



## 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:** June 26, 2020      **DEPARTMENT:** Financial Management**POSITION:** Mechanical Equipment Stock Clerk I      **REQUISITION NUMBER:** FM20-040**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.

This position has been vacant since 9/6/19. The Maintenance Division has rotated staff in other classifications and offered staff overtime to cover for the shortage in the Mechanical Equipment Stock Clerk classification which is costly and inefficient. Permanent staff is needed to handle the large volume of parts receipt and distribution for vehicle and equipment maintenance. Parts support to Maintenance operations is impacted, reducing vehicle availability to customer City Departments through increased vehicle downtime.

**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.)

Inviting all applicants who submitted an application for the current Garage Service Attendant job posting that meet the Mechanical Equipment Stock Clerk minimum qualifications to submit a letter of interest and resume. We will also invite all candidates who were on the prior Mechanical Equipment Stock Clerk eligibility list who were not hired to submit a letter of interest and resume.

☒ What is the length of your recruitment?

One week to submit letter of interest/resume. One week to review submissions. One-two weeks to invite candidates to interview.

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

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.")



## Civil Service Department

**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)**

### 1.) Job Duties

- a. Order and maintain documentation of parts for fleet vehicles and equipment
- b. Distribute parts to Equipment Mechanics and Garage Service Attendants as requested
- c. Enter distributed part numbers and costs into work orders in the M-5 Fleet Management System database
- d. Maintain documentation of warranty submittals and reimbursements received
- e. Ensure that invoices for parts ordered and delivered are accurate and complete
- f. Provide reports to supervisors and other management staff on inventory, warranty claims and other Stockroom issues

### 2.) Minimum Qualifications

- a. At least two years paid full-time equivalent experience in automotive and/or mechanical equipment parts handling, procurement, and inventory control.
- b. Proficient in the use of personal computers and software applications (e.g. Microsoft Office) and web-based systems.
- c. Knowledge of stockroom and computerized inventory procedures
- d. Ability to: effectively communicated both verbally and in writing: provide quality customer service to both internal and external customers: conduct internet research related to Fleet operations.
- e. Willingness to work an irregular schedule including nights, weekends, and holidays.
- f. A valid Driver's license is required by the hiring 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.** September 6, 2019. Employee was terminated.

**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.** Currently there is one vacancy that has resulted in delays for the Maintenance Division.

**Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.)** Employees have been rotated, overtime has been used, and an AppleOne temp has been used on and off to fulfill the duties of this position.

### **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

## Agenda Item No. 15

- ☒ Include requisition number and date received by Civil Service: **FM20-040 received 07/17/20**
- ☒ 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. **No.**
- ☒ 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.
- ☐ 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:** August 5, 2020  
**To:** Civil Service Commission  
**From:** Desiree Davalos, Personnel Analyst  
**Subject:** **REQUEST FOR PROVISIONAL APPOINTMENT OF MECHANICAL EQUIPMENT STOCK CLERK**

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Correspondence has been received from Sandra Kennedy, Administrative Officer of the Financial Management Department, requesting Civil Service Commission approval for a Provisional Appointment for the Mechanical Equipment Stock Clerk vacancy. Staff has reviewed the request and recommends approval in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Policy 1.02 of the Civil Service Policies and Procedures.

Facts for Consideration:

- Financial Management has five budgeted Mechanical Equipment Stock Clerk positions and one vacancy leaves the division at 80% of its normal work capacity. The position has been vacant since 09/06/19.
- Article V, Section 43 states that "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."
- The Maintenance Division has rotated staff in other classifications and offered staff overtime to cover for the shortage in the Mechanical Equipment Stock Clerk classification which is costly and inefficient.
- The vacancy has resulted in mechanics experiencing delays in receiving the parts necessary to complete their assigned repairs in a timely manner, reducing vehicle availability to customer City Departments.
- Currently there is no priority list or eligible list for Mechanical Equipment Stock Clerk.
- Financial Management staff will post the vacancy for one week. The provisional opportunity will be open to internal and external candidates. Qualified candidates will be interviewed by the Financial Management Department.

August 5, 2020

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- Civil Service staff will review the department's selected candidate to determine that the individual meets the minimum requirements of the Mechanical Equipment Stock Clerk position.
- Civil Service has received requisition FM20-040 for this request.

The Financial Management Department has been informed that this request is on the Civil Service Commission Agenda on August 5, 2020. A department representative will be present to respond to any questions from the Civil Service Commission.



**City of Long Beach**  
*Working Together to Serve*

**Memorandum**

Date: June 26, 2020

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer

Subject: **Request for Provisional Appointment – Mechanical Equipment Stock Clerk**

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The Financial Management Department (FM) is requesting the Civil Service Commission approval for Provisional Appointment of one (1) Mechanical Equipment Stock Clerk in accordance with Article V, Sections 43 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.

Currently, FM has five (5) budgeted Mechanical Equipment Stock Clerk positions and one (1) vacancy, leaving the division at 80% of its normal work capacity for this classification. The vacancy has resulted in mechanics experiencing delays in receiving the parts necessary to complete their assigned repairs in a timely manner. These delays cause down time for the division's mechanics. The Maintenance Division has rotated staff in other classifications and offered staff overtime to cover for the shortage in the Mechanical Equipment Stock Clerk classification which is costly and is inefficient.

**Provisional Appointment Recruitment Process**

- FM will open a recruitment for a provisional appointment for one (1) week to both internal and external applicants.
- FM will screen applicants for minimum qualifications and interview the applicants who best meet the qualifications listed on the provisional bulletin.

Civil Service Commission approval of a provisional appointment would ensure that essential business functions and operations are efficient and cost effective in the department's Maintenance Division.

SK:NL

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You are receiving this email because you have submitted an application for a Garage Service Attendant – Non-Career position in the Fleet Services Bureau with the City of Long Beach. We would like to take this time to inform you the Department of Financial Management - Fleet Bureau has an immediate opening for a Provisional Mechanical Equipment Stock Clerk I.

### **Example of Duties**

- 1) Order and maintain documentation of parts for fleet vehicles and equipment
- 2) Distribute parts to technicians in a shop setting.
- 3) Enter distributed part numbers and costs into work orders in a Fleet Software System.
- 4) Maintain documentation of warranty submittals and reimbursements received.
- 5) Ensure that invoices for parts ordered and delivered are accurate and complete Provide reports to supervisors and other management staff on inventory, warranty claims and other Stockroom issues

### **Requirement to File**

1. At least two years paid full-time equivalent experience in automotive and/or mechanical equipment parts handling, procurement, and inventory control.
2. Proficient in the use of personal computers and software applications (e.g. Microsoft Office) and web-based systems.
3. Knowledge of stockroom and computerized inventory procedures
4. Ability to: effectively communicated both verbally and in writing: provide quality customer service to both internal and external customers: conduct internet research related to Fleet operations.
5. Willingness to work an irregular schedule including nights, weekends, and holidays.
6. A valid driver's license is required by the hiring department.

### **How to Apply**

**If you are interested in being considered for the position and meet the requirements to file, please submit a current resume and letter of interest to [nicole.lopez@longbeach.gov](mailto:nicole.lopez@longbeach.gov) no later than 8:00 a.m. MONTH, DAY, 2020.**

### **Selection Procedure**

Candidates determined to be best suited for the position will be invited to participate in the selection process, which may include a video interview, and/or in-person interview by a selection panel.

For any questions regarding the position or the recruitment process, please contact me at 562-570-5494 or [Nicole.Lopez@longbeach.gov](mailto:Nicole.Lopez@longbeach.gov).

Thank you



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You are receiving this email because you have previously been on the Mechanical Equipment Stock Clerk Civil Service eligibility list with the City of Long Beach. We would like to take this time to inform you the Department of Financial Management - Fleet Bureau has an immediate opening for a Provisional Mechanical Equipment Stock Clerk I.

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