



## Civil Service Department

# Request for Provisional Appointment Form

### PURPOSE:

To establish a process for the review and authorization of provisional appointments to classified positions.

### RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 43 and [Civil Service Policy Section 1.02](#):

“When no priority or eligible list exists for a classification, which has been requisitioned and should no priority or eligible lists exist for comparable or allied classifications suitable for alternate list certification, the Commission may, after review, certify the names of individuals it considers to be qualified for provisional appointment to the classification. All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission.” (*Civil Service Rules and Regulations Section 43*)

“Extensions of provisional appointments may be approved by the Civil Service Commission, if an eligible list has not been established after the allotted 150 days. When an eligible list for the classification, in which the provisional employee is serving, is established the provisional appointee shall be removed from provisional status within a thirty day period.” (*Civil Service Policy Section 1.02*)

### PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Provisional Request 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.
- Provisional Request Form emailed to Civil Service Department Executive Assistant.
- Provisional Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department presents the need for a provisional appointment including: the recruitment bulletin/job flyer and recruitment plan.
- Commission Approves/Denies request.
- If approved, department conducts provisional recruitment as planned.
  - Provisional recruitments must be completed through Neogov (bulletin posting, job application, supplemental questions, and/or required proofs or certifications).
  - In creating your provisional bulletin, please reference past exam’s recruitment bulletins and include the provisional disclaimer language\* below.
- **ONCE PROVISIONAL IS SELECTED, DEPARTMENT MUST CONTACT CIVIL SERVICE ANALYST AND SUBMIT THE FOLLOWING FOR ANALYST TO VERIFY MINIMUM QUALIFICATIONS ARE MET:**
  - Provisional appointee’s application, a signed [Provisional Appointment Statement of Conditions](#), and any required documents i.e. proof of license, education, certificate, etc.
  - NOTE: Please submit the above documents for each appointee separately.
- Civil Service will notify the candidate of the conditions of the provisional appointment.
- Once provisional appointee is hired, department completes HR1.
- Once HR1 is received by Civil Service, the provisional item will be placed on the Consent Calendar for approval.

#### Human Resources Approval

Director or Designee:

Date:

Effective Date: 10/10/2018

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

**DATE:** April 22, 2020      **DEPARTMENT:** Health

**POSITION:** Building Services Supervisor      **REQUISITION NUMBER:** HE20-015 & HE20-098 (Provisional)

**TYPE OF PROVISIONAL REQUEST:** Provisional Appointment.

**NUMBER OF VACANCIES:** 1

**In the space below, please include an explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.**

The Health and Human Services Department's maintenance team has been understaffed for several months, including only one of three supervisory positions being filled. This staffing composition has resulted in significant challenges to facilities operations and management that have been compounded by prioritization of COVID-19 infection controls. The vacant Building Services Supervisor is urgently needed to effectively manage facilities operations across the Department's 9 facilities. Furthermore, the facilities maintenance requires a greater degree of supervisory oversight to ensure compliance with COVID-19 infection controls, creating the need to fill this position immediately before the development of an eligible list.

**RECRUITMENT PLAN/STRATEGY**

☐ **Are you recruiting:** ☒ **Internal Candidates** ☐ **External Candidates** ☐ **Both**

☐ **How are you advertising for the position? (i.e. job flyers, governmentjobs.com, etc.)**

A recruitment was not conducted to select Jayia Kim for provisional appointment to the Building Services Supervisor position. Ms. Kim is the only Maintenance Assistant on staff at the Health Department with leadership and supervisory experience necessary to immediately perform in the capacity at the level required for effective oversight of COVID-19 control measures. She has covered for the existing Building Services Supervisor in the Department in an acting capacity over the course of the last year (receiving higher classification pay) while the existing Building Services Supervisor was on extended leave. In her Maintenance Assistant II function, she oversees the Maintenance Assistants in a lead capacity. Given the urgency of this request amid COVID-19, the Department did not conduct an external recruitment because Jayia has performed in this position and does not need to be oriented, saving the Department several weeks of delay and addressing needs immediately.

☐ **What is the length of your recruitment?**

N/A

☐ **What exam process will be administered? (i.e. interview or other testing)**

N/A

☐ **Did you include a provisional language disclaimer\* on your provisional recruitment bulletin?**

No, Candidate was informed of conditions of provisional appointments directly.

(\*Disclaimer language to include in the beginning of your provisional bulletin: "This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment



## Civil Service Department

will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.”)

In the space below include the Provisional Recruitment bulletin. Include: 1.) Job duties 2.) Minimum qualifications 3.) Provisional supplemental questions 4.) Copy of most recent job bulletin (attachment or copy and paste)

Copy of job description attached.

### FOR PROVISIONAL APPOINTMENT – PROMOTIONAL

NOTE: Employees in the "feeder" classifications for the promotional opportunity should be given equal and fair opportunity to demonstrate their abilities to function in the promotional position.

Does a promotional list exist? ☐ YES ☐ NO

The date the vacancy occurred and circumstances surrounding vacancy. [Click or tap here to enter text.](#)

How the position, if left unfilled, would create a clear and substantial loss of revenue, a substantial curtailment of City services or create a City hazard. [Click or tap here to enter text.](#)

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) [Click or tap here to enter text.](#)

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

- ☒ A valid requisition to fill the subject vacancy was received by the Civil Service Department for the classification in question. ☒ YES ☐ NO
- ☒ Include requisition number and date received by Civil Service: **HE20-098, currently in route to Civil Service**
- ☒ No existing promotional, priority or eligible list exists for this classification. **There is currently no priority or eligible list available for this classification.**
- ☒ If there is an eligible list, when does it expire? **N/A**
- ☒ Is any other department impacted? If yes, which department? **No**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.

Once the provisional appointee has been identified by the department, Civil Service will:

- ☒ Date initial provisional request was approved by Civil Service Commission: **April 24, 2020**
- ☒ Verify that the provisional appointee meets the minimum qualifications by reviewing the following items: provisional appointee's application; a signed Provisional Appointment Statement of Conditions; proof of license, education, certificate, etc. DATE COMPLETED: **April 23, 2020**

## Agenda Item No. 5

- ☒ **Provisional appointee(s) selected by the Department: Ms. Jayia Kim**
- ☒ **Provide notice to the employee that the request is scheduled to be on the Civil Service Commission agenda. Notify the candidate of attendance options and of the terms and conditions of the provisional appointment. DATE COMPLETED: April 24, 2020**
- ☒ **Provide notice to the department that the request is scheduled to be on the Civil Service Commission agenda. (If the candidate does not meet the minimum qualifications, Civil Service will notify the department.)**
- ☒ **Civil Service Analyst will submit the verified form and other documents to Administrative Support Services and the Executive Assistant.**
- ☒ **Civil Service Analyst Verification (First and Last Name): Shellie I. Goings**



**Date:** April 29, 2020  
**To:** Civil Service Commission  
**From:** Shellie I. Goings, Personnel Analyst  
**Subject:** **REQUEST FOR PROVISIONAL APPOINTMENT OF BUILDING SERVICES  
SUPERVISOR FOR JAYIA KIM**

---

Correspondence has been received from Jodie Griner, Administrative Officer for the Department of Health and Human Services, requesting Civil Service Commission approval to provisionally appoint Jayia Kim to the position of Building Services Supervisor. Staff has reviewed the request and recommends approval of the provisional appointment in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.

**Facts for Consideration:**

- The Health and Human Services Department's maintenance team is currently understaffed. The staffing situation has resulted in significant challenges to facilities operations and management that have been compounded by prioritization of COVID-19 infection controls.
- The Department's Collective Impact and Operations Bureau has two Building Services Supervisor positions in its Facilities Maintenance Team, one of which is vacant. This position is urgently needed to effectively manage facilities operations across the Department's nine facilities. The facilities maintenance requires a greater degree of supervisory oversight to ensure compliance with COVID-19 infection controls.
- In order to address the immediate need expeditiously, a recruitment was not conducted for the provisional appointment. Ms. Kim is the most qualified Maintenance Assistant on staff at the Health Department with the desired leadership and supervisory experience necessary to immediately perform in the capacity at the level required for effective oversight of COVID-19 control measures.
- Currently, Ms. Kim is serving in an acting capacity role of Building Services Supervisor, while the permanent incumbent is on extended medical leave.

April 24, 2020

Page 2

- Staff has reviewed Ms. Kim's application and she meets the minimum qualifications for the position of Building Services Supervisor. In addition, given that Ms. Kim has been serving in the acting capacity, she has been identified as the most qualified individual in the department for the provisional appointment.
- On June 10, 2010, Ms. Jayia Kim was hired as a non-career Recreation Leader Specialist for the Parks, Recreation & Marine Department. On May 7, 2017, she accepted a non-career position as a Maintenance Assistant. The Health and Human Services Department subsequently hired Ms. Kim from the Maintenance Assistant eligible list on January 6, 2018, and she obtained permanent status on July 18, 2018. She is currently a Maintenance Assistant II.
- Requisition# HE20-098 for the Building Services Supervisor provisional appointment is in route to the Civil Service Department.
- Civil Services anticipates a recruitment for Building Services Supervisor to begin in June 2020, with an anticipated eligible list established by July 2020.
- Ms. Kim fully understands that this appointment is temporary and does not guarantee her the position. Ms. Kim is aware that she must apply and compete among other qualified candidates once the examination opens for filing of application and be reachable on the eligible list to be considered for the permanent appointment.

**Recommendation:**

- Staff recommends approval of the Request of Provisional Appointment for Building Services Supervisor for Ms. Jayia Kim.
- The Department of Health and Human Services 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.



Date: April 22, 2020  
To: Civil Service Commission  
From: Jodie Griner, Administrative Officer, Department of Health and Human Services

**Subject: PROVISIONAL APPOINTMENT OF BUILDING SERVICES SUPERVISOR**

---

The Department of Health and Human Services is requesting the provisional appointment of Jayia Kim to the classification of Building Services Supervisor in accordance with Article IV, Section 27 and Article V, Section 43 of the Civil Service Rules and Regulations.

The Department's Collective Impact and Operations Bureau has two Building Services Supervisor positions in its Facilities Maintenance Team, one of which is vacant. The position has remained vacant due to the lack of a certified eligible list. Due to ongoing facilities and operations and management needs, including implementation and oversight of COVID-19 control measures, the Department has identified Jayia Kim, a current full-time Maintenance Assistant II in the Facilities Maintenance Team to fill the Building Services Supervisor vacancy on a provisional basis. Pending Requisition HE20-098 requesting a provisional Building Services Supervisor is currently navigating the requisition approval process.

Ms. Kim was selected to fill this vacancy based on her experience and performance serving in an acting capacity to provide coverage to the Department's current Building Services Supervisor over the past year. Ms. Kim is the only Maintenance Assistant on staff at the Health Department with leadership and supervisory experience necessary to immediately perform the full scope of work for this position.

Ms. Kim meets the minimum requirements for the classification and understands the provisional appointment is temporary and has no guarantee of permanent appointment. She is aware that she must apply and compete in the Civil Service examination process and place in a selectable position on the eligible list in order to be considered for permanent appointment as a Building Services Supervisor.

If you have any questions, please contact me at (562) 570-3304.

APPROVED:

---

ALEJANDRINA BASQUEZ  
DIRECTOR OF HUMAN RESOURCES