



## 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:** 9/3/2020 **DEPARTMENT:** Health

**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Francheska Deras

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

03/28/2020 - 11/16/2015 - ADMINISTRATIVE INTERN-NC

**Summary of duties performed by employee:** Francheska Deras, Language Access Coordinator, has been reassigned to the Joint Information Center for the COVID-19 response and, during the height of the crisis, was working at least 40 hours per week. The City Manager's office had directed the Language Access Program to ensure that all press releases and vital documents related to COVID-19 were translated per the Language Access Policy into Spanish, Khmer, and Tagalog. This effort required increased staff time and we would like to request an increase in hours to cover the remaining period of time.

**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 addition** The City Manager's office had directed the Language Access Program to ensure that all press releases and vital documents related to COVID-19 were translated per the Language Access Policy into Spanish, Khmer, and Tagalog. al hours are needed for the department to function.

**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:** 1305.5
- ☒ **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- Francheska Deras, Administrative Intern - NC

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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 Francheska Deras, currently employed as an Administrative Intern – 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 specialized role in assisting the Joint Information Center (JIC) function where she has been temporarily reassigned to oversee the translation of vital documents and mass communications related to COVID-19.
- Francheska Deras was hired as an Administrative Intern - NC on November 16, 2015 to serve as the Language Access Coordinator to support the development of the City's Language Access Policy and oversee its implementation.
- 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. Deras was reassigned to the Joint Information Center (JIC) as a Health Department liaison to ensure that all press releases and vital documents related to COVID-19 were translated per the Language Access Policy into Spanish, Khmer, and Tagalog.
- Francheska Deras 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 1305.5 hours.
- The Health and Human Services Department is requesting that an extension be granted for an additional 200 hours.

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- Granting the additional hours will ensure Ms. Deras' ability to continue to support the JIC as well as her responsibilities under DHHS for the Language Access Program through her anniversary date of November 16, 2020.

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.

Date: September 30, 2020

To: Civil Service Commission

From: Jodie Griner, Administrative Officer

Subject: REQUEST FOR EXTENTION OF NON-CAREER HOURS –Deras

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Department of Health and Human Services is requesting Civil Service Commission approval to extend the non-career hours for Francheska Deras, Administrative Intern - 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. Deras was reassigned to the JIC to assist with the City's emergency response. Due to the needs of the JIC, Ms. Deras 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. Deras 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.

