



**Date:** April 15, 2020  
**To:** Civil Service Commission  
**From:** Christina Pizarro Winting, Executive Director  
**Subject:** REQUEST TO EXTEND PROBATION FOR JOSE VARGAS JR. – GARAGE SERVICE ATTENDANT I

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**BACKGROUND:**

The Civil Service Department has received a request from the Financial Management Department to extend the probation for Mr. Jose Vargas, in accordance with Article V, Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Vargas was hired by the Financial Management Department on November 11, 2019 as a full time, permanent Garage Service Attendant I. His 6-month probation period is scheduled to be completed on May 11, 2020.

On March 4, 2020, the City declared a local health emergency due to the potential outbreak of coronavirus 2019 (COVID-19), followed by an announcement on Monday, March 16<sup>th</sup>, that all in-person services at most City facilities would cease. As a result, the department has had to reassign the Garage Service Attendants to rotating shifts between coming into Fleet Service a couple of days a week and telecommuting from home a couple of days a week, working on professional development. With the combination of the reduction in training Mr. Vargas is receiving in his primary duties and the unavailability of adequate supervision, it is affecting his acquisition of the necessary technical skills of his position, in accordance with Civil Service Policy 1.01, 1(B).

Mr. Vargas has been made aware of the request for this extension.

**RECOMMENDATION:**

It is recommended that the Civil Service Commission approve the request by the Financial Management Department to extend Mr. Vargas' probationary period for an additional three months.

The Financial Management 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.



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

**Memorandum**

Date: April 7, 2020

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer, Financial Management

Subject: **Request for Extension of Probation**

The Department of Financial Management (Department) respectfully requests that the Commission grant a probationary extension to the employees listed below, in accordance with Section 41, Subsection (2) of the Civil Service Rules and Regulations and Section 101 of the Civil Service Policies and Procedures.

The Department is experiencing workload reductions due to the closure of City Hall to the public on March 16, 2020 due to the City declared emergency as a result of the COVID-19 pandemic. Additionally, many employees in the Department are telecommuting and/or have been reassigned to other work locations. The Department, after thoroughly reviewing staff availability and assignments, has determined it does not have the ability to provide these probationary employees with sufficient and quality training. Below are the details:

Employee Name	Classification	Hire Date	Reason
Susan Gonzalez	Administrative Analyst III	03/28/20	Reassigned to COVID-19 Purchasing
Carlos Ramirez	Assistant Administrative Analyst II	01/06/20	Reassigned to DOC
James Vazquez	Buyer I	12/07/19	Reassigned to COVID-19 Purchasing
Tina Schaper	Buyer I	03/18/20	Reassigned to COVID-19 Purchasing
Trina Buzenes	Customer Service Representative II	03/17/20	Reassigned to Health Dept.
Jacqueline Flores	Customer Service Representative III	03/16/20	Significant Reduction in Primary Duties Due to Closure of City Hall
Robert Corona	Customer Service Representative III	03/30/20	Significant Reduction in Primary Duties Due to Closure of City Hall
Shuronda Smith	Customer Service Representative III	12/02/19	Reassigned to Health Dept.
Alejandro Zuniga	Garage Service Attendant I	02/03/20	Significant Reduction in Primary Duties Due to Rotating Telecommuting Shifts
Eduardo Rivera	Garage Service Attendant I	01/21/20	Significant Reduction in Primary Duties Due to Rotating Telecommuting Shifts
Frederick Howard	Garage Service Attendant I	02/03/20	Telecommuting due to High Risk Factors
Jose Jr. Vargas	Garage Service Attendant I	11/11/19	Significant Reduction in Primary Duties Due to Rotating Telecommuting Shifts
Michael Longbehn	Garage Service Attendant I	01/21/20	Significant Reduction in Primary Duties Due to Rotating Telecommuting Shifts
Jason Robinson	Maintenance Planner I	01/13/20	Significant Reduction in Primary Duties Due to Rotating Telecommuting Shifts

Thank you for your consideration of this request. If you require additional information, please contact me at (562) 570-6688.

ADMIN OFFICER: SK  
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Human Resources Approval  
GM 4.8.2020

Director or Designee **Sherry Gaur**