



Date: March 12, 2020

To: Civil Service Commission

From: Christina Pizarro Winting, Executive Director *C. Pizarro*

Subject: **REQUEST TO DESIGNATE CIVIL SERVICE EXECUTIVE DIRECTOR AS
DESIGNEE FOR CIVIL SERVICE COMMISSION TO APPROVE PROVISIONAL
APPOINTMENTS DURING CITY STATE OF EMERGENCY**

BACKGROUND

- On March 4, 2020, the Governor of the State of California declared a state of emergency due to the outbreak of coronavirus 2019 (COVID-19).
- On March 4, 2020, the City also declared a local health emergency due to the potential outbreak of coronavirus 2019 (COVID-19).
- On March 9, 2020, the City announced its first confirmed cases of COVID-19, prompting a need for additional staffing levels to meet operational needs.
- The Civil Service Commission is addressing the immediate needs of the Health Department through identification of specific classifications.

RECOMMENDATION

- Because of the pandemic that has been declared, Civil Service staff is anticipating that additional staffing needs will be requested by additional departments to meet their needs to fill vacant positions.
- Article V, Section 43 of the Long Beach Civil Service Rules and Regulations allows for departments to make provisional appointments following review by the Civil Service Commission.
- At a recent Civil Service Commission meeting, the Commission revised the process to allow staff to assess the need for a Provisional Appointment and if deemed appropriate to move forward with monitoring the process up to identification of an appointee.
- Staff is requesting that in accordance with Article VIII, Section 115(3) of the Long Beach Civil Service Rules and Regulations the Commission authorize an exception to Article V, Section 43 of the Long Beach Civil Service Rules and Regulations and allow the Executive Director to be the designee of the Civil Service Commission to upon full review, immediately authorize provisional appointments during the state of emergency due to the outbreak of COVID-19 or not to exceed six months, whichever occurs first. Staff will continue to document the actions by placing Provisional

Appointments approved by the Executive Director on the consent agenda to be approved at a Civil Service meeting.

- Should the state of emergency extend beyond the six months the Executive Director will return to the Commission to request an extension to the exception to the rule.

By allowing for the process to take place under the review of Civil Service and approved by the Executive Director, staff will be able to more timely serve our customers in filling a vacancy they have where there is not a current eligible list during the state of emergency due to the outbreak of COVID-19.