



Date: April 1, 2020
To: Civil Service Commission
From: Shellie I. Goings, Personnel Analyst
Subject: **REQUEST FOR EXTENSION OF NON-CAREER HOURS – ALEXIS MIRANDA**

Correspondence has been received from Robert Luna, Chief of Police, requesting Civil Service Commission approval of to extend the non-career hours of Mr. Alexis Miranda, currently employed as an Administrative Intern. 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:

- Mr. Alexis Miranda was hired as a Non-Career Administrative Intern with the Police Department on July 14, 2017.
- As of March 18, 2020, Mr. Miranda has worked 1,251 hours.
- Mr. Miranda is one of two individuals in the Police Department trained on the California Sex and Arson Registry, commonly known as Megan's Law. This is a state audited database responsible for providing accurate and timely information to the law enforcement community and the public concerning sex offender registration.
- This position is currently staffed by a full-time employee that is scheduled to take a temporary medical leave.
- Mr. Miranda is the only other department employee that has completed the necessary training to carry out this state mandated requirement.
- The Police Department is requesting an extension be granted for an additional 350 hours.
- Granting Mr. Miranda the additional hours will provide a seamless transition while the full time employee is absent, and satisfy the Police Department's legal requirement to keep this database current and accurate.
- 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

March 27, 2020

Page 2

department to function and/or provided that permanent appointments to those positions, which are in fact, permanent, are being pursued.

Recommendation:

- Staff recommends approval of the Request of Extension of Non Career Hours.
- 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: Alexis Miranda, Administrative Intern – Non Career

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

Administrative Intern – Non-Career from date 7/14/17 to present.

Summary of duties performed by employee: This position entails the following duties: Maintain and update state mandated sex registrant's records, create new registrant file for newly registered offenders, update registrant's file as necessary, update state database as necessary, check outstanding warrants for Long Beach registrants, review past and current registration documents for inconsistencies, act as the sex registration liaison with other in state and out of state law enforcement agencies, provide current registration information to field detectives conducting registrant investigations.

Anniversary Date (date when employee reaches 1600-hour threshold): July 14, 2020

Number of hours left to reach 1600 hours: 349

Number of additional hours requested: 350

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

This employee is one of two individuals in the Police Department trained on the California Sex and Arson Registry, commonly known as Megan's Law. This is a state audited database responsible for providing accurate and timely information to the law enforcement community and the general public concerning sex offender registration. This position is currently staffed by a full-time employee that is scheduled to take a temporary medical leave. Because of this we are unable to hire an additional employee to fill this position. Since Alexis Miranda is the only other department employee that has completed the necessary training to carry out this state mandated requirement, granting him additional hours will provide a seamless transition while the full-time employee is absent, and satisfy the Police Department's legal requirement to keep this database current and accurate. Police officers rely on current information obtained from this database to carry out crucial sexual assault investigations. The citizens of Long Beach use this database (California Megan's Law Internet Web Site) as a tool to identify sex offenders living in their neighborhood. By granting Alexis Miranda additional hours, we can ensure consistency in the dependability of the information contained in the database both for the benefit of law enforcement and the community we serve.

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:** [Click or tap here to enter text.](#)

☐ **Anticipated recruitment timeframe (if applicable, include requisition number):** [Click or tap here to enter text.](#)

☐ **Non-career hours completed as of the last recorded pay period:** [Click or tap here to enter text.](#)

☐ **Provide notice to requesting department to attend Civil Service Commission Meeting.**



Civil Service Department

- ☐ **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:** Please select action.



City of Long Beach
Working Together to Serve

Memorandum

Date: March 18, 2020
To: CIVIL SERVICE COMMISSION
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: REQUEST FOR EXTENSION OF NON-CAREER HOURS- A. Miranda

The Police Department respectfully requests that the Commission grant an extension of non-career hours to Alexis Miranda, Administrative Intern, in accordance with Section 49 of the Civil Service Rules and Regulations and Section 2.32 of the Civil Service Policies and Procedures.

Alexis Miranda was hired on July 14, 2017 as an Administrative Intern Non-Career.

This employee is one of two individuals in the Police Department trained on the California Sex and Arson Registry, commonly known as Megan's Law. This is a state audited database responsible for providing accurate and timely information to the law enforcement community and the public concerning sex offender registration. This position is currently staffed by a full-time employee that is scheduled to take a temporary medical leave. Because of this we are unable to hire an additional employee to fill this position. Since Alexis Miranda is the only other department employee that has completed the necessary training to carry out this state mandated requirement, granting him additional hours will provide a seamless transition while the full-time employee is absent, and satisfy the Police Department's legal requirement to keep this database current and accurate.

It is requested that an extension be granted for an additional 350 scheduled hours. By granting Alexis Miranda additional hours, we can ensure consistency in the dependability of the information contained in the database both for the benefit of law enforcement and the community we serve.

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 Non-Career Hours- A. Miranda

Human Resources Approval

Director or Designee

Date



Date: April 1, 2020
To: Civil Service Commission
From: Shellie I. Goings, Personnel Analyst
Subject: **REQUEST FOR EXTENSION OF NON-CAREER HOURS – ALLISON FRITZ**

Correspondence has been received from Robert Luna, Chief of Police, requesting Civil Service Commission approval of to extend the non-career hours of Ms. Allison Fritz, currently employed as an Administrative Intern. 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:

- Ms. Allison Fritz was hired as a Non-Career Administrative Intern with the Police Department on August 12, 2019.
- As of March 18, 2020, Ms. Fritz has worked 866.5 hours.
- 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, Ms. Fritz is working additional hours in the Assistant Chief of Police Office to assist him in coordinating numerous COVID-19 related projects.
- The Police Department is requesting an extension be granted for an additional 522 schedule hours.
- Granting Ms. Fritz additional hours will ensure that the Police Department have the necessary support to carry out special projects during this state of emergency.
- 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.

March 27, 2020

Page 2

Recommendation:

- Staff recommends approval of the Request of Extension of Non Career Hours.
- 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: Allison Fritz, Administrative Intern – Non-Career

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

Administrative Intern – Non-Career from date 8/12/19 to present.

Summary of duties performed by employee: The Administrative Intern is assigned administrative and clerical work such as answering phone calls, organizing documents, prepping documents/packets to be distributed to other areas of the Police Department for review and approval, and assisting the Assistant Chief of Police Office with special projects and assignments.

Anniversary Date (date when employee reaches 1600-hour threshold): August 14, 2020

Number of hours left to reach 1600 hours: 733

Number of additional hours requested: 522

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, Allison Fritz is working additional hours in the Assistant Chief of Police Office to assist him in coordinating numerous COVID-19 related projects. Allison plays a critical role by providing support to carry out special projects.

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: **3/25/2020**
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): **Not Applicable**
- ☒ Non-career hours completed as of the last recorded pay period: **866.5 hours completed as of 3/18/2020**
- ☒ 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 19, 2020
To: CIVIL SERVICE COMMISSION
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: REQUEST FOR EXTENSION OF NON-CAREER HOURS- A. Fritz

The Police Department respectfully requests that the Commission grant an extension of non-career hours to Allison Fritz, Administrative Intern, in accordance with Section 49 of the Civil Service Rules and Regulations and Section 2.32 of the Civil Service Policies and Procedures.

Allison Fritz was hired on August 12, 2019 as an Administrative Intern Non-Career.

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, Allison Fritz is working additional hours in the Assistant Chief of Police Office to assist him in coordinating numerous COVID-19 related projects.

It is requested that an extension be granted for an additional 522 scheduled hours. By granting Allison Fritz additional hours, we can ensure that we have the necessary support to carry out special projects during this state of emergency.

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 Non-Career Hours- A. Fritz

Human Resources Approval

Director or Designee

Date