

Date: August 5, 2019

To: Civil Service Commission

From: Christopher J. Garner, General Manager, Water Department



Subject: Request to Extend Probation – Brenda Gastelum, Water Utility Mechanic I

The Water Department respectfully requests that the Commission grant a probationary extension to Brenda Gastelum, Water Utility Mechanic I, 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. Gastelum was hired with the Long Beach Water Department as a Water Utility Worker – Non Career on July 6, 2018, and was selected as a Water Utility Mechanic I effective March 2, 2019. The position of Water Utility Mechanic requires a valid commercial (Class A or Class B) driver's license prior to passing probation. Ms. Gastelum was unsuccessful in passing the driving test to obtain the commercial license on August 19, 2019, and needs to schedule a second appointment.

Ms. Gastelum's probationary period is scheduled to conclude on approximately September 6, 2019. It is requested that an extension be granted for an additional three months (522 scheduled hours) of probationary time for licensure.

Thank you for your consideration of this request. If you have any questions or if additional information is needed, please contact Ken Bott, Director of Administration at extension 8-2364.

cc: B. Anatole Falagan, Assistant General Manager, Water Department
Tai Tseng, Assistant General Manager, Water Department
Ken Bott, Director of Administration, Water Department



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: Jessica Stoudenmire/Admin Analyst/Water Date: 7 - 30 - 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?
If yes, which department: _____

Yes ☒ No

SW

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

☒ Yes No

SW

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

Formal name and current classification title of employee. Brenda Gastelum, Water
Utility Mechanic I

SW

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

SW

Date the employee's probationary period is set to conclude. Date: 9/6/2019
Request must be submitted 30 days prior to completion of probation.

SW

A statement of the problem and specific reasons for request. Rationale as to how/why
an extension will allow employee to pass probation. Needs to obtain commercial
driver's license; an extension will allow time for Ms. Gastelum to schedule a second
driving test appointment.

SW

Which policy criteria is being utilized and how the request meets the criteria required in
the policy. A (1) – licensing is required prior to making permanent appointment

SW

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

SW

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

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

Notes:

**Civil Service staff recommends approving the request
to extend Ms. Gastelum's probationary period.**

On August 5, 2019, the Civil Service Department received a Request for Extension of Probation from the Water Department for Ms. Brenda Gastelum, 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. Gastelum was hired with the Long Beach Water Department as a Water Utility Worker - Non Career on July 6, 2018, and was hired as a Classified, full-time Water Utility Mechanic I on March 2, 2019. The position of Water Utility Mechanic requires a valid commercial (Class A or Class B) driver's license prior to passing probation. Ms. Gastelum was unsuccessful in passing the driving test and obtaining the commercial license on August 19, 2019, and needs to schedule a second appointment to retake the driving test.

Ms. Gastelum's probationary period is scheduled to conclude on approximately September 6, 2019. Therefore, the Water Department is respectfully requesting that an extension be granted for an additional three months (522 scheduled hours) of probationary time to allow Ms. Gastelum to obtain the commercial driver's license.

Ms. Gastelum has been notified that this request will be placed on the August 21, 2019 Commission agenda.

Representatives from the Water Department are present at today's Civil Service Commission meeting to answer any questions.

Civil Service staff recommends the approval of the request to extend Ms. Brenda Gastelum's probationary period.