



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.

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 09/04/2020 **DEPARTMENT:** Public Works

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Emiliano Uranga, Refuse Operator I Non-Career

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

10/09/2017-Appointed to Refuse Operator I-NC.

Summary of duties performed by employee: As of May 11, 2020 Mr. Uranga has been reassigned to the Department of Health and Human Services to perform Disaster Service Worker (DSW) duties related to the Covid-19 pandemic. He is currently working as a Case Investigator. The Department of Health and Human Services has indicated to Public Works a need to continue Mr. Uranga in his current reassignment. An extension of his non-career hours is requested.

Anniversary Date (date when employee reaches 1600-hour threshold): 10/09/2020

Number of hours left to reach 1600 hours: 211.7 as of 08/28/2020

Number of additional hours requested: 50

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

An extension of his non-career hours is requested to allow Mr. Uranga to continue his DSW duties with the Department of Health and Human Services.

If applicable, is there a permanent appointment being recruited?

☐ Yes ☒ Not applicable (new recruitment not required)

If yes, what is the requisition number?

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: **September 18, 2020**
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): **N/A**
- ☒ Non-career hours completed as of the last recorded pay period: **As of September 11, 2020 – 1,452.3 hours**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ 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.**

Human Resources Approval

Director or Designee:

Date:



Date: October 7, 2020
To: Civil Service Commission
From: Shellie I. Goings, Personnel Analyst
Subject: **COVID-19 RELATED: REQUEST FOR EXTENSION OF NON-CAREER HOURS – EMILIANO URANGA**

Correspondence has been received from Russ Ficker, Personnel Officer for the Department of Public Works, requesting Civil Service Commission approval to extend the non-career hours of Mr. Emiliano Uranga, currently employed as a Refuse Operator. Staff has reviewed this 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:

- Mr. Emiliano Uranga was hired as a Non-Career Refuse Operator with the Environmental Services Bureau of the Public Works Department on October 9, 2017.
- On May 11, 2020, Mr. Uranga was reassigned to the Department of Health and Human Services as a Case Investigator to perform Disaster Service Worker (DSW) duties related to the COVID-19 pandemic.
- As a Case Investigator, Mr. Uranga calls individuals that have received a positive COVID test result and obtains information related to demographics, symptoms, and individuals that the infected person has been with.
- The Department of Health and Human Services would like for Mr. Uranga to continue his duties as a Case Investigator during the COVID-19 pandemic.
- As of September 11, 2020, Mr. Uranga has worked a total of 1,452.3 hours.
- The Public Works Department is requesting an extension be granted for an additional 50 hours, which will allow Mr. Uranga to continue his duties through his anniversary date.
- 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 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 pursued." In this

October 1, 2020

Page 2

case the extension is necessary to allow Mr. Uranga to continue in his assignment as a Disaster Service Worker during the pandemic.

Recommendation:

- Staff recommends approval of the Request of Extension of Non Career Hours.
- The Department of Public Works has been informed that this request is on today's agenda. A department representative will be present to answer any inquiries from the Civil Service Commission.

Date: September 21, 2020

To: Civil Service Commission 

From: Russ Ficker, Personnel Officer, Department of Public Works

Subject: **Request to Extend Non-Career Hours – Emiliano Uranga, Refuse Operator I Non-Career**

The Department of Public Works requests the Civil Service Commission extend the non-career hours of Emiliano Uranga, Refuse Operator I Non-Career, in accordance with Article V, Section 49 of the Civil Service Rules & Regulations.

Mr. Uranga was hired as a Refuse Operator I Non-Career in the Department's Environmental Services Bureau on October 9, 2017. As of May 11, 2020, Mr. Uranga has been reassigned to the Department of Health and Human Services to perform Disaster Service Worker (DSW) duties related to the COVID-19 pandemic. He is currently working as a Case Investigator.

The Department anticipates Mr. Uranga will have worked 1,388 hours as of August 28, 2020. The Department of Health and Human Services has indicated to Public Works a need to continue Mr. Uranga in his current reassignment. The extension of Mr. Uranga's non-career hours will allow him to continue to provide case investigator duties during the COVID-19 pandemic.

The Department requests the Commission grant Mr. Uranga an additional 50 non-career hours through his anniversary date of October 9, 2020.

If you have any questions, please contact me at (562) 570-4686.