



Civil Service Department

Request for Extension of Non-Career Hours Form

PURPOSE:

To request the extension of hours for a non-career position. A non-career position is an unclassified position in which duties are of a temporary or as needed nature and does not exceed 1600 hours within their twelve-month anniversary period.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 49 and [Civil Service Policy Section 2.32](#):

“The termination dates of provisional appointees and of appointees to non-career positions may be extended at the discretion of the Commission if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions which are, in fact, permanent, are being actively pursued.”

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Extension of Non-Career Hours 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.
- Non-Career Hours Request Form emailed to Civil Service Department Executive Assistant.
- Non-Career Hours Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

Human Resources Approval

Director or Designee: _____ Date: _____

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: June 11, 2020 **DEPARTMENT:** Technology & Innovation

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Amy Hicks, Admin Intern-NC

Summary of employee's work history specifying all classification titles and dates:

Admin Intern – August 7, 2019 through current; reassigned to the Health Department/JIC in March 2020 due to the COVID-19 pandemic.

Summary of duties performed by employee: While assisting the **LBCOAST** project duties include: Prepare/review/print copies of a variety of meeting materials including presentations and agendas; Schedule meetings & resource rooms; Update attendance rosters for meetings and training sessions; Assist with data entry; Proofread documents for accuracy; Assist with requirements documentation; Assist with User Acceptance Testing and Unit Testing Develop training documents to include process flows; Assist with documenting business processes; Assist with a variety of set ups in the new system including workflows and checklists; Analyst data to assist with scheduling of more than 800 users; work directly with change management to implement training; Perform a wide range of Human Resources and Payroll administrative duties. At the **Health Department/JIC** – Serves as Call Center Lead for Team B managing the team and coordinating with the JIC on new information and statistics from calls. Continues to provide support to the LB COAST Project on Workflow and RBAC Security when time allows.

Anniversary Date (date when employee reaches 1600-hour threshold): August 7, 2020

Number of hours left to reach 1600 hours: 103.5 as of June 5, 2020

Number of additional hours requested: 260 hours

Explain why the additional hours are needed for the department to function.

The employee was assisting with the LBCOAST project working part-time hours. Due to COVID-19, Ms. Hicks was reassigned to the JIC/Health Department to provide critical support and has been working 40 hours/week. This has caused a quick depletion of the 1600 hours granted for NC employees. The additional hours will allow her to continue supporting the JIC/Health Department and the LBCOAST project time through her anniversary date.

If applicable, is there a permanent appointment being recruited?

☐ Yes ☒ Not applicable (new recruitment not required)

If yes, what is the requisition number? [Click or tap here to enter text.](#)

Was there a prior non-career extension requested for this employee? ☐ Yes ☒ No

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- ☒ Request received by Civil Service. Date Received: 06/16/20
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): Not applicable.
- ☒ Non-career hours completed as of the last recorded pay period: 1496.5
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.



Civil Service Department

- ☒ **Provide notice to employee of Request for Extension of Non-Career Hours scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.**
- ☒ **Suggested Action:** Staff recommends approval.



Date: June 24, 2020
To: Civil Service Commission
From: Desiree Davalos, Personnel Analyst
Subject: **COVID-19 RELATED: REQUEST FOR EXTENSION OF NON-CAREER HOURS – AMY HICKS**

Correspondence has been received from Nicole Gross, Administrative Officer of the Technology & Innovation Department, requesting Civil Service Commission approval to extend the non-career hours of Amy Hicks, currently employed as an Administrative Intern – NC with the Technology & Innovation Department. Staff has reviewed the request and recommends approval in accordance with Article V, Section 49 of the Civil Service Rules and Regulations and Civil Service Policy 2.32.

Facts for Consideration:

- Section 49 of the Civil Service Rules and Regulations allows an appointing authority to request an extension of a non-career employee's appointment "...if the extension is deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions, which are in fact, permanent, are being pursued." In this instance, the employee is playing a critical role in assisting the Joint Information Center (JIC) function where she has been reassigned.
- Amy Hicks was hired as a Non-Career Administrative Intern on August 7, 2019 to assist with the LB COAST project.
- On March 4, 2020, the Directors of Public Health for the City of Long Beach and County of Los Angeles declared a public health emergency in response to the threat of a spread of the COVID-19 (Corona Virus).
- As a result of the current emergency Ms. Hicks was reassigned to the Joint Information Center (JIC)/Health Department to assist with the City's emergency response where she serves as a call Center Lead managing a team and coordinating with the JIC on new information and statistics from calls. She is serving in a full-time capacity, which has drawn her closer to depleting the allotted 1600 non-career hours.
- As of June 5, 2020, Ms. Hicks has completed 1496.5 hours.
- The Technology & Innovation Department is requesting an extension be granted for an additional 260 hours.

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- Granting the additional hours will ensure Ms. Hicks will continue supporting the JIC/Health Department and the LB COAST project through her anniversary date of August 7, 2020.

The Technology & Innovation Department has 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: June 11, 2020

To: Civil Service Commission

From: Nicole Gross, Administrative Officer, Technology & Innovation

Subject: REQUEST FOR EXTENTION OF NON-CAREER HOURS – A. Hicks

The Technology & Innovation Department (TID) is requesting Civil Service Commission approval to extend the non-career hours for Amy Hicks, Administrative Intern - NC, in accordance with Civil Service Rules and Regulations Section 49 and Civil Service Policy Section 2.32.

Ms. Hicks was hired on August 7, 2019 as an Administrative Intern - NC to assist with the LBCOAST project. In March 2020, due to the COVID-19 pandemic, Ms. Hicks was reassigned to the JIC/Health Department to assist with the City's emergency response. Due to the needs of the JIC, Ms. Hicks has been working a full-time schedule, which has drawn her closer to depleting the allotted 1,600 non-career hours.

TID is requesting the Civil Service Commission approve an additional 260 hours. This will allow Ms. Hicks to continue supporting the JIC/Health Department and LB Coast project through her anniversary date of August 7, 2020.

Thank you for your consideration of this request. If you have any questions or if you need any additional information, please contact me at extension 86272.

