



**Date:** April 1, 2020  
**To:** Civil Service Commission  
**From:** Shellie I. Goings, Personnel Analyst

**Subject:** **REQUEST FOR EXTENSION OF NON-CAREER HOURS – MARIA ALVAREZ, MARIA ARMENTA, JOSE MONICO CASTRO, IRMA GONZALEZ, GUADALUPE MARTINEZ, MARIA HARRIS, TERRI MYERS, PAMELA SHANNON, MARCUS WILLIFORD**

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Correspondence has been received from Robert Luna, Chief of Police, requesting Civil Service Commission approval of to extend the non-career hours of Maria Alvarez, Maria Armenta, Jose Castro Monico, Irma Gonzalez, Guadalupe Martinez, Maria Harris, Terri Myers, Pamela Shannon, Marcus Williford, currently employed as Maintenance Assistants with the Police Department. Staff has reviewed this request and recommends approval in accordance with Article 5, Section 49 of the Civil Service Rules and Regulations and Civil Service Policy 2.32.

**Facts for Consideration:**

- Section 49 of the Civil Service Rules and Regulations allows an appointing authority to request an extension of a non-career employee's appointment if the extension is deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions, which are in fact, permanent, are being pursued.
- On March 4, 2020, the Directors of Public Health for the City of Long Beach and County of Los Angeles declared a public health emergency in response to the threat of a spread of the COVID-19 (Corona Virus).
- As a result of the current emergency, there is a greater need for cleaning at the facilities due to staff working extended hours.
- Ms. Maria Alvarez was hired as a Non-Career Maintenance Assistant on April 9, 2007 with the Police Department. As of March 13, 2020, Ms. Alvarez has completed 24 hours.
- Ms. Maria Armenta was hired as a School Guard with the Police Department on January 12, 2009. She passed probation and became a permanent employee in the classification of School Guard on February 5, 2010. Ms. Armenta changed classification to a Non-Career Maintenance Assistant on February 27, 2016. She is currently still in the role of Maintenance Assistant with the Police Department. As of March 13, 2020, Ms. Armenta has completed 49 hours.

March 27, 2020

Page 2

- Mr. Jose Monico Castro was hired as an Unclassified Recreation Leader/Specialist III with the Department of Parks, Recreation & Marine on January 4, 2010. Mr. Castro changed classification on April 23, 2011 and became a probationary School Guard with the Police Department. He passed probation and became a Classified School Guard on September 28, 2012. Mr. Castro changed classification on March 14, 2016 and became a Non-Career Maintenance Assistant with the Police Department. He is still currently in the role of Maintenance Assistant. As of March 13, 2020, Mr. Castro has completed 1,486.5 hours.
- Ms. Irma Gonzalez was hired as a School Guard with the Police Department on September 25, 2006. Ms. Gonzalez passed probation and became a permanent School Guard on September 16, 2007. Ms. Gonzalez changed classification on May 2, 2015 and became a Non-Career Maintenance Assistant with the Police Department. She is still currently working as a Maintenance Assistance. As of March 13, 2020, Ms. Gonzalez has worked 1,128.5 hours.
- Ms. Guadalupe Martinez was hired as an Unclassified Recreation Leader/Specialist III on June 9, 2007 with the Department of Parks, Recreation & Marine. Ms. Martinez changed classification to the position of School Guard on April 23, 2011 with the Police Department. She began her current position as a Non-Career Maintenance Assistant with the Police Department on February 27, 2016. The Police Department has removed this request.
- Ms. Maria Harris was hire as a School Guard with the Police Department on February 24, 2003. Ms. Harris passed probation and became a permanent School Guard on December 20, 2003. Ms. Harris changed classification on February 27, 2016 and became a Non-Career Maintenance Assistant with the Police Department. She is still currently working as a Maintenance Assistance. As of March 13, 2020, Ms. Harris has worked 72 hours.
- Ms. Terri Myers was hired as a Non-Career Maintenance Assistant on March 3, 2005 with the Police Department. As of March 13, 2020, Ms. Myers has worked 1,593 hours and will exceed the allowable 1600 hours by the end of this pay period.
- Ms. Pamela Shannon was hired as an Unclassified Recreation Leader/Specialist III on March 2, 2005 with the Department of Parks, Recreation & Marine. Ms. Shannon changed classification to the position of School Guard on December 10, 2005 with the Police Department. She obtained permanent status on May 17, 2007. Ms. Shannon resigned from the City on October 17, 2011. On August 3, 2015, Ms. Shannon was hired

March 27, 2020

Page 3

as a Non-Career Maintenance Assistant I with the Police Department. As of March 13, 2020, Ms. Shannon has worked 887 hours.

- Mr. Marcus Williford was hired as a Non-Career Maintenance Assistant I on April 7, 2016 with the Police Department. As of March 13, 2020, Mr. Williford has worked 1,386.5 hours.
- The Police Department is requesting an extension be granted for each individual an additional 320 scheduled hours.
- Granting the requested individual's additional hours will ensure that the Police Department have the necessary support to maintain facilities and complete special requests for cleaning services.

**Recommendation:**

- Staff recommends approval of the Request of Extension of Non-Career Hours for each Non-Career Maintenance Assistant employee.
- The Police Department has been informed that this request is on today's agenda. A department representative will be present to answer any inquiries from the Civil Service Commission.



## Civil Service Department

# Request for Extension of Non-Career Hours Form

### PURPOSE:

To request the extension of hours for a non-career position. A non-career position is an unclassified position in which duties are of a temporary or as needed nature and does not exceed 1600 hours within their twelve-month anniversary period.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 49 and [Civil Service Policy Section 2.32](#):

“The termination dates of provisional appointees and of appointees to non-career positions may be extended at the discretion of the Commission if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions which are, in fact, permanent, are being actively pursued.”

### PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Extension of Non-Career Hours 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.
- Non-Career Hours Request Form emailed to Civil Service Department Executive Assistant.
- Non-Career Hours Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**

**DATE FORM COMPLETED:** March 25, 2020 **DEPARTMENT:** Police Department

**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Irma Gonzalez, Maintenance Assistant I -Non-Career

**Summary of employee's work history specifying all classification titles and dates:**

School Guard 9/26/06 to 5/01/15; Maintenance Assistant I – Non-Career from date 5/02/15 to present.

**Summary of duties performed by employee:** The Maintenance Assistant I Non-Career is responsible for the following: cleaning, sweeping, mopping and buffing/waxing floors; vacuuming/shampooing carpets; cleaning, dusting and polishing; cleaning restrooms/kitchens and replenishing supplies; cleaning locker rooms and showers; replacing light bulbs; completing special requests for cleaning services; and other duties as assigned.

**Anniversary Date (date when employee reaches 1600-hour threshold):** May 2, 2020

**Number of hours left to reach 1600 hours:** 472

**Number of additional hours requested:** 320

**Explain why the additional hours are needed for the department to function.**

On March 4, 2020, the Directors of Public Health for the City of Long Beach and County of Los Angeles declared a public health emergency in response to the threat of a spread of the COVID-19 (Corona Virus). As a result of the current emergency, we have a greater need for cleaning at our facilities due to staff working extended hours.

**If applicable, is there a permanent appointment being recruited?**

☐ Yes ☒ Not applicable (new recruitment not required)

**If yes, what is the requisition number?** [Click or tap here to enter text.](#)

**Was there a prior non-career extension requested for this employee?** ☐ Yes ☒ No

**SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:**

- ☒ Request received by Civil Service. Date Received: **March 25, 2020**
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): **Maintenance Assistant recruitment completed on February 2020. Currently there is no vacancies or requisitions open for the Police Department.**
- ☒ Non-career hours completed as of the last recorded pay period: **1,128.5 hours completed as of March 18, 2020**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ Provide notice to employee of Request for Extension of Non-Career Hours scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.
- ☒ Suggested Action: **Staff recommends approval.**



## Civil Service Department

# Request for Extension of Non-Career Hours Form

### PURPOSE:

To request the extension of hours for a non-career position. A non-career position is an unclassified position in which duties are of a temporary or as needed nature and does not exceed 1600 hours within their twelve-month anniversary period.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 49 and [Civil Service Policy Section 2.32](#):

“The termination dates of provisional appointees and of appointees to non-career positions may be extended at the discretion of the Commission if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions which are, in fact, permanent, are being actively pursued.”

### PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Extension of Non-Career Hours 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.
- Non-Career Hours Request Form emailed to Civil Service Department Executive Assistant.
- Non-Career Hours Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

## SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

## Agenda Item No. 7

**DATE FORM COMPLETED:** March 25, 2020 **DEPARTMENT:** Police Department

**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Jose Castro Monico, Maintenance Assistant I -Non-Career

### Summary of employee's work history specifying all classification titles and dates:

Recreation Leader/Specialist III – Non-Career 1/4/10 to 4/22/11; School Guard from 4/23/11 to 7/16/13; Maintenance Assistant I – Non-Career from date 3/14/16 to present

**Summary of duties performed by employee:** The Maintenance Assistant I Non-Career is responsible for the following: cleaning, sweeping, mopping and buffing/waxing floors; vacuuming/shampooing carpets; cleaning, dusting and polishing; cleaning restrooms/kitchens and replenishing supplies; cleaning locker rooms and showers; replacing light bulbs; completing special requests for cleaning services; and other duties as assigned.

**Anniversary Date (date when employee reaches 1600-hour threshold):** March 14, 2021

**Number of hours left to reach 1600 hours:** 1540

**Number of additional hours requested:** 320

**Explain why the additional hours are needed for the department to function.**

On March 4, 2020, the Directors of Public Health for the City of Long Beach and County of Los Angeles declared a public health emergency in response to the threat of a spread of the COVID-19 (Corona Virus). As a result of the current emergency, we have a greater need for cleaning at our facilities due to staff working extended hours.

**If applicable, is there a permanent appointment being recruited?**

☐ Yes ☒ Not applicable (new recruitment not required)

**If yes, what is the requisition number?** [Click or tap here to enter text.](#)

**Was there a prior non-career extension requested for this employee?** ☐ Yes ☒ No

## SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- ☒ Request received by Civil Service. Date Received: **March 25, 2020**
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): **Maintenance Assistant recruitment completed on February 2020. Currently there is no vacancies or requisitions open for the Police Department.**
- ☒ Non-career hours completed as of the last recorded pay period: **1,486.5 hours completed as of March 18, 2020**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ Provide notice to employee of Request for Extension of Non-Career Hours scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.
- ☒ Suggested Action: **Staff recommends approval.**



## Civil Service Department

# Request for Extension of Non-Career Hours Form

### PURPOSE:

To request the extension of hours for a non-career position. A non-career position is an unclassified position in which duties are of a temporary or as needed nature and does not exceed 1600 hours within their twelve-month anniversary period.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 49 and [Civil Service Policy Section 2.32](#):

“The termination dates of provisional appointees and of appointees to non-career positions may be extended at the discretion of the Commission if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions which are, in fact, permanent, are being actively pursued.”

### PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Extension of Non-Career Hours 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.
- Non-Career Hours Request Form emailed to Civil Service Department Executive Assistant.
- Non-Career Hours Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.



## SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

## Agenda Item No. 7

**DATE FORM COMPLETED:** March 25, 2020 **DEPARTMENT:** Police Department

**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Marcus Williford, Maintenance Assistant I -Non-Career

### Summary of employee's work history specifying all classification titles and dates:

Maintenance Assistant I – Non-Career from date 4/7/16 to present

**Summary of duties performed by employee:** The Maintenance Assistant I Non-Career is responsible for the following: cleaning, sweeping, mopping and buffing/waxing floors; vacuuming/shampooing carpets; cleaning, dusting and polishing; cleaning restrooms/kitchens and replenishing supplies; cleaning locker rooms and showers; replacing light bulbs; completing special requests for cleaning services; and other duties as assigned.

**Anniversary Date (date when employee reaches 1600-hour threshold):** April 7, 2020

**Number of hours left to reach 1600 hours:** 213

**Number of additional hours requested:** 320

**Explain why the additional hours are needed for the department to function.**

On March 4, 2020, the Directors of Public Health for the City of Long Beach and County of Los Angeles declared a public health emergency in response to the threat of a spread of the COVID-19 (Corona Virus). As a result of the current emergency, we have a greater need for cleaning at our facilities due to staff working extended hours.

**If applicable, is there a permanent appointment being recruited?**

☐ Yes ☒ Not applicable (new recruitment not required)

**If yes, what is the requisition number?** [Click or tap here to enter text.](#)

**Was there a prior non-career extension requested for this employee?** ☐ Yes ☒ No

## SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- ☒ Request received by Civil Service. Date Received: **March 25, 2020**
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): **Maintenance Assistant recruitment completed on February 2020. Currently there is no vacancies or requisitions open for the Police Department.**
- ☒ Non-career hours completed as of the last recorded pay period: **1,386.5 hours completed as of March 18, 2020**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ Provide notice to employee of Request for Extension of Non-Career Hours scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.
- ☒ Suggested Action: **Staff recommends approval.**



## Civil Service Department

# Request for Extension of Non-Career Hours Form

### PURPOSE:

To request the extension of hours for a non-career position. A non-career position is an unclassified position in which duties are of a temporary or as needed nature and does not exceed 1600 hours within their twelve-month anniversary period.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 49 and [Civil Service Policy Section 2.32](#):

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### PROCESS:

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  - The requesting department completes Section I of this form. Civil Service completes Section II of this form.
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- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

## SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

## Agenda Item No. 7

**DATE FORM COMPLETED:** March 25, 2020 **DEPARTMENT:** Police Department

**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Maria Alvarez, Maintenance Assistant I -Non-Career

### Summary of employee's work history specifying all classification titles and dates:

Maintenance Assistant I – Non-Career from date 4/09/07 to present

**Summary of duties performed by employee:** The Maintenance Assistant I Non-Career is responsible for the following: cleaning, sweeping, mopping and buffing/waxing floors; vacuuming/shampooing carpets; cleaning, dusting and polishing; cleaning restrooms/kitchens and replenishing supplies; cleaning locker rooms and showers; replacing light bulbs; completing special requests for cleaning services; and other duties as assigned.

**Anniversary Date (date when employee reaches 1600-hour threshold):** April 9, 2020

**Number of hours left to reach 1600 hours:** 1576

**Number of additional hours requested:** 320

**Explain why the additional hours are needed for the department to function.**

On March 4, 2020, the Directors of Public Health for the City of Long Beach and County of Los Angeles declared a public health emergency in response to the threat of a spread of the COVID-19 (Corona Virus). As a result of the current emergency, we have a greater need for cleaning at our facilities due to staff working extended hours.

**If applicable, is there a permanent appointment being recruited?**

☐ Yes ☒ Not applicable (new recruitment not required)

**If yes, what is the requisition number?** [Click or tap here to enter text.](#)

**Was there a prior non-career extension requested for this employee?** ☐ Yes ☒ No

## SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- ☒ Request received by Civil Service. Date Received: **March 25, 2020**
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): **Maintenance Assistant recruitment completed on February 2020. Currently there is no vacancies or requisitions open for the Police Department.**
- ☒ Non-career hours completed as of the last recorded pay period: **24 hours completed as of March 18, 2020**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ Provide notice to employee of Request for Extension of Non-Career Hours scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.
- ☒ Suggested Action: **Staff recommends approval.**



## Civil Service Department

# Request for Extension of Non-Career Hours Form

### PURPOSE:

To request the extension of hours for a non-career position. A non-career position is an unclassified position in which duties are of a temporary or as needed nature and does not exceed 1600 hours within their twelve-month anniversary period.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 49 and [Civil Service Policy Section 2.32](#):

“The termination dates of provisional appointees and of appointees to non-career positions may be extended at the discretion of the Commission if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions which are, in fact, permanent, are being actively pursued.”

### PROCESS:

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  - The requesting department completes Section I of this form. Civil Service completes Section II of this form.
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- Non-Career Hours Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

## SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

## Agenda Item No. 7

**DATE FORM COMPLETED:** March 25, 2020 **DEPARTMENT:** Police Department

**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Maria Armenta, Maintenance Assistant I -Non-Career

### Summary of employee's work history specifying all classification titles and dates:

School Guard 1/12/09 to 2/26/16; Maintenance Assistant I – Non-Career from date 2/27/16 to present.

**Summary of duties performed by employee:** The Maintenance Assistant I Non-Career is responsible for the following: cleaning, sweeping, mopping and buffing/waxing floors; vacuuming/shampooing carpets; cleaning, dusting and polishing; cleaning restrooms/kitchens and replenishing supplies; cleaning locker rooms and showers; replacing light bulbs; completing special requests for cleaning services; and other duties as assigned.

**Anniversary Date (date when employee reaches 1600-hour threshold):** February 27, 2021

**Number of hours left to reach 1600 hours:** 1551

**Number of additional hours requested:** 320

**Explain why the additional hours are needed for the department to function.**

On March 4, 2020, the Directors of Public Health for the City of Long Beach and County of Los Angeles declared a public health emergency in response to the threat of a spread of the COVID-19 (Corona Virus). As a result of the current emergency, we have a greater need for cleaning at our facilities due to staff working extended hours.

**If applicable, is there a permanent appointment being recruited?**

☐ Yes ☒ Not applicable (new recruitment not required)

**If yes, what is the requisition number?** [Click or tap here to enter text.](#)

**Was there a prior non-career extension requested for this employee?** ☐ Yes ☒ No

## SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- ☒ Request received by Civil Service. Date Received: **March 25, 2020**
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): **Maintenance Assistant recruitment completed on February 2020. Currently there is no vacancies or requisitions open for the Police Department.**
- ☒ Non-career hours completed as of the last recorded pay period: **49 hours completed as of March 18, 2020**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ Provide notice to employee of Request for Extension of Non-Career Hours scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.
- ☒ Suggested Action: **Staff recommends approval.**



## Civil Service Department

# Request for Extension of Non-Career Hours Form

### PURPOSE:

To request the extension of hours for a non-career position. A non-career position is an unclassified position in which duties are of a temporary or as needed nature and does not exceed 1600 hours within their twelve-month anniversary period.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 49 and [Civil Service Policy Section 2.32](#):

“The termination dates of provisional appointees and of appointees to non-career positions may be extended at the discretion of the Commission if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions which are, in fact, permanent, are being actively pursued.”

### PROCESS:

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- Non-Career Hours Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

## SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

## Agenda Item No. 7

**DATE FORM COMPLETED:** March 25, 2020 **DEPARTMENT:** Police Department

**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Maria Harris, Maintenance Assistant I -Non-Career

### Summary of employee's work history specifying all classification titles and dates:

School Guard from 2/24/03 to 2/26/16; Maintenance Assistant I – Non-Career from date 2/27/16 to present.

**Summary of duties performed by employee:** The Maintenance Assistant I Non-Career is responsible for the following: cleaning, sweeping, mopping and buffing/waxing floors; vacuuming/shampooing carpets; cleaning, dusting and polishing; cleaning restrooms/kitchens and replenishing supplies; cleaning locker rooms and showers; replacing light bulbs; completing special requests for cleaning services; and other duties as assigned.

**Anniversary Date (date when employee reaches 1600-hour threshold):** February 27, 2021

**Number of hours left to reach 1600 hours:** 1528

**Number of additional hours requested:** 320

**Explain why the additional hours are needed for the department to function.**

On March 4, 2020, the Directors of Public Health for the City of Long Beach and County of Los Angeles declared a public health emergency in response to the threat of a spread of the COVID-19 (Corona Virus). As a result of the current emergency, we have a greater need for cleaning at our facilities due to staff working extended hours.

**If applicable, is there a permanent appointment being recruited?**

☐ Yes ☒ Not applicable (new recruitment not required)

**If yes, what is the requisition number?** [Click or tap here to enter text.](#)

**Was there a prior non-career extension requested for this employee?** ☐ Yes ☒ No

## SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- ☒ Request received by Civil Service. Date Received: **March 25, 2020**
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): **Maintenance Assistant recruitment completed on February 2020. Currently there is no vacancies or requisitions open for the Police Department.**
- ☒ Non-career hours completed as of the last recorded pay period: **72 hours completed as of March 18, 2020**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ Provide notice to employee of Request for Extension of Non-Career Hours scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.
- ☒ Suggested Action: **Staff recommends approval.**



## Civil Service Department

# Request for Extension of Non-Career Hours Form

### PURPOSE:

To request the extension of hours for a non-career position. A non-career position is an unclassified position in which duties are of a temporary or as needed nature and does not exceed 1600 hours within their twelve-month anniversary period.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 49 and [Civil Service Policy Section 2.32](#):

“The termination dates of provisional appointees and of appointees to non-career positions may be extended at the discretion of the Commission if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions which are, in fact, permanent, are being actively pursued.”

### PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Extension of Non-Career Hours Form.
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  - The requesting department completes Section I of this form. Civil Service completes Section II of this form.
- Non-Career Hours Request Form emailed to Civil Service Department Executive Assistant.
- Non-Career Hours Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.



## SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

## Agenda Item No. 7

**DATE FORM COMPLETED:** March 25, 2020 **DEPARTMENT:** Police Department

**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Pamela Shannon, Maintenance Assistant I -Non-Career

### Summary of employee's work history specifying all classification titles and dates:

Recreation Leader/Specialist III – Non-Career from 03/02/05 to 12/09/05; School Guard from 12/10/05 to 10/07/11; Maintenance Assistant I – Non-Career from date 8/03/15 to present.

**Summary of duties performed by employee:** The Maintenance Assistant I Non-Career is responsible for the following: cleaning, sweeping, mopping and buffing/waxing floors; vacuuming/shampooing carpets; cleaning, dusting and polishing; cleaning restrooms/kitchens and replenishing supplies; cleaning locker rooms and showers; replacing light bulbs; completing special requests for cleaning services; and other duties as assigned.

**Anniversary Date (date when employee reaches 1600-hour threshold):** August 3, 2020

**Number of hours left to reach 1600 hours:** 213

**Number of additional hours requested:** 320

**Explain why the additional hours are needed for the department to function.**

On March 4, 2020, the Directors of Public Health for the City of Long Beach and County of Los Angeles declared a public health emergency in response to the threat of a spread of the COVID-19 (Corona Virus). As a result of the current emergency, we have a greater need for cleaning at our facilities due to staff working extended hours.

**If applicable, is there a permanent appointment being recruited?**

☐ Yes ☒ Not applicable (new recruitment not required)

**If yes, what is the requisition number?** [Click or tap here to enter text.](#)

**Was there a prior non-career extension requested for this employee?** ☐ Yes ☒ No

## SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- ☒ Request received by Civil Service. Date Received: **March 25, 2020**
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): **Maintenance Assistant recruitment completed on February 2020. Currently there is no vacancies or requisitions open for the Police Department.**
- ☒ Non-career hours completed as of the last recorded pay period: **887 hours completed as of March 18, 2020**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ Provide notice to employee of Request for Extension of Non-Career Hours scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.
- ☒ Suggested Action: **Staff recommends approval.**



## Civil Service Department

# Request for Extension of Non-Career Hours Form

### PURPOSE:

To request the extension of hours for a non-career position. A non-career position is an unclassified position in which duties are of a temporary or as needed nature and does not exceed 1600 hours within their twelve-month anniversary period.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 49 and [Civil Service Policy Section 2.32](#):

“The termination dates of provisional appointees and of appointees to non-career positions may be extended at the discretion of the Commission if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions which are, in fact, permanent, are being actively pursued.”

### PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Extension of Non-Career Hours 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.
- Non-Career Hours Request Form emailed to Civil Service Department Executive Assistant.
- Non-Career Hours Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

## SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

## Agenda Item No. 7

**DATE FORM COMPLETED:** March 25, 2020 **DEPARTMENT:** Police Department

**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Terri Myers, Maintenance Assistant I -Non-Career

### Summary of employee's work history specifying all classification titles and dates:

Maintenance Assistant I – Non-Career from date 3/03/05 to present

**Summary of duties performed by employee:** The Maintenance Assistant I Non-Career is responsible for the following: cleaning, sweeping, mopping and buffing/waxing floors; vacuuming/shampooing carpets; cleaning, dusting and polishing; cleaning restrooms/kitchens and replenishing supplies; cleaning locker rooms and showers; replacing light bulbs; completing special requests for cleaning services; and other duties as assigned.

**Anniversary Date (date when employee reaches 1600-hour threshold):** March 3, 2021

**Number of hours left to reach 1600 hours:** 1540

**Number of additional hours requested:** 320

**Explain why the additional hours are needed for the department to function.**

On March 4, 2020, the Directors of Public Health for the City of Long Beach and County of Los Angeles declared a public health emergency in response to the threat of a spread of the COVID-19 (Corona Virus). As a result of the current emergency, we have a greater need for cleaning at our facilities due to staff working extended hours.

**If applicable, is there a permanent appointment being recruited?**

☐ Yes ☒ Not applicable (new recruitment not required)

**If yes, what is the requisition number?** [Click or tap here to enter text.](#)

**Was there a prior non-career extension requested for this employee?** ☐ Yes ☒ No

## SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- ☒ Request received by Civil Service. Date Received: **March 25, 2020**
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): **Maintenance Assistant recruitment completed on February 2020. Currently there is no vacancies or requisitions open for the Police Department.**
- ☒ Non-career hours completed as of the last recorded pay period: **1,593 hours completed as of March 18, 2020**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ Provide notice to employee of Request for Extension of Non-Career Hours scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.
- ☒ Suggested Action: **Staff recommends approval.**



**City of Long Beach**  
*Working Together to Serve*

## Memorandum

**Date:** March 24, 2020  
**To:** CIVIL SERVICE COMMISSION  
**From:** Robert G. Luna, Chief of Police *R. Luna*  
**Subject:** REQUEST FOR EXTENSION OF MAINTENANCE ASSISTANT NON-CAREER HOURS

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The Police Department respectfully requests that the Commission grant an extension of non-career hours to Maria Alvarez, Maria Armenta, Jose Castro Monico, Irma Gonzalez, Guadalupe Martinez, Maria Harris, Terri Myers, Pamela Shannon, and Marcus Williford in accordance with Section 49 of the Civil Service Rules and Regulations and Section 2.32 of the Civil Service Policies and Procedures.

On March 4, 2020, the Directors of Public Health for the City of Long Beach and County of Los Angeles declared a public health emergency in response to the threat of a spread of the COVID-19 (Corona Virus). As a result of the current emergency, we have a greater need for cleaning at our facilities due to staff working extended hours.

It is requested that an extension be granted for an additional 320 scheduled hours. By granting the requested individuals' additional hours, we can ensure that we have the necessary support to maintain facilities and complete special requests for cleaning services.

Thank you for your consideration of this request. If you have any additional questions or require additional information, please contact Ruby Marin-Jordan, Professional Standards/Interim Personnel Administrator at 570-7310.

RGL:RMJ

Request for Extension of Maintenance Assistant Non-Career Hours

**Human Resources Approval**

\_\_\_\_\_  
Director or Designee

\_\_\_\_\_  
Date