



## 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:** July 29, 2020      **DEPARTMENT:** Health

**POSITION:** Housing Aide II      **REQUISITION NUMBER:** HE20-135

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

**NUMBER OF VACANCIES:** 3

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 Housing Authority Bureau has operated under reduced staffing for several months due to multiple vacancies and unsuccessful recruitments from aging eligible lists. Existing staff are supporting the duties of vacant positions in a limited capacity, resulting in unsustainable workloads, increased use of overtime, and under-utilization of grant funding. Bureau operations have also grown more complex due to the ongoing COVID-19 public health emergency, resulting in greater and more immediate need for additional staffing support. Should this arrangement continue, the Housing Authority will be at risk of failure to meet grant directives, resulting in audit findings and possible reductions to grant funding.

**RECRUITMENT PLAN/STRATEGY**

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

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

The Department would like to conduct an external recruitment using NeoGov (governmentjobs.com/indeed).

☒ What is the length of your recruitment?

Two week posting with a one week filing period. cpw

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

Telephone or videoconference interviews.

☒ Did you include a provisional language disclaimer\* on your provisional recruitment bulletin? Yes. cpw

(\*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)

Please see attached job bulletin draft.

**FOR PROVISIONAL APPOINTMENT – PROMOTIONAL**



## Civil Service Department

**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 **cpw**

The date the vacancy occurred and circumstances surrounding vacancy. **cpw**

- Pamela Buckner, Transferred to Development Services 3/30/19;
- Celeste Renae Morris, Resigned 6/27/19;
- Marley Phon-Riggins, Promoted to Housing Specialist I 3/28/20;

**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.** Current staffing levels are resulting in an under-utilization of grant funding, risking audit findings and a possible reduction of future grant funding.

**Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.)** The Department has attempted to use temporary staffing to fill operational needs, but this has presented challenges. Housing Authority operations require extensive training due to grantor regulations and temporary staff have limited hours available for their assignment. This arrangement has resulted in the turnover of temporary staff not long after becoming fully trained for their assignments and forces program supervisors to devote more time and energy to training at a time when operational activities are more complex due to the ongoing COVID-19 public health emergency.

### 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 **Requisition is currently in approval path process cpw**
- ☒ Include requisition number and date received by Civil Service: **HE20-135 is in the approval path process cpw**
- ☐ No existing promotional, priority or eligible list exists for this classification.
- ☒ If there is an eligible list, when does it expire? **List expires 10/2020 cpw**
- ☒ Is any other department impacted? If yes, which department? **no**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting. **cpw**

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

- ☐ Date initial provisional request was approved by Civil Service Commission:
- ☐ 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:**
- ☐ Provisional appointee(s) selected by the Department:

## Agenda Item No. 22

- ☐ 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:
- ☐ 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):



**Date:** August 5, 2020  
**To:** Civil Service Commission  
**From:** Christina Pizarro Winting, Executive Director  
**Subject:** **COVID 19 RELATED: REQUEST FOR PROVISIONAL APPOINTMENT OF HOUSING AIDE II**

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Correspondence has been received from Jodie Griner, Administrative Officer, Health and Human Services, requesting Civil Service Commission approval for three (3) Housing Aide II provisional appointments.

Staff has reviewed the request and recommends approval of the provisional appointments 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 Housing Authority of the Health and Human Services Department has three vacancies in the Housing Aide classification due to a transfer, promotion and resignation.
- The Housing Aide position plays a critical role in the bureau by providing administrative and programmatic support for several housing programs.
- Existing staff are supporting the duties of the vacant positions; however, the complexity of the bureau has increased due to the COVID-19 pandemic.
- The Housing Authority risks the possibility of a reduction in future grant funding due to the under-utilization of current grant funding if the positions are not filled provisionally while a permanent recruitment is conducted.
- Currently there is no priority list and the department has fully utilized the current eligible list which will expire in October 2020.
- The recruitment for this provisional appointment will be available for external candidates. The bulletin will be posted for two weeks with a one week filing period.
- Requisition HE20-135 is in the approval path process for this provisional request.

Date: July 31, 2020

To: Civil Service Commission

From: Jodie Griner, Administrative Officer

Subject: **Request to Conduct Provisional Housing Aide and Housing Specialist Recruitments**

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The Department of Health and Human Services, Housing Authority Bureau is requesting to utilize provisional appointments for vacancies in the Housing Aide and Housing Specialist classifications in accordance with Article IV, Section 27 and Article V, Section 43 of the Civil Service Rules and Regulations.

The Housing Authority Bureau currently has four Housing Aide II vacancies and four Housing Specialist II vacancies and would like to proceed with filling three Housing Aide II and four Housing Specialist II positions on a provisional basis to support ongoing operational need. A complete list of eligible list dispositions for both classifications were submitted to Civil Service in April 2020 requesting their expiration and the creation of new recruitments.

Bureau operations have been impacted by reduced staffing for several months due to staff turnover and multiple unsuccessful recruitments from aging eligible lists. Existing staff are performing the duties of vacant positions in a limited capacity, resulting in unsustainable workloads, increased use of overtime, and under-utilization of grant funding. Bureau operations have also grown more complex due to the ongoing COVID-19 public health emergency, resulting in greater and more immediate need for additional personnel. Should this arrangement continue, the Housing Authority will be at risk of failure to meet grant directives, resulting in audit findings and possible reductions to grant funding.

Temporary staffing has been utilized to alleviate the impact of staffing vacancies, but also presents challenges. Housing Authority operations require extensive training for compliance with grantor regulations and temporary staff have a limited number of available hours before terming out of their assignments. Provisional appointments would provide the bureau with full-time staff that would have the opportunity to qualify for permanent assignment following the creation of new eligible lists.

Should you require any additional information, please contact me at (562) 570-3304



## City of Long Beach Employment Opportunity

### **HOUSING AIDE II (PROVISIONAL)**

Job Number: HE20-135

**SALARY:** \$18.05 - \$24.69 Hourly

**OPENING DATE:** 08/07/20

**CLOSING DATE:** 08/21/20 04:30 PM

### **DESCRIPTION:**

The City of Long Beach, Department of Health and Human Services is recruiting for three full-time, classified, provisional\* Housing Aide II positions in the Housing Authority Bureau. Reporting to a Housing Assistance Coordinator, these positions will provide administrative and programmatic support for the Housing Choice Voucher Program (HCV) and/or special housing programs, including Veterans Affairs Supportive Housing (VASH), Shelter Plus Care, and Housing Opportunities for Persons with AIDS (HOPWA). These positions are located at the Housing Authority, 521 East 4th Street, Long Beach, CA 90802.

\*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 the 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.

**Applications for this recruitment will be accepted starting at 8:00 a.m. on Friday, August 14, 2020.**

### **EXAMPLES OF DUTIES:**

- Schedules interview briefing appointments for various housing units;
- Prepares housing program vouchers;
- Processes Requests for Tenant Approvals (RFTA's) for special programs and portability;
- Scans, logs, tracks, files, and maintains detailed and accurate program documents and data on applicants, clients, and owners for various housing units;
- Acts as a receptionist at the Housing Authority front desk and/or over phone lines for various housing units;
- Prepares correspondence and distributes mail to housing partners and current or prospective program participants;
- Schedules housing inspections for various housing units;
- Reviews annual client packets for completeness and eligibility;
- Processes various filings, forms, and grant-required documents;
- May support the Housing Authority call center to provide basic program customer service; and,
- Performs other related duties as required.

### **REQUIREMENTS TO FILE:**

Ability to:

- Understand and operate computers and complete various calculations accurately with calculator or computer software
- Input data into specialized database software
- Comprehend written information and effectively communicate orally and in writing
- Deal tactfully and effectively with the general public
- Lift up to 20 lbs

### **DESIRED QUALIFICATIONS:**

- Professional experience working for a public housing agency.
- Bilingual Skills (Khmer and/or Spanish).

**SUCCESSFUL CANDIDATE WILL DEMONSTRATE:**

- Ability to work independently, be flexible, and manage multiple assignments in a fast-paced environment;
- Ability to work effectively with a wide variety of people and populations by consistently exercising tact, good judgment, and a proactive, problem-solving focused style;
- Excellent customer service skills;
- Effective interpersonal, written, and verbal communication skills;
- Proficiency in the use of computers including email, internet, and office productivity software (e.g. Microsoft Word and Excel).

**SELECTION PROCEDURE:**

Applications for this recruitment will be accepted starting at 8:00 a.m. on Friday, August 14, 2020. This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, August 21, 2020. To be considered, please apply online under "Current Openings" with your cover letter and resume as PDF attachments at: [www.longbeach.gov/jobs](http://www.longbeach.gov/jobs)

Applications will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. The selected candidate will be required to go through a background check and a physical examination prior to appointment. Applications that do not meet the minimum requirements, including submission of all required attachments, will not be considered.

**EQUAL OPPORTUNITY:**

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce. The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4102.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/longbeach>

2525 Grand Avenue  
Long Beach, CA 90815  
(562) 570-4102

Position #HE20-135  
HOUSING AIDE II (PROVISIONAL)  
BB

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**HOUSING AIDE II (PROVISIONAL) Supplemental Questionnaire**

- \* 1. INSTRUCTIONS: The purpose of these supplemental questions is to derive more specific information about the qualifications of applicants for this position. Applicants must clearly demonstrate their qualifying experience. These questions will serve as the basis for determining qualifying candidates and their advancement in the recruitment process. I understand that these questions will serve as the basis for determining qualifying candidates and their advancement in the recruitment process.



- ☐ Yes  
☐ No
- \* 2. 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 the 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.
- ☐ I understand the terms of a provisional appointment and am willing to pursue a provisional appointment.  
☐ I am not willing to pursue a provisional appointment.
- \* 3. Are you able to understand and operate computers and complete various calculations accurately with calculator or computer software?
- ☐ Yes  
☐ No
- \* 4. Are you able to input data into specialized database software?
- ☐ Yes  
☐ No
- \* 5. Are you able to comprehend written information and effectively communicate orally and in writing?
- ☐ Yes  
☐ No
- \* 6. Are you able to deal tactfully and effectively with the general public?
- ☐ Yes  
☐ No
- \* 7. Are you able to lift up to 20 lbs?
- ☐ Yes  
☐ No
- \* 8. DESIRABLE QUALIFICATION - Do you have professional experience working for a public housing agency?
- ☐ Yes  
☐ No
- \* 9. DESIRABLE QUALIFICATION - Please describe your professional experience working for a public housing agency (if applicable).
- \* 10. DESIRABLE QUALIFICATION - Please select the languages you are proficient in:
- ☐ English  
☐ Khmer  
☐ Spanish  
☐ Tagalog  
☐ Other
11. DESIRABLE QUALIFICATION - If you selected "Other" for languages you are proficient in, please list those languages here:
- \* 12. I understand that all required documents must be submitted as PDF attachments to my online application at the time of filing. I also understand that failure to submit all required documents will result in the application being considered incomplete. Required documents

for this position include: 1. Cover Letter 2. Resume. I understand the instructions and will submit the required documents as PDF attachments to my application at the time of filing.

- ☐ Yes  
☐ No

- \* 13. I hereby certify that all information provided in my online application, including the Supplemental Questionnaire, is true and complete to the best of my knowledge. I acknowledge that the department may contact my current and past employers or educators to verify the information that I have provided in my application. I understand that any falsification or omission of material facts disqualifies me from further consideration for this recruitment. To certify the above statement, please type your full name below.

\* Required Question