



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:**

FV 9.3.20 approved, see attached.

Date:

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 9/1/2020 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Regina Macias-Overholt, Administrative Analyst I NC

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

11/15/2016 – present ADMINISTRATIVE ANALYST I-NC

Summary of duties performed by employee: Supervise five Call Center staff members. Hold regular staff training and information update sessions. Answer COVID 19 hotline calls. Respond to caller inquiries on a wide range of subjects. Troubleshoot calls from dissatisfied callers.

Anniversary Date (date when employee reaches 1600-hour threshold): 11/15/2020

Number of hours left to reach 1600 hours: 300

Number of additional hours requested: 200

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

Ms. Macias-Overholt has been placed in charge of the COVID hotline, which has been a 40/hr per week position since March. This new assignment is in addition to her normal position of Vets Commission coordination.

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: September 3, 2020
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): Not applicable
- ☒ Non-career hours completed as of the last recorded pay period: 1499.7
- ☒ 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.



Date: October 7, 2020
To: Civil Service Commission
From: Elsa Ramos, Personnel Analyst
Subject: **COVID -19 RELATED: REQUEST FOR THE EXTENSION OF NON-CAREER HOURS- Regina Macias-Overholt, Administrative Analyst I - NC**

Correspondence has been received from Jodie Griner, Administrative Officer for the Department of Health and Human Services (DHHS), requesting Civil Service Commission approval to extend the non-career hours of Regina Macias-Overholt, currently employed as an Administrative Analyst I – NC with the DHHS. 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:

- Article V, 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 providing supervision of five (5) staff who are responding to the COVID-19 call center hotline where she has been temporarily reassigned.
- Regina Macias-Overholt was hired as an Administrative Analyst I - NC on November 15, 2016 to serve as the Long Beach Veterans Commission Coordinator.
- On March 4, 2020, the Directors of Public Health for the City of Long Beach and for the County of Los Angeles declared a public health emergency in response to the threat of spread of the novel coronavirus commonly referred to as COVID-19. As part of the City's emergency response, Ms. Macias-Overholt was reassigned to provide oversight of the five (5) staff answering the City's COVID-19 hotline.
- Regina Macias-Overholt is now serving in a full-time capacity, which has drawn her closer to depleting the allotted 1600 non-career hours; as of September 25, 2020, she has completed 1499.7 hours.
- The Health and Human Services Department is requesting that an extension be granted for an additional 200 hours.
- Granting the additional hours will ensure Ms. Macia-Overholt's ability to continue to support the City's COVID19 call center as well as her responsibilities under DHHS as the Long Beach Veterans Commission Coordinator through her anniversary date of November 15, 2020.

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The Department of Health and Human Services 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.

ER 10/07/2020 Request for Extension of Non-Career Hours, Regina Macias-Overholt

Date: September 30, 2020

To: Civil Service Commission

From: Jodie Griner, Administrative Officer

Subject: REQUEST FOR EXTENTION OF NON-CAREER HOURS – Regina Macias-Overholt

Department of Health and Human Services is requesting Civil Service Commission approval to extend the non-career hours for Gina Overholt Administrative Analyst - NC, in accordance with Civil Service Rules and Regulations Section 49 and Civil Service Policy Section 2.32.

In March 2020, due to the COVID-19 pandemic, Ms. Overholt was reassigned to the JIC to assist with the City's emergency response. Due to the needs of the JIC, Ms. Overholt has been working a full-time schedule, which has drawn her closer to depleting the allotted 1,600 non-career hours.

DHHS is requesting the Civil Service Commission approve an additional 200 hours. This will allow Ms. Overholt to continue supporting the JIC/Health Department through her anniversary date of November 15th .

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 3304.

