



Date: December 4, 2019
To: Civil Service Commission
From: Sheree Valdoria, Personnel Analyst
Subject: **REQUEST FOR CHANGE OF EXAM PLAN FOR STREET LANDSCAPING SUPERVISOR**

Staff is recommending the Civil Service Commission authorize a change in examination plan for Street Landscaping Supervisor from a Promotional to an Open Competitive process. The Commission approved the job opportunity bulletin for Street Landscaping Supervisor on September 4, 2019. The bulletin was posted on September 6, 2019 and was originally open for two weeks. Due to the small applicant pool, the bulletin deadline was extended for an additional two weeks and officially closed on October 4, 2019. Staff has received an insufficient number of qualified applicants to proceed with the current exam plan.

Facts for Consideration:

- The Street Landscaping Supervisor position is exclusively used by the Department of Public Works. There are currently two (2) Street Landscaping Supervisor vacancies.
- The current exam plan is being conducted as a promotional examination. Staff believed with the feeder classifications that there were sufficient number of employees qualified to apply.
- The employees in the feeder classifications were notified of this posting via email and regular mail. The bulletin was also sent to the City Departments who have employees in these classifications.
- Nine (9) applicants applied and only four (4) applicants have been determined to meet the minimum requirements to file.
- The original selection process consisted of a qualifying application and an appraisal interview weighted 100%. Candidates who successfully pass the appraisal interview will be placed on a ranked eligible list that will expire in two (2) years.
- In accordance with the Civil Service Rules and Regulations, Article IV, Section 27 (1), "if there is less than the minimum number of eligible names that are required on the eligible list, the appointing authority may request a new examination...", the department should receive four (4) names plus the number of vacancies, which would be a minimum of six (6) names for this recruitment.

December 4, 2019

Page 2

- Since there are two (2) vacancies for this position at the Department of Public Works, Staff requests to modify the Street Landscaping Supervisor recruitment by opening the recruitment to the public. The current City employees who applied for the promotional recruitment and qualified to move forward in the exam process do not need to reapply again and will test with the other candidates. Applications will also be reconsidered for those City employees who applied and did not qualify through the promotional recruitment and they will not need to reapply.
- Requesting the change of exam plan will allow the Civil Service Department to provide sufficient names on the eligible list and allow for City employees who applied in the promotional recruitment to be part of the exam process without reapplying again.
- The bulletin will be revised and resubmitted for Civil Service Commission approval.
- The Department of Public Works and the Long Beach Supervisors Employees Association were also notified of the proposed change in the examination plan and agrees with the Staff's recommendation.
- The Department of Public Works is present to answer any questions from the Commission.