



Date: March 27, 2020

To: Civil Service Commission

From: Christina Pizarro Winting, Executive Director

Subject: REQUEST TO AUTHORIZE EXECUTIVE DIRECTOR TO SERVE AS DESIGNEE FOR CIVIL SERVICE COMMISSION TO APPROVE EXTENSION OF PROVISIONAL AND NON-CAREER 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 and staff are addressing the immediate needs of all City Department as their resources are redirected to support the City's effort toward mitigating the COVID-19 pandemic.

RECOMMENDATION

- Because of the pandemic, Civil Service staff continues to receive requests for additional staffing needs, as staff from a variety of departments are redirected to the ECOC or the Health Department to assist in mitigation duties.
- Article V, Section 49 allows for the Commission to extend the termination dates of appointees to provisional and non-career positions.
- 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.
- At a subsequent meeting the Civil Service Commission authorized the Executive Director to serve as the designee of the Civil Service Commission to upon full review, immediately authorize provisional appointments during this state of emergency with the authority not to exceed six months.

- Staff is now requesting that the Civil Service Commission authorize the Executive Director to serve as designee for the Commission to extend the termination dates of appointees to provisional and non-career positions to allow departments to utilize existing staff with extended appointments allowing for continuity of service.
- Staff will continue to place the item on the consent calendar following approval by the Executive Director to document the action for review by the Commission.
- While no requests to extend provisional appointments have been requested to date, Section 49 includes extensions of both provisional and non-career appointments. Staff believed it to be prudent to be prepared for both types of requests as the staffing needs continue to mount. Every current employee we have is one we do not have to replace and allows Civil Service staff to focus on new staff requests that are being received daily.
- 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 staff, approved by the Executive Director, and documented through the consent agenda, this revised process will allow departments to be more fluid and flexible in staffing their ever-changing staffing needs we are experiencing during this current state of emergency.