



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: September 24, 2020 **DEPARTMENT:** Library

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Brian Rivera, General Librarian I-NC

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

Hired as General Librarian I-NC on February 4, 2020. Brian was reassigned as a contract tracer to the Health Department from March – June 2020.

Summary of duties performed by employee: As a General Librarian I-NC, performs professional and technical library work, including, but not limited to, adult and children's reference and advisory services, materials selection, cataloging, outreach and programming at the Billie Jean King Main library. At the Health Department, contacts those who receive a positive test result from a laboratory or healthcare provider for an individual in Long Beach.

Anniversary Date (date when employee reaches 1600-hour threshold): February 4, 2021 (will reach 1600 hour threshold around November 5, 2020)

Number of hours left to reach 1600 hours: 353 as of 9/11/2020

Number of additional hours requested: 720

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

There are five vacant General Librarian I- NC positions and the additional hours are needed to fulfill the duties of the vacant positions because the City is on a hiring freeze and there is no date for a recruitment.

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:** 10/14/2020
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** Not applicable
- ☒ **Non-career hours completed as of the last recorded pay period:** As of 10/09/20: 1399 hours completed
- ☒ **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 21, 2020
To: Civil Service Commission
From: Jami Kerr-Jenkins, Personnel Analyst
Subject: **COVID-19 RELATED: REQUEST FOR EXTENSION OF NON-CAREER HOURS - BRIAN RIVERA**

Correspondence has been received from Amber Ahlo, Administrative Officer, Library Services Department, requesting Civil Service Commission approval to extend the non-career hours for Mr. Brian Rivera, currently employed as a General Librarian I-NC. 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. Rivera was hired as a Non-Career General Librarian with the Library Services Department on February 4, 2020.
- On March 4, 2020, the Directors of Public Health for the City of Long Beach and County of Los Angeles declared a public health emergency in response to the threat of a spread of the COVID-19 (Corona Virus).
- As a result of the current emergency, Mr. Rivera was reassigned to the Joint Information Center (JIC)/Health Department where he served as a Call Center lead from March to June to assist with the City's emergency response. He served in a full-time capacity, which depleted the allotted 1600 non-career hours sooner than expected.
- As of October 9, 2020, Mr. Rivera has worked 1,399 hours.
- In addition, due to the City-wide hiring freeze, there are currently five General Librarian I-NC vacancies in the Library Services Department. There is no date for a new recruitment to be opened.
- The Library Services Department is requesting an extension be granted for an additional 720 hours. This extension will allow Mr. Rivera to continue to work until his twelve-month anniversary date of February 4, 2021 in which his hours will start over again.

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- Granting the additional hours for Mr. Rivera will ensure that Library Services remain uninterrupted due to the hiring freeze and multiple vacancies. In addition, Mr. Rivera's bi-lingual skills are important to the department and community.

Recommendation:

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 accordance to Article V, Section 49 of the Civil Service Rules and Regulations and Civil Service Policy 2.32. Staff recommends approval of this request.

Mr. Rivera and the Library Services Department have 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 29, 2020

To: Civil Service Commission

From: Amber Ahlo, Administrative Officer, Department of Library Services

Subject: **REQUEST FOR EXTENSION OF NON-CAREER HOURS – BRIAN RIVERA**

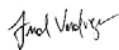
The Department of Library Services (Department) respectfully requests that the Commission grant an extension of non-career hours to Brian Rivera, General Librarian, non-career, in accordance with Civil Service Rules and Regulations Section 49 and Civil Service Policy Section 2.32.

Mr. Rivera was hired with the Department of Library Services as a General Librarian, non-career on February 4, 2020. There are five vacant General Librarian non-career positions and the additional hours are needed to fulfill the duties of the vacant positions because of the City-wide hiring freeze. There is currently no date for a recruitment for the vacant positions.

The Department is requesting the Civil Service Commission approve an additional 720 hours. This will allow Mr. Rivera to continue to fulfill the duties of the vacant positions through his anniversary date of February 4, 2021.

Thank you for your consideration of this request. If you have any questions or if you need any additional information, please contact me at (562) 570-6110.

Human Resources Approval



Director or Designee

10/14/2020

Date

