

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: Betsy Grazier, Sr. HR Business Partner, Harbor Dept. Date: 08 - 14- 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.

Is any other department impacted?

Yes ☒ No CP

If yes, which department: N/A

A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department? Form is being submitted with extension request

☒ Yes No CP

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

Formal name and current classification title of employee. Nash Grady Theofanos, SSO III-Armed

Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification. See Memo

BG CP

The date the employee will complete probation. Date: 9/30/19

Request must be submitted 30 days prior to completion of probation.

BG CP

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

BG CP

Which policy criteria is being utilized and how the request meets the criteria required in the policy. See Memo

BG CP

Length of extension requested. - 90 Day Extension (522 hours)
(A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)

BG CP

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

- Requesting department. Stacey Lewis, Director of Human Resources, Harbor Dept. or representative will be in attendance.
- The impacted employee's attendance is optional. Mr. Theofanos has been advised.

BG CP

Notes:

Please see next page for notes and suggested action.

SUGGESTED ACTION:

NOTES AND SUGGESTED ACTION:

On August 14, 2019, the Civil Service Department received a Request for an Extension of Probation 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.

On March 30, 2019, Mr. Theofanos was hired as a Special Services Officer III-Armed by the Harbor Department. Mr. Theofanos is in the process of completing his training for Harbor Patrol Officers. He is currently enrolled in the Level-II Reserve Academy, which is scheduled to conclude in December 2019. After completion of the Reserve Academy training, Mr. Theofanos will complete a four-month Field Training (FTO) program with the Harbor Department.

As of August 2, 2019, Mr. Theofanos has approximately 324 schedule hours remaining in his probation period. Mr. Theofanos probation is scheduled to end on or about September 30, 2019 before he completes the required training for Harbor Patrol Officers. The Harbor Department is requesting to extend the probation period by 90 days (522 schedule hours). This extension is required to closely monitor Mr. Theofanos' progress in the Academy and the Harbor FTO program after graduation from the Academy.

Stacey Lewis, Director of Human Resources for the Harbor Department, or her designee will be in attendance. Mr. Theofanos has been notified that this request will be on the agenda.

Staff recommends approval of Mr. Theofanos' extension of probation.



Memorandum

Date: August 14, 2019

To: Civil Service Commission

From: *Signed with for Stacy Lewis*
Stacey V. Lewis, Director of Human Resources

Subject: **REQUEST TO EXTEND PROBATIONARY PERIOD FOR NASH THEOFANOS, FULL TIME SPECIAL SERVICES OFFICER III-ARMED**

The Harbor Department respectfully requests that the Commission grant a probationary period extension for Nash Theofanos, Special Services Officer III-Armed, 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. Theofanos was hired on March 30, 2019, as a Special Services Officer III-Armed. As part of the training for Harbor Patrol Officers, all Special Services Officers III-Armed are required to attend a Modular Format Level II Reserve Academy, followed by completion of a structured four-month Field Training Program with a Harbor Patrol Field Training Officer.

Presently, Mr. Theofanos is attending the Los Angeles County Sheriff's Academy in Santa Clarita, which began August 11, 2019, and is scheduled to conclude in December. Following his graduation from the academy, he will undergo a four-month Field Training Program (FTO) with a Harbor Patrol Field Training Officer.

The Commission has granted extension of probationary periods to allow the employee to complete the necessary training needed for the position.

Mr. Theofanos's probation is currently scheduled to conclude on or around September 30, 2019. It is requested that an extension be granted for an additional 90 days (522 hours). The extension will allow the department to continue to closely monitor Mr. Theofanos's progress while attending the academy.

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.



Memorandum

Date: August 14, 2019

To: Stacey V. Lewis, Director of Human Resources

From: Casey J. Hehr, Director of Security *CH*

Subject: REQUEST TO EXTEND PROBATIONARY PERIOD

The Security Division respectfully requests a probationary period extension for Nash Theofanos, Special Services Officer III-Armed, 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. Theofanos was hired March 30, 2019, as a Special Services Officer III-Armed. The Harbor Department requires all Special Services Officers III-Armed to attend a Modular Format Level II Academy, followed by a structured four-month Field Training Program. We are requesting an extension to monitor the employee's performance while completing the required training needed for the SSO III-Armed position. Mr. Theofanos is attending the Los Angeles Sheriff's Department Academy in Santa Clarita, which began on August 11, 2019 and ends in December.

Mr. Theofanos's probation is currently scheduled to conclude on or around September 30, 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 his performance as he attends the academy.

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) 283-7821.