



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: 4-30-2020

Effective Date: 10/10/2018

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE: 04/21/2020 **DEPARTMENT:** Human Resources

POSITION: Personnel Assistant II-Confidential **REQUISITION NUMBER:** HR20-019

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 Department of Human Resources is in need of a Personnel Assistant II -Confidential to assist with the Para-professional and more complex duties of the division. The position would provide technical assistance to various departments, interpret city-wide policies and procedures related to Human Resources, it will assist develop, verify and distribute EEO reports, the position will also make recommendations regarding Human Resources programs and policies.

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.)

Promotion email with job flyer communication to all eligible parties within the Department of Human Resources.

☒ What is the length of your recruitment?

7 Days.

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

Interested candidates will be asked to submit a resume. Only those candidates who meet the minimum qualifications and whose experience closely matches the Department's needs may be invited for an interview.

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

(*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 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)

Click or tap here to enter text.



Civil Service Department

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. The provisional appointment will be used to underfill a vacant Personnel Analyst III-Confidential position.

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. The position is crucial in providing para-professional support services to the EEO & Training Division. The position will ensure City policies and practices are followed while providing customer service to the departments and employees raising concerns.

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) The Department is experiencing heavy requests for service from other departments that makes it unfeasible to rotate other staff members.

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: **HR20-019** Click or tap here to enter text.
- ☒ No existing promotional, priority or eligible list exists for this classification. Click or tap here to enter text. **No existing promotional, priority or eligible list.**
- ☒ If there is an eligible list, when does it expire? Click or tap here to enter text. **No current eligible list.**
- ☒ Is any other department impacted? If yes, which department? Click or tap here to enter text.
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting. **No other department impacted by the request**

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

- ☐ Date initial provisional request was approved by Civil Service Commission: Click or tap here to enter text.
- ☐ 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:** Click or tap here to enter text.
- ☐ Provisional appointee(s) selected by the Department: Click or tap here to enter text.

Agenda Item No. 6

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



Date: May 13, 2020
To: Civil Service Commission
From: Shellie I. Goings, Personnel Analyst
Subject: **COVID-19 RELATED: REQUEST FOR PROVISIONAL APPOINTMENT OF PERSONNEL ASSISTANT**

Correspondence has been received from Alex Basquez, Director of Human Resources requesting Civil Service Commission approval for a Provisional Appointment for a Personnel Assistant II (Confidential). Staff has reviewed the request and recommends approval of the provisional appointment in accordance with Section 1.02 of the Civil Service Commission Policies and Article 5, Section 43 of the Civil Service Rules and Regulations.

Facts for Consideration:

- The Provisional Personnel Assistant will help the Department of Human Resources temporarily underfill a vacant Personnel Analyst III-Confidential position in the Equal Employment Opportunity and Training Division.
- The Department has a critical vacancy in the Division and this position provides the initial contact between employees and the public inquiring and/or filing complaints.
- The Personnel Assistant position is important to ensure the Human Resources Department continues to provide timely response to address workplace discrimination and/or harassment complaints
- This position will also assist the department in developing online training resources to meet our mandated training requirements and to insure social distancing as one of the COVID-19 workplace mitigation strategies.
- The provisional appointment will provide technical assistance to various departments, interpret city-wide policies and procedures related to Human Resources, it will assist develop, verify and distribute EEO reports, the position will also make recommendations regarding Human Resources programs and policies.
- The recruitment for this provisional appointment will be available for seven days to internal employees within the Department of Human Resources, who meet the minimum qualifications.
- Interested internal employees will be required to submit a resume. Only those candidates who meet the minimum qualifications will be invited for an interview.
- Currently there is no priority list or eligible list for Personnel Assistant.

May 13, 2020


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- Civil Service anticipates a recruitment for Personnel Assistant to begin by August 2020.
- Civil Service has received the requisition HD20-019 for this provisional request.

Recommendation:

- Staff recommends approval for the Request for Provisional Appointment of Personnel Assistant II (Confidential).



Date: April 30, 2020
To: Civil Service Commission
From: Alex Basquez, Director of Human Resources 
Subject: Request for Provisional Appointment – Personnel Assistant II (Confidential)

The Department of Human Resources is requesting approval for a Personnel Assistant provisional appointment in the Equal Employment Opportunity (EEO) & Training Division. The provisional Personnel Assistant would temporarily underfill a vacant Personnel Analyst III-Confidential position. The provisional appointment would be a stopgap measure to ensure the Human Resources Department continues to provide timely response to address workplace discrimination and/or harassment complaints and assists with moving to an online employee training format as part of the COVID-19 workplace mitigation strategies.

The Department has a critical vacancy in the Division and this position provides the initial contact between employees and the public inquiring and/or filing complaints. The incumbent will assist employees and candidates for employment that believe they have been treated unfairly, subject to discrimination or harassment in the workplace or employment process. The incumbent will also assist in tracking EEO complaints and other confidential and sensitive data. The City is required by law to provide a timely investigation on discrimination and harassment complaints.

The incumbent will also assist with coordinating citywide training programs and developing online training as part of the COVID-19 response. The Human Resources Department is developing online training resources to meet our mandated training requirements and to insure social distancing as one of the COVID-19 workplace mitigation strategies.

Thank you for your consideration. Should you have any questions, please contact Omar Ramos at omar.ramos@longbeach.gov

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ATTACHMENT: REQUEST FOR PROVISIONAL APPOINTMENT FORM



CITY OF LONG BEACH

PROVISIONAL APPOINTMENT OPPORTUNITY

PERSONNEL ASSISTANT II - CONFIDENTIAL

\$22.219 – 30.092 per hour

DEPARTMENT OF HUMAN RESOURCES

The Position

The Department of Human Resources is seeking to fill an immediate opening for a Personnel Assistant II – Confidential in the Training and Equal Employment Opportunity (EEO) division. The position reports directly to the Training and EEO Officer.

Example of Duties

- Assists, organizes and participates in the coordination of various employee trainings such as Administrative Officer (AO) Academy, Sexual Harassment Training for Front-Line Employees and Supervisors, New Employee Orientation (NEO)
- Researches and coordinates the conversion of in-person Citywide training programs to online formats
- Responds to inquiries from employees or candidates for employment that believe they have been treated unfairly, subject to discrimination or harassment in the workplace or employment process
- Assists in the collection, analysis and evaluation of data related to EEO complaints or other confidential and sensitive information
- Assist with COVID-19 workplace mitigation strategies
- Other related duties as required

APPLICATION PROCESS:

The Department will consider applicants for a Provisional Appointment. Please submit a resume no later than Friday, May 15, 2020 to:

Omar Ramos
 Department of Human Resources
 411 W. Ocean Blvd., FL 10
 Long Beach, CA 90802
Omar.Ramos@longbeach.gov
 (562) 570-6060

The provisional selection process will consist of a review of the resumes. The most highly qualified candidates may be invited to participate in an oral interview.

The Provisional Appointment opportunity is open to current Human Resources Department employees that meet the following minimum requirements:

- Two years of education from an accredited college or university;

--AND--

- Two years of experience performing human resource related functions;

--OR--

- Any combination of education and human resources related experience totaling four years

The ideal candidate will:

- Possess excellent oral and written communication skills
- Be proficient in the use of Microsoft Word, Excel, and Microsoft Access
- Possess the ability to maintain effective working relationships at all levels of the organization
- Able to manage multiple tasks, prioritize assignments and perform under pressure
- Possess knowledge of the City's Human Resources functions

An Equal Opportunity Employer

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. This information is available in an alternative format by request to **Kathey Laster at (562) 570-6297.**