



Civil Service Department

Request for Provisional Appointment Form

PURPOSE:

To establish a process for the review and authorization of provisional appointments to classified positions.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 43 and [Civil Service Policy Section 1.02](#):

"When no priority or eligible list exists for a classification, which has been requisitioned and should no priority or eligible lists exist for comparable or allied classifications suitable for alternate list certification, the Commission may, after review, certify the names of individuals it considers to be qualified for provisional appointment to the classification. All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission." (*Civil Service Rules and Regulations Section 43*)

"Extensions of provisional appointments may be approved by the Civil Service Commission, if an eligible list has not been established after the allotted 150 days. When an eligible list for the classification, in which the provisional employee is serving, is established the provisional appointee shall be removed from provisional status within a thirty day period." (*Civil Service Policy Section 1.02*)

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Provisional Request Form.
 - Electronic version of the form is submitted to Human Resources for initial approval.
 - The requesting department completes Section I of this form. Civil Service completes Section II of this form.
- Provisional Request Form emailed to Civil Service Department Executive Assistant.
- Provisional Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department presents the need for a provisional appointment including: the recruitment bulletin/job flyer and recruitment plan.
- Commission Approves/Denies request.
- If approved, department conducts provisional recruitment as planned.
 - Provisional recruitments must be completed through Neogov (bulletin posting, job application, supplemental questions, and/or required proofs or certifications).
 - In creating your provisional bulletin, please reference past exam's recruitment bulletins and include the provisional disclaimer language* below.
- **ONCE PROVISIONAL IS SELECTED, DEPARTMENT MUST CONTACT CIVIL SERVICE ANALYST AND SUBMIT THE FOLLOWING FOR ANALYST TO VERIFY MINIMUM QUALIFICATIONS ARE MET:**
 - Provisional appointee's application, a signed [Provisional Appointment Statement of Conditions](#), and any required documents i.e. proof of license, education, certificate, etc.
 - NOTE: Please submit the above documents for each appointee separately.
- Civil Service will notify the candidate of the conditions of the provisional appointment.
- Once provisional appointee is hired, department completes HR1.
- Once HR1 is received by Civil Service, the provisional item will be placed on the Consent Calendar for approval.

Human Resources Approval	
Director or Designee:	Date: <u>12/30/19</u>

Effective Date: 10/10/2018

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE: 12/21/2019

DEPARTMENT: Police Department

POSITION: Building Services Supervisor **REQUISITION NUMBER:** PD20-020

TYPE OF PROVISIONAL REQUEST: Provisional Appointment.

NUMBER OF VACANCIES: 1

In the space below, please include an explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.

A vacancy in this position causes strain on the remaining Finance staff to maintain all duties necessary to ensure day-to-day operations of building and grounds activities, which can potentially increase the use of overtime to complete tasks.

RECRUITMENT PLAN/STRATEGY

☒ Are you recruiting: ☐ Internal Candidates ☐ External Candidates ☒ Both

☒ How are you advertising for the position? (i.e. job flyers, governmentjobs.com, etc.)

Governmentjobs.com and Internal Watch Report

☒ What is the length of your recruitment?

2 weeks

☒ What exam process will be administered? (i.e. interview or other testing)

Interview

☒ Did you include a provisional language disclaimer* on your provisional recruitment bulletin? Yes

(*Disclaimer language to include in the beginning of your provisional bulletin: "This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.")

In the space below include the Provisional Recruitment bulletin. Include: 1.) Job duties 2.) Minimum qualifications 3.) Provisional supplemental questions 4.) Copy of most recent job bulletin (attachment or copy and paste)

See attachments for items 1 – 4.



Civil Service Department

FOR PROVISIONAL APPOINTMENT – PROMOTIONAL

NOTE: Employees in the "feeder" classifications for the promotional opportunity should be given equal and fair opportunity to demonstrate their abilities to function in the promotional position.

Does a promotional list exist? ☐ YES ☒ NO

The date the vacancy occurred and circumstances surrounding vacancy. The vacancy occurred on 11/30/2019, the current Building Services Supervisor retired unexpectedly. There is not a current eligible list to hire from.

How the position, if left unfilled, would create a clear and substantial loss of revenue, a substantial curtailment of City services or create a City hazard. To maintain a vacancy at this level, affects the ability of all PD buildings to operate sufficiently. Without the supervision of this position, the maintenance of our buildings suffer which could be extremely costly to address if not consistently monitored, and opens up staff and customers to potential safety issues.

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) Yes, the finance department is utilizing an intern for basic functions to keep operations afloat.

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- ☒ A valid requisition to fill the subject vacancy was received by the Civil Service Department for the classification in question. ☒ YES ☐ NO
- ☒ Include requisition number and date received by Civil Service: PD20-020; 1/2/20
- ☒ No existing promotional, priority or eligible list exists for this classification. Last eligible list exp. 1/17/16
- ☒ If there is an eligible list, when does it expire? No current, active eligible list exists
- ☒ Is any other department impacted? If yes, which department? The provisional would only be working in the Police Department.
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.

Once the provisional appointee has been identified by the department, Civil Service will:

- ☐ Date initial provisional request was approved by Civil Service Commission: Click or tap here to enter text.
- ☐ Verify that the provisional appointee meets the minimum qualifications by reviewing the following items: provisional appointee's application; a signed Provisional Appointment Statement of Conditions; proof of license, education, certificate, etc. DATE COMPLETED: Click or tap here to enter text.
- ☐ Provisional appointee(s) selected by the Department: Click or tap here to enter text.
- ☐ Provide notice to the employee that the request is scheduled to be on the Civil Service Commission agenda. Notify the candidate of attendance options and of the terms and conditions of the provisional appointment. DATE COMPLETED: Click or tap here to enter text.

Agenda Item No. 15

- ☐ **Provide notice to the department that the request is scheduled to be on the Civil Service Commission agenda. (If the candidate does not meet the minimum qualifications, Civil Service will notify the department.)**
- ☐ **Civil Service Analyst will submit the verified form and other documents to Administrative Support Services and the Executive Assistant.**
- ☐ **Civil Service Analyst Verification (First and Last Name):** [Click or tap here to enter text.](#)

This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.

The Long Beach Police Department Financial Bureau is seeking a self-motivated, high energy candidate to immediately fill the role of Building Services Supervisor; responsible for supervising Public Safety Building maintenance and construction operations, while ensuring a safe and clean work environment.

DESCRIPTION

Under general supervision, participates in and supervises the work of a maintenance crew and/or contracted services engaged in custodial and minor maintenance and repair work.

EXAMPLES OF DUTIES

- Supervises Public Safety Building maintenance and construction operations.
- Escorts outside personnel into secure parts of the building for various maintenance or inspection needs
- Maintains records of building inspections and plans for annual testing to ensure all areas of the building are within compliance
- Plans and schedules maintenance and improvement projects with contractors according to the City's procurement policies
- Plans for and procures supplies related to facility maintenance
- Uses Munis financials to enter requisitions for purchase orders, following procurement procedures by using appropriate documentation
- Ensures the smooth day-to-day operations of building and grounds activities by calling in service requests upon report of any issues
- Receives, prepares, organizes, and prioritizes all department work orders and ensures department's operations and activities continue uninterrupted
- Attends all staff and special project meetings as required; builds and maintains effective working relationships with others.
- Coordinates and monitors all work performed by outside contractors; reviews and inspects work in process and upon completion for compliance with agreed scope of work.
- Ensures compliance with department policies and procedures
- Prepares accurate and complete reports and records regarding maintenance activities

- Maintains excellent communication between staff, visitors, and other business contacts.
- Performs duties with minimum supervision
- Performs other duties as assigned

REQUIREMENTS TO FILE:

Three years (full-time equivalent) of paid experience in general building, custodial, maintenance, and/or repair work, at least one year that must have been in a supervisory or lead capacity.

Proficiency with personal computers, including word processing, spreadsheet and inventory applications.

Ability to effectively plan, direct, coordinate, and supervise the activities of maintenance and custodial crews; and communicate effectively both verbally and in writing.

Willingness to work weekends, holidays and shift work as necessary.

A valid driver's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

Please note: All Police Department employees are required to undergo and successfully complete an extensive background investigation. May require overtime, weekend and/or holiday hours.

Provisional supplemental questions:

INSTRUCTIONS: The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. Be specific and detailed in your responses. Do not leave any questions unanswered. Resumes will not be considered as part of the application process and may not be substituted in lieu of the completed application or supplemental applications.

- a. Do you understand the information stated in the "Instructions" section above?
- b. Do you possess three years (full-time equivalent) of paid experience in general building, custodial, maintenance, and/or repair work?
- c. Of the experience referenced in the previous question, do you possess at least one year serving in a supervisory or lead capacity?

- d. Are you able to effectively plan, direct, coordinate, and supervise the activities of maintenance and custodial crews?
- e. Are you able to communicate effectively both verbally and in writing?
- f. Are you willing to work weekends, holidays and shift work as necessary?

Requirements to file for this position include three (3) years (full-time equivalent) of paid experience in general building, custodial, maintenance, and/or repair work, at least one year that must have been in a supervisory or lead capacity. Describe the experience that qualifies you for the position, include the following: 1) Employer Name; 2) Title; 3) Dates of employment; 4) Hours worked per week; and 5) Detailed description of the duties of the position.

Note: Staff will use the information you provide in response to this question, in addition to the experience you include in the Work Experience section of the application, to determine if your experience meets the Requirements to File.

1. Describe your experience supervising, directing or managing the activities of custodial or other maintenance service crews. Indicate where you obtained this experience, how many employees you supervised, the type of work they were performing and how long you were the supervisor.
2. Describe your experience developing custodial or maintenance service contracts, including determining specifications and evaluating bids of contractors.
3. Describe your experience ensuring the terms of a service contract are being met; include in your response your experience monitoring and evaluating the work of contractors.
4. Describe your experience working with personal computers, especially word processing (MS WORD), spreadsheets (MS EXCEL), database (MS ACCESS), email (MS OUTLOOK) or inventory programs.
5. Describe any additional experience, training, knowledge, skills and/or personal qualifications that have not been previously covered in this

supplemental application. Include any information that you desire to be considered for the evaluation of your application packet.

6. I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions or privileges of employment



City of Long Beach
Employment Opportunity

BUILDING SERVICES SUPERVISOR

Job Number: J10NN-16

SALARY: \$1,542.64 - \$2,103.60 Biweekly
\$3,342.39 - \$4,557.80 Monthly

OPENING DATE: 08/23/16**CLOSING DATE:** 09/16/16 04:30 PM**DESCRIPTION:**

Accepting online applications only. Apply online 24 hours a day, beginning August 26, 2016 through 4:30 p.m., September 16, 2016.

EXAMPLES OF DUTIES:

Under general supervision, participates in and supervises the work of a maintenance crew and/or contracted services engaged in custodial and minor maintenance and repair work; determines custodial levels and/or maintenance for various facilities; plans, organizes, and schedules maintenance and/or custodial services, minor maintenance, and repair work; oversees and/or monitors contract custodial services; establishes and administers operating procedures and sets work standards; checks and evaluates work in progress and upon completion; enforces safety and security regulations; investigates and responds to problems; ensures that employees and/or contractors are properly supplied and instructed in the use of materials, tools, and equipment; interviews, assigns, trains, and evaluates the work of subordinates; maintains records and prepares reports; may obtain bids for equipment and maintenance projects, and performs other related duties as required.

REQUIREMENTS TO FILE:

Three years (full-time equivalent) of paid experience in general building, custodial, maintenance, and/or repair work, at least one year that must have been in a supervisory or lead capacity.

Proficiency with personal computers, including word processing, spreadsheet and inventory applications.

Ability to effectively plan, direct, coordinate, and supervise the activities of maintenance and custodial crews; and communicate effectively both verbally and in writing.

Willingness to work weekends, holidays and shift work as necessary.

A valid driver's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

Positions at the Airport will require a background screening in order to obtain and maintain an airport, Security Identification Display Area badge and the candidate must be able to obtain an Airport Drivers permit within six (6) months of hire or transfer.

SELECTION PROCEDURE:

Application Packet.....Qualifying
Occupational Written Examination.....Qualifying

A minimum rating of 70 must be attained to pass the examination.

If you have not received notification by September 9, 2016, contact the Civil Service Department at (562) 570-6202.

This information is available in an alternative format by request at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.

If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

?

An Equal Employment Opportunity

J.O.B. J10NN-16 LF

09/07/16

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #J10NN-16
BUILDING SERVICES SUPERVISOR
LF

Civil Service Department
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

BUILDING SERVICES SUPERVISOR Supplemental Questionnaire*** 1. I. INSTRUCTIONS:**

The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. Be specific and detailed in your responses. Do not leave any questions unanswered. Resumes will **not** be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications.

Do you understand the information stated in the "Instructions" section above?

☐ Yes ☐ No

*** 2. II. REQUIREMENTS TO FILE:**

Do you possess three years (full-time equivalent) of paid experience in general building, custodial, maintenance, and/or repair work?

☐ Yes
☐ No

*** 3. Of the experience referenced in the previous question, do you possess at least one year serving in a supervisory or lead capacity?**

☐ Yes
☐ No

*** 4. Are you able to effectively plan, direct, coordinate, and supervise the activities of maintenance and custodial crews?**

☐ Yes ☐ No

*** 5. Are you able to communicate effectively both verbally and in writing?**

☐ Yes ☐ No

*** 6. Are you willing to work weekends, holidays and shift work as necessary?**

☐ Yes ☐ No

*** 7. III. MISCELLANEOUS INFORMATION:**

Be advised that positions at the Airport will require a background screening in order to obtain and maintain an Airport Security Identification Display Area badge and the candidate must be able to obtain an Airport Drivers permit within six (6) months of hire or transfer.

Do you understand the information stated above?

☐ Yes ☐ No

*** 8. IV. EXPERIENCE:**

Requirements to file for this position include three (3) years (full-time equivalent) of paid experience in general building, custodial, maintenance, and/or repair work, at least one year that must have been in a supervisory or lead capacity.

Describe the experience that qualifies you for the position, include the following: 1) Employer Name; 2) Title; 3) Dates of employment; 4) Hours worked per week; and 5) Detailed description of the duties of the position.

Note: Staff will use the information you provide in response to this question, in addition to the experience you include in the Work Experience section of the application, to determine if your experience meets the Requirements to File

*** 9. Describe your experience supervising, directing or managing the activities of custodial or other maintenance service crews. Indicate where you obtained this experience, how many employees you supervised, the type of work they were performing and how long you were the supervisor.***** 10. Describe your experience developing custodial service contracts, including determining specifications and evaluating bids of contractors.***** 11. Describe your experience ensuring the terms of a custodial service contract are being met; include in your response your experience monitoring and evaluating the work of contractors.***** 12. Describe your experience maintaining and monitoring an inventory of service equipment including inventories of cleaning chemicals and related items.***** 13. Describe your experience working with personal computers; include information about the specific computer applications you use.**

- * 14. Describe any additional experience, training, knowledge, skills and/or personal qualifications that have not been previously covered in this supplemental application. Include any information that you desire to be considered for the evaluation of your application packet.

* 15. **V. GENERAL QUESTIONS:**

I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

☐ Yes ☐ No

* Required Question