

**Memorandum**

**Date:** December 5, 2019

**To:** City of Long Beach Civil Service Commission

**From:** Dana Anderson, Manager, Labor Relations  
Ashley Gunckel, Business Representative, IAM

**Subject:** Joint Recommendation Regarding Non-Careers LMC

**Background**

Non-career positions at the City in accordance with the Civil Service Rules and Regulations, are unclassified positions in which duties are of a temporary or as-needed nature, and do not exceed 1600 hours within a twelve-month period. Non-career employees who seek to obtain a permanent classified position with the City are required to go through the same civil service examination process as external candidates and are not eligible to participate in promotional exams. While the City's Civil Service Rules and Regulations provide credit for seniority on promotional exams for qualifying classified classifications, unclassified, including non-career employees do not receive any sort of credits in the Civil Service examination process at this time.

**Labor Management Committee**

In accordance with the International Association of Machinists and Aerospace Workers (IAM) 2016-2019 Memorandum of Understanding, Article Six, Section VII-C., both the City of Long Beach (City) and IAM agreed to convene a City-wide Labor Management Committee ("LMC") in an effort to resolve issues of mutual concern regarding non-career employees receiving priority points after qualification to a classified position. The parties met on 11 occasions between August 2, 2017 and April 24, 2019 to develop a joint recommendation to the Civil Service Commission.

Subject Matter Experts (SMEs) were invited to several of the LMC meetings to provide insight on the following issues and concerns:

- Lengths of service of current non-career employees
- Hire rate of non-career employees into Classified City employment
- Perception that non-careers are viewed as replaceable
- Potential partnerships with Pacific Gateway for training opportunities for non-career employees
- Provision of exam preparation materials
- Career pathways for non-careers

Additionally, the City and IAM discussed the potential benefits of providing credit in the Civil Service examination process for non-career employees. The potential benefits include:

- Building and improving non-career employee morale in the workplace
- Performance incentive for non-career employees seeking classified City employment

Joint Recommendation Regarding Non-Career LMC  
December 5, 2019  
Page 2 of 3

- Increased recruitment of experienced non-career employees in Classified City employment
- Positive City message in support of non-career employees

**Joint Recommendation**

After careful review of the options available within the City, the parties developed the following concept for consideration of a City Employee Credit point system:

City Employee Credit

The proposed City Employee Credit points would apply to non-promotional exams only (seniority points already exists for promotional exams). The primary eligibility requirements are as follows:

- Must be a current City of Long Beach employee (does not apply to contractors/consultants)
- Must have obtained a passing score on Civil Service exam

Points shall be based upon length of employment, subject to Section 102 of the Civil Service Rules and Regulations for classified employees or total number of scheduled hours worked for current non-career employees, and shall be computed using the following scale:

Position Type	Scheduled Hours Worked	Points Earned
Part-Time/ Seasonal/Temporary	0-2,880 hours	Pro-Rated: Hrs. x 0.00104167 (960 hours = 1 point) 3 Points Max
Full-Time	0-6,240 hours	Pro-Rated: Hrs. x 0.00048 (2,080 hours = 1 point) 3 Points Max

Eligible employees would not receive City Employee Credit points in conjunction with any other credits (E.g., veterans, seniority), but may only receive the greater benefit. City Employee Credit Points may elevate a candidate's position on the eligibility list to a higher position and may place them in a higher band. Receipt of any amount of City Employee Credit points would not guarantee a candidate will be selected for a position or pass a civil service exam.

Civil Service Rules and Regulations

This proposal is contingent upon approval from the Civil Service Commission, and a change to the Civil Service Rules and Regulations that includes a rule describing the proposed City Employee Credit point system.

Joint Recommendation Regarding Non-Career LMC  
December 5, 2019  
Page 3 of 3

**Contractual Obligation**

Per the above recommendation the parties have fulfilled their contractual obligation to submit a joint recommendation from the Labor-Management Committee to the Civil Service Commission. Should you have any questions regarding this item, please contact Dana Anderson, Manager of Labor Relations at (562) 570-6254 and/or Ashley Gunckel, IAM Representative at (562) 346-6224.

Cc: Alex Basquez, Director, Human Resources  
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