



**Date:** March 18, 2020  
**To:** Civil Service Commission  
**From:** Sheree Valdoria, Personnel Analyst  
**Subject:** **Request to Appeal Disqualification from Maintenance Assistant Examination Process – Guadalupe Moreno**

---

On March 10, 2020, the Civil Service Commission received correspondence from Ms. Guadalupe Moreno requesting to appeal her disqualification from the Maintenance Assistant Examination Process.

**The following information is presented for consideration:**

- The Maintenance Assistant recruitment was conducted as a non-competitive examination. The application filing period began with a pre-posting of the bulletin from January 24, 2020, through January 30, 2020, and applications were accepted on January 31, 2020, through February 7, 2020.
- During the filing period, 305 applications were received, and 8 applicants did not meet the minimum requirements to file. Therefore, 297 applicants who met the minimum requirements to file were placed on the eligible list for the Maintenance Assistant position. There was no examination for this position.
- The minimum requirements to file for this position are:
  - Ability to understand and follow oral and written directions;
  - Ability to lift and move medium to heavy objects;
  - Ability to use common hand and power tools such as those used in trades, maintenance or custodial work;
  - Ability to deal courteously with the public and co-workers;
  - Ability to use simple arithmetic;
  - Ability to endure long periods of physical labor;
  - Willingness to work an irregular schedule, including various hours, shifts, weekends, and holidays;
  - Willingness to work where there are many rules and regulations which are strictly enforced;
  - Willingness to keep their work area neat, clean, and orderly.
- Ms. Moreno submitted her Maintenance Assistant application on February 1, 2020, during the application filing period.
- On February 18, 2020, staff sent Ms. Moreno an email stating that she did not meet the minimum requirements to file for the Maintenance Assistant position as specified in the job opportunity bulletin. Specifically, when asked in the supplemental questions if the applicant has the ability to use simple arithmetic, Ms. Moreno answered “No” to this question. As a result, Ms. Moreno’s application was disqualified, in accordance with Civil Service Rules and Regulations Article II, Section 6(2) which states the “Commission may refuse to

March 18, 2020

Page 2

examine, or after an examination, may remove from any eligible list, disqualify, and/or refuse to certify any person who does not meet the minimum requirements to file as stated in applicable examination announcements.”

- As stated in the supplemental questionnaire, “the purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed with your responses. Do not leave any questions unanswered.”
- There is also a certification statement that a candidate checks in the supplemental questionnaire that he/she has “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.”
- On February 25, 2020, Ms. Moreno contacted staff by phone and stated that she completed her application incorrectly and asked if anything could be done. On February 26, 2020, staff stated that she may write a letter to the Civil Service Executive Director requesting to appeal her disqualification from this position to the Civil Service Commission.
- Ms. Moreno is currently employed with the City as a Maintenance Assistant I, Non-Career at the Harbor Department. She has been employed since October 1, 2018.
- Although Ms. Moreno stated in her correspondence that she has current experience as a Maintenance Assistant I, Non-Career with the Harbor Department, this work experience was not included in the application that she submitted for this position. Furthermore, an applicant’s work experience was not evaluated for this position since it was not a minimum requirement to file. The minimum requirements to file were based on the ability and willingness statements, which Ms. Moreno answered “no” to one of these statements.

### **Recommendation**

- Based on the information above, Civil Service staff recommends denying Ms. Moreno’s request.
- Ms. Moreno and the Harbor Department have been notified of this meeting and that this request is on the Commission agenda.



March 10, 2020

Christina Pizarro Winting, Executive Director  
Civil Service Department  
411 W. Ocean Blvd., 4th Floor | Long Beach, CA 90802

Email: [christina.winting@longbeach.gov](mailto:christina.winting@longbeach.gov)

Dear Ms. Pizarro Winting,

I would like to request to be added to the Civil Service Commission (Commission) agenda for March 18, 2020, to Appeal Disqualification From Examination Process. I applied for Maintenance Assistant and was not selected to be on the eligible list. I am currently a Maintenance Assistant I-NC and been with the Harbor Department for almost 2 years. In my submission I failed to add my current experience as a Maintenance Assistant I-NC. Also, in error I checked no on the "Are you able to use simple arithmetic?" supplemental question when I was supposed to check yes. Therefore, I was ineligible from the eligible list due to errors on my applications. But based on my skills, knowledge, and experience, I believe I do meet the requirement for the eligible list of Maintenance Assistant.

I understand that it was an error on my part for forgetting to update my information which cost me the opportunity to get onto the eligible list. I know that I am a great employee and I know that I can learn new skills. I've been working with the City of Long Beach for almost 2 years and I used to ask HR representative at the Harbor Department every week on when the opportunity for Maintenance Assistant was going to open. If I had checked and reviewed all the questions before submitting the application I would have qualified for this amazing opportunity. I'm just asking if I can get the opportunity to prove that I am qualified for this job. Thank you for consideration.

Respectfully,

Moreno, Guadalupe  
Maintenance Assistant I-NC  
Harbor Department



## City of Long Beach Employment Opportunity

### **MAINTENANCE ASSISTANT I-III**

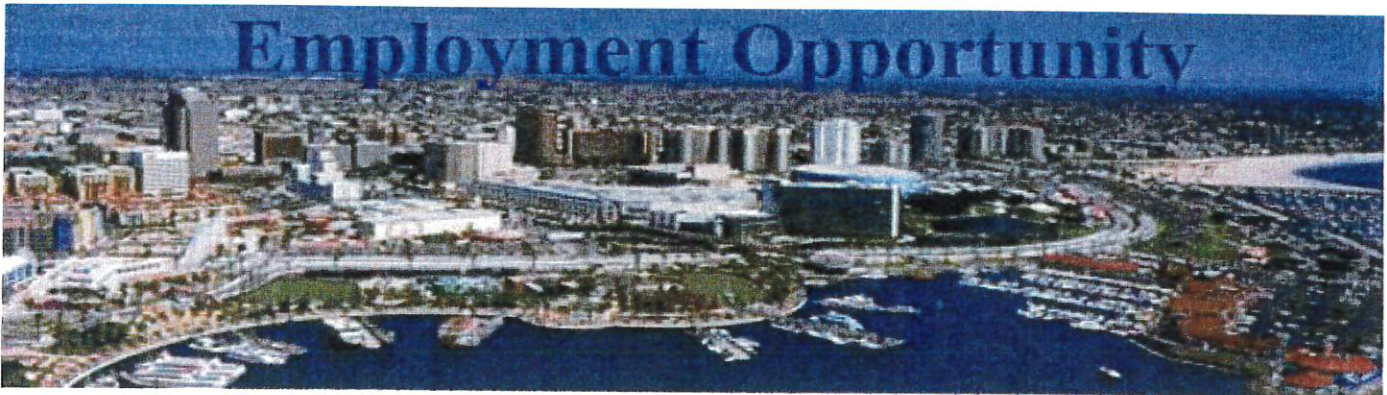
Job Number: JA3AN-20

**SALARY:** \$1,160.08 - \$1,876.72 Biweekly

**OPENING DATE:** 01/24/20

**CLOSING DATE:** 02/07/20 04:30 PM

### **DESCRIPTION:**



**THIS BULLETIN IS PRE-POSTED FROM JANUARY 24, 2020 UNTIL JANUARY 30, 2020.**

Now accepting online application only. Apply online 24 hours a day, beginning at 7:30 a.m., January 31, 2020 through 4:30 p.m., February 7, 2020.

**Current vacancies exist in the following departments: Airport, Harbor, Parks, Recreation and Marine, Public Works, and Water. The Maintenance Assistant classification is also utilized in the following departments: Energy Resources, Health and Human Services, Financial Management, and Police.**

### **EXAMPLES OF DUTIES:**

#### **EXAMPLES OF DUTIES/DISTINGUISHING CHARACTERISTICS:**

Under general supervision, performs a variety of routine maintenance, semi-skilled maintenance, and/or custodial duties. The duties may include, but are not limited to, the duties listed:

**Maintenance Assistant I** - Performs a variety of custodial duties, routine maintenance and minor landscaping duties, reports hazardous conditions and needed repairs, and/or receives training for semiskilled maintenance duties; and performs other related duties as required.

**Maintenance Assistant II** - Performs routine semi-skilled maintenance duties, operates various light to medium vehicles and equipment, and may perform in a lead capacity over a crew performing custodial duties and/or routine maintenance duties.

**Maintenance Assistant III** - Performs more complex semi-skilled maintenance duties, operates various medium to heavy vehicles and equipment, and may perform in a lead capacity over a crew performing semi-skilled maintenance duties.

### **REQUIREMENTS TO FILE:**

**Ability to:**



- Understand and follow oral and written directions;
- Lift and move medium to heavy objects;
- Use common hand and power tools such as those used in trades, maintenance or custodial work;
- Deal courteously with the public and co-workers;
- Use simple arithmetic; and
- Endure long periods of physical labor.

**Willingness to:**

- Work an irregular schedule, including various hours, shifts, weekends, and holidays;
- Work where there are many rules and regulations which are strictly enforced; and
- Keep their work area neat, clean, and orderly.

Class C motor vehicle operator's license is desirable and is required for most positions. Some positions require a valid Class A or B motor vehicle operator's driver license and are subject to Department of Transportation drug and alcohol testing requirements. If required, candidates must submit a current DMV driving record to the hiring department at the time of selection.

**POSITION SPECIFIC REQUIREMENTS:**

Positions in the Long Beach Airport require candidates to pass a Transportation Security Administration background investigation and some positions may require candidates to pass a test for an Airfield Drivers Permit.

Some positions in the Water Department and Public Works Department require the willingness and ability to respond to emergency calls within a 30-minute timeframe.

Positions in the Police Department require candidates to pass a thorough background investigation prior to appointment.

Positions at the Public Works Department may require the willingness to work in all types of weather and outdoor conditions.

**SELECTION PROCEDURE:** Application Packet.....Qualifying

This selection procedure will be conducted using a non-competitive process. Applications are evaluated based on training, experience, education, certificates and/or licenses. There is no examination. This is a continuous eligible list, which will expire in six months but may be extended. All applicants meeting the minimum requirements to file will be placed on the eligible list. Applicants receiving Veteran's Credit will be placed on the eligible list first and then in the order in which applications were filed. Eligible lists may be established periodically.

Based upon the number of applications received, the selection procedure may be changed. In the event a revision is necessary, all affected persons will be notified.

If you do not receive notification by February 21, 2020, please contact the Civil Service Department at (562) 570-6202.

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



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to

the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.  
An Equal Opportunity Employer.

JA3AN-20 VRS/CP

01/22/20

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 #JA3AN-20  
MAINTENANCE ASSISTANT I-III  
CP

Civil Service Department  
411 W. Ocean Blvd., 4th Fl  
Long Beach, CA 90802  
(562) 570-6202

---

### MAINTENANCE ASSISTANT I-III 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. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. 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 above information?

☐ Yes ☐ No

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

Are you able to understand and follow oral and written directions?

☐ Yes  
☐ No

- \* 3. Are you able to lift and move medium to heavy objects?

☐ Yes  
☐ No

- \* 4. Are you able to use common hand and power tools such as those used in trades, maintenance or custodial work?

☐ Yes  
☐ No

- \* 5. Are you able to deal courteously with the public and co-workers?

☐ Yes  
☐ No

- \* 6. Are you able to use simple arithmetic?

☐ Yes  
☐ No

- \* 7. Are you able to endure long periods of physical labor?

☐ Yes

☐ No

- \* 8. Are you willing to work various hours including shifts, weekends, and holidays?

☐ Yes☐ No

- \* 9. Are you willing to work where there are many rules and regulations which are strictly enforced?

☐ Yes☐ No

- \* 10. Are you willing to keep your work area neat, clean, and orderly?

☐ Yes☐ No

- \* 11. **III. POSITION SPECIFIC REQUIREMENTS:**

Positions in the Long Beach Airport require candidates to pass a Transportation Security Administration background investigation and some positions may require candidates to pass a test for an Airfield Drivers Permit. Are you able to meet the above requirements?

☐ Yes ☐ No

- \* 12. Some positions in the Water Department and Public Works Department require the willingness and ability to respond to emergency calls within a 30-minute timeframe. Are you able to meet the above requirements?

☐ Yes ☐ No

- \* 13. Positions in the Police Department require candidates to pass a thorough background investigation prior to appointment. Are you able to meet the above requirement?

☐ Yes ☐ No

- \* 14. Some positions in the Public Works Department may require the willingness to work in all types of weather and outdoor conditions. Are you able to meet the above requirements?

☐ Yes ☐ No

- \* 15. **IV. EXPERIENCE:**

Identify in which of the following areas, if any, you have experience:

- ☐ Custodial/Janitorial
- ☐ General Construction
- ☐ Heavy Labor
- ☐ Plumbing
- ☐ Electrical
- ☐ Carpentry
- ☐ Painting
- ☐ Masonry
- ☐ Gardening/Landscaping
- ☐ None of the above

- \* 16. **V. GENERAL QUESTIONS:** Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.

☐ Yes ☐ No

- \* 17. 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. Do you understand the information above?

☐ Yes ☐ No

\* Required Question