

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF PROBATION

Civil Service Rules and Regulations Section 41 (2)
Civil Service Commission Policy Section 1.01

Form completed by: Anja Jacobsen/Acting Administrative Officer/Energy Resources Date: 5 - 7 - 2020
Name/Title/Department

Section 1: <i>To be completed by requesting department.</i>	To be completed by department	Civil Service Dept. Verification
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A requisition is not required.		
Is any other department impacted? If yes, which department: _____	Yes <input type="radio"/> No <input checked="" type="radio"/>	MC
A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?	<input checked="" type="radio"/> Yes <input type="radio"/> No	MC

Section 2: *Points to be addressed in request:*

Formal name and current classification title of employee. <u>Jaime Avila, Senior Equipment Operator</u>		MC
Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.	See Attachment A	MC
The date the employee will complete probation. Date: <u>07/13/2020</u> Request must be submitted 30 days prior to completion of probation.		MC
A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.	See attached memorandum.	MC
Which policy criteria is being utilized and how the request meets the criteria required in the policy. <u>B (2) - Unavailability of adequate supervision</u>		MC
Length of extension requested. (A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)	2 months	MC

The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> Requesting department. The impacted employee's attendance is optional. 		MC
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Notes:
Original Hire Date: 6/12/2006
Statement/Rationale: Described in the memo.

SUGGESTED ACTION:
Staff recommends approval of a two month (348 hour) Extension of Probation for Jaime Avila.



Date: June 10, 2020

To: Civil Service Commission

From: Maria Cano, Personnel Analyst

Subject: **COVID-19 RELATED: REQUEST TO EXTEND PROBATION FOR JAIME AVILA, SENIOR EQUIPMENT OPERATOR**

Correspondence has been received from Anja Jacobsen, Acting Administrative Officer of the Energy Resources Department, requesting approval to extend the probationary period of Mr. Jaime Avila, Senior Equipment Operator for two months. Staff has reviewed the request and recommends that the Commission approve an extension for two months or 348 scheduled work hours, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 A (1), B (2) of the Civil Service Policies and Procedures and the conditions imposed by the COVID-19 pandemic.

Facts for Consideration:

- Mr. Avila has served in the following classifications:
 - June 12, 2006, Gas Construction Worker I; Permanent Status January 1, 2007
 - April 7, 2007, Gas Construction Worker II
 - November 14, 2015, Gas Construction Worker III
 - June 8, 2019, Gas Field Technician; Permanent Status January 7, 2020
- On January 11, 2020 Jaime Avila was appointed Senior Equipment Operator with the Energy Resources Department.
- Senior Equipment Operators are required to complete an in-house, hands-on training to learn to properly use backhoes and cranes around a natural gas pipeline system. In addition, Senior Equipment Operators are required to obtain a National Commission for the Certification of Crane Operators (NCCCO) certification before passing probation. Due to the COVID-19 pandemic, Senior Equipment Operators and other field employees have been assigned to a part-time telecommuting schedule to participate in professional development activities. As a result, the department has been unable to provide Mr. Avila with adequate training or the supervision required for the acquisition of the necessary technical skills of the position. Additionally, California Crane Schools, the vendor contracted by the City to administer crane certification for Mr. Avila postponed all crane courses until June. The department has scheduled Mr. Avila for certification training in mid-June and plans to call teleworking employees back to the field to pick up on critical construction projects by the end of the same month.

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- Mr. Avila is scheduled to complete probation on July 13, 2020. The Energy Resources Department is requesting a 2-month extension (348 hours) of Mr. Avila's probation to provide Mr. Avila time to receive the required training, allow for Mr. Avila to complete certification and permit the department enough time to evaluate his work.
- The Energy Resources Department was consulted regarding the atypical request for a 2-month extension versus the standard 3-months typically requested from the Commission. The Energy Resources Department believes that the extension of 2 months will provide the amount of time necessary to form a complete evaluation and is the most beneficial scenario for both the employee and the department under the conditions imposed by the ongoing Covid-19 pandemic. In addition to consulting with the Energy Resources Department regarding the atypical extension request, Principal Deputy City Attorney Gary Anderson was consulted by Civil Service staff. Mr. Anderson's interpretation of the Civil Service Rules did not identify a conflict with allowing a less than 3-month extension of probation under these circumstances.
- Extensions of Probation for periods of time less than the typical 3 months (522 hours) have been approved by the commission in the past. Most recently, on January 8, 2020, four Extension of Probation Requests requesting extensions of 2 months were granted by the Commission for employees in the Customer Service classification in the Energy Resources Department.
- The request to extend Mr. Avila's probation was received May 7, 2020. Commission policy states that a request for extension must be submitted for Commission review and approved one month prior to completion of the employee's initial probationary period. This request does meet this requirement.
- As of May 22, 2020, Mr. Avila had 286.5 hours remaining of his probationary period.
- On February 28, 2020, an Employee Performance Appraisal was completed for Mr. Avila.
- Section 41 (2) of the Civil Service Rules and Regulations allows an appointing authority to request an extension of an employee's probationary period when an employee has not demonstrated the ability to perform at an acceptable level during the first six months of service in a new classification. Under this rule, extensions of probationary period may be granted by the Commission in three months or 522 scheduled work

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hours increments but shall in no instance exceed six months or 1044 scheduled work hours of extended probationary time.

- This request also complies with Civil Service Policy 1.01 A (1) which allows for an extension to be authorized for an instance where licensing, certification, language proficiency, or other documentation is required prior to making a permanent appointment and B (1), which specifies that an extension may be granted when an employee has not had an opportunity to complete the necessary technical training and skill acquisition.

Mr. Avila and the Energy Resources Department have been informed that this request is on today's agenda. A department representative will be present to respond to any questions from the Civil Service Commission.

Date: May 7, 2020

To: Civil Service Commission

From: Anja Jacobsen, ⁴¹Acting Administrative Officer, Energy Resources Department

Subject: **REQUEST FOR EXTENSION OF PROBATION – JAIME AVILA**

The Energy Resources Department respectfully requests that the Commission grant a probationary extension to Jaime Avila, Senior Equipment Operator, in accordance with Section 41, Subsection (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Avila was appointed to Senior Equipment Operator with the Energy Resources Department on January 11, 2020. Senior Equipment Operators are required to successfully complete an in-house, hands-on training program to learn how to properly operate backhoes and cranes around a natural gas pipeline system. In addition, Senior Equipment Operators are required to obtain a National Commission for the Certification of Crane Operators (NCCCO) crane certification, prior to passing probation.

Mr. Avila's probationary period is scheduled to conclude on July 13, 2020. As of May 1, 2020, Mr. Avila has approximately 406.5 scheduled hours remaining in his probationary period. Due to the COVID-19 health crisis, regular construction projects have been suspended and Senior Equipment Operators, as well as other field employees, have been assigned to a part-time telecommuting schedule, participating in professional development activities remotely. As a result, the department has not been able to provide adequate supervision to assist Mr. Avila with the acquisition of the necessary technical skills to meet the requirements of his position. In addition, the California Crane School, the vendor the department is contracted with to administer the crane certification process, postponed all crane courses until mid-June. The department is working diligently to sign Mr. Avila up for a course as soon as possible, but an available opening cannot be guaranteed prior to the end date of Mr. Avila's probationary period. In order to ensure Mr. Avila receives the necessary hands-on training, can obtain his crane certification, and the division has an opportunity to evaluate his performance, the department requests a two-month extension of Mr. Avila's probationary period.

Thank you for your consideration of this request. If you have any questions, please contact me at (562) 570-2063.