

B. Skill Acquisition

- 1) An instance where the probationary training program was insufficient because of lack of work, materials or other unforeseen physical limitation(s) of the job itself (not the employee).

Representatives from the Harbor Department will be in attendance. Mr. Dana Anenberg has been notified and advised that his attendance is optional.

Staff recommends approval of Request to Extend Probationary Period.



Port of
LONG BEACH
The Green Port

Memorandum

Date: April 23, 2019
To: Civil Service Commission
From: Stacey V. Lewis, Director of Human Resources
Subject: REQUEST TO EXTEND PROBATIONARY PERIOD FOR DANA ANENBERG, PERMANENT FULL TIME PROJECT BUDGT ANALYST III

The Harbor Department respectfully requests that the Commission grant a probationary period extension for Dana Anenberg, Project Budget Analyst III, in accordance with Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Anenberg was hired on November 12, 2018, as a Project Budget Analyst III. There are specific and complex tasks and skills that are required of a Project Budget Analyst III that are only performed during certain times in a project's life cycle – such as approval of a baseline budget or budget adjustments. Since the time of Mr. Anenberg's hiring, due to unforeseen circumstances, his assigned projects were delayed and he did not have as much activity and opportunity for a Project Budget Analyst to perform the required support functions. In addition, other functions of the position, such as Journal Voucher processing, budget and authorization transfers and adjustments, and the Engineering Bureau's quarterly capital outlay, have been delayed due to the rollout of MUNIS. Due to the unforeseen and extenuating circumstances with project schedule delays and financial system unavailability, we are requesting an extension to monitor the employee's performance as the projects and assignments become more active and provide more opportunity to evaluate his work.

The Commission has granted extension of probationary periods due to unforeseen and extenuating circumstances to allow the employee additional opportunity to pass probation.


Mr. Anenberg's probation is currently scheduled to conclude on May 17, 2019. It is requested that an extension be granted for an additional 90 days (522 hours). This will allow the department to continue to closely monitor Mr. Anenberg's performance as he has more opportunity to complete assignments.

Thank you for your consideration of this request. If you have any further questions or require additional information, please contact me or my staff at (562) 283-7500.



Port of
LONG BEACH
The Green Port

Memorandum

Date: April 5, 2019
To: Stacey V. Lewis, Director of Human Resources
From: Marlene Dupras, Director of Project Controls 
Subject: REQUEST TO EXTEND PROBATIONARY PERIOD

The Project Controls Division respectfully requests a probationary period extension for Dana Anenberg, Project Budget Analyst III, in accordance with Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Anenberg was hired on November 12, 2018, as a Project Budget Analyst III. There are specific and complex tasks and skills that are required of a Project Budget Analyst III that are only performed during certain times in a project's life cycle – such as approval of a baseline budget or budget adjustments. Since the time of Dana's hiring, due to unforeseen circumstances, the projects he was assigned were delayed and did not have as much activity and opportunity for a Project Budget Analyst to perform the required support functions. In addition, other functions of the position, such as Journal Voucher processing, budget and authorization transfers and adjustments, and the Engineering Bureau's quarterly capital outlay, have been delayed due to the rollout of MUNIS. Due to the unforeseen and extenuating circumstances with project schedule delays and financial system unavailability, we are requesting an extension to monitor the employee's performance as the projects and assignments become more active and provide more opportunity to evaluate his work.

Mr. Anenberg's probation is currently scheduled to conclude on or around May 12, 2019. It is requested that an extension be granted for an additional 90-days (522 hours). This will allow the department to continue to closely monitor Mr. Anenberg's performance as he has more opportunity to complete assignments.

Thank you for your consideration of this request. If you have any further questions or require additional information, please contact me at (562) 283-7388 or Ms. Pear Utrapiromsuk, Mr. Anenberg's supervisor, at (562) 283-7391.