

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR PROVISIONAL APPOINTMENT
(Non-promotional classifications)

Civil Service Rules and Regulations Section 43
Civil Service Commission Policy Section 1.02

Form completed by: Eileen Hunter/Admin Analyst/for Health
Name/Title/Department

Date: 12-06-20

Section 1: To be completed by requesting department.

To be Completed
by department

Civil Service
Dept.
Verification

A requisition is required. The requisition number is: # **HE20-136**.

Has the requisition been received in the Civil Service Department?

Yes No

If an eligible list or priority list exists for the classification and, if not, when the eligible list expired? **Housing Specialist list H66AN-18 expired 08/28/2020**

Yes **No**

Is any other department impacted?

If yes, which department: _____

Yes **No**

Are you submitting all required documents the Civil Service Department?

- Completed provisional application.
- Copies of any documents required on the last job bulletin such as proof of license, education, certificate, etc.
- Copy of most recent job opportunity bulletin.

Yes No

Yes No

Yes No

Section 2: Points to be addressed in request.

Candidate's Name: **Lillian Perdomo**

Is the candidate a current City employee?

Yes No

Title of classification – brief description of duties. **Housing Specialist II**

Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly. **The Housing Authority Bureau has operated under reduced staffing for several months due to multiple vacancies and unsuccessful recruitments from aging eligible lists. Existing staff are supporting the duties of vacant positions in a limited capacity, resulting in unsustainable workloads, increased use of overtime, and under-utilization of grant funding. Bureau operations have also grown more complex due to the ongoing COVID-19 public health emergency, resulting in greater and more immediate need for additional staffing support. Should this arrangement continue, the Housing Authority will be at risk of failure to meet grant directives, resulting in audit findings and possible reductions to grant funding.**

Does the proposed appointee meet the minimum qualifications for the classification?

Yes No

An explanation of the recruitment plan used to select the proposed appointee. The position was advertised as a provisional employment opportunity from 08/11/2020 to 08/18/2020. The Department received 10 applications. Of those, 8 passed the preliminary qualification screening and were forwarded to the hiring managers for review. Those were invited to interview, and of those Ms. Perdomo was among the most qualified.		
The employee has been notified of the conditions of a provisional appointment.	Yes No	
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> • Requesting department. 		
Notes: SUGGESTED ACTION:		



Date: January 6, 2020

To: Civil Service Commission

From: Elsa Ramos, Personnel Analyst

Subject: **COVID 19 RELATED: REQUEST FOR PROVISIONAL APPOINTMENT OF HOUSING SPECIALIST I: LILLIAN PERDOMO**

On December 8, 2020, the Civil Service Department received correspondence from the Department of Health and Human Services (DHHS), requesting Civil Service Commission approval of their provisional appointee, Lillian Perdomo, to the classification of Housing Specialist I. Staff has reviewed the request and recommends approval in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Civil Service Policy 2.32.

Article V, Section 43 of the Civil Service Rules and Regulations allows an appointing authority to request a provisional appointment of an employee "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."

Facts for Consideration:

- On August 8, 2020, the Civil Service Commission approved a Request for Provisional Appointment for the Housing Specialist I classification from the Department of Health and Human Services (DHHS) for four (4) positions.
- The Housing Specialist position plays a critical role in the Housing Authority by providing case management functions for several housing programs. Due to the COVID-19 pandemic, Housing Authority staff is supporting the duties of vacant positions in a limited capacity, resulting in unsustainable workloads and increased use of overtime.
- DHHS posted the bulletin for the provisional Housing Specialist I-II for one week and screened applicants to determine if they met the minimum qualifications for the classification. After interviewing applicants, the Department selected one provisional Housing Specialist I: Lillian Perdomo.
- On December 8, 2020, DHHS provided the Civil Service Department the name and corresponding application of Ms. Perdomo for provisional appointment to the classification of Housing Specialist I. The application was reviewed by staff who determined that the applicant met the minimum requirements for the Housing Specialist I-II classification.

January 6, 2021

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- Ms. Perdomo has been informed and understands that the provisional appointment is temporary and has no guarantee of permanent appointment. She is aware that she must also apply and compete in the Civil Service examination process and place in a selectable position on the eligible list to be considered for permanent appointment as a Housing Specialist I.
- Requisition HE20-136 has been approved for this provisional request. This request will fill one of four (4) available vacancies.
- The Housing Specialist I-II provisional appointment is critical in supporting the Housing Authority's ability to conduct case management functions as obligated by local, state and federal authorities. Vacancies in this position put the Housing Authority at possible risk of funding reduction due to under-utilization of the current funding allocation, should they not fill vacancies provisionally while a permanent recruitment is conducted.

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 12/16/2020 Request for Provisional Appointment for Housing Specialist I:
Lillian Perdomo

Memorandum

Date: December 6, 2020

To: Civil Service Commission

From: Jodie Griner, Administrative Officer, Department of Health and Human Services

Subject: **PROVISIONAL APPOINTMENT OF HOUSING SPECIALIST I**

The Department of Health and Human Services is requesting the provisional appointment of Lillian Perdomo to the classification of Housing Specialist I in accordance with Article IV, Section 27 and Article V, Section 43 of the Civil Service Rules and Regulations.

The Department's Housing Authority Bureau has 14 budgeted Housing Specialist I-II positions, four of which are currently vacant. The positions have remained vacant due to the lack of a certified eligible list. Due to ongoing operational needs, particularly the need to fulfill the Department's obligations to state and local housing programs or risk penalties and loss of funding, the Department has identified Lillian Perdomo, a current Housing Aide II, to fill one of the vacancies on a provisional basis. Requisition HE20-136 is currently open for this purpose.

Ms. Perdomo was selected to fill this vacancy based on her experience performing the job duties of a Housing Aide II for the Housing Authority of Long Beach between June 2020 and the present. Prior to that, Ms. Perdomo worked as a Case Manager for People Assisting the Homeless (PATH). Ms. Perdomo meets the minimum qualifications for the classification and understands the provisional appointment is temporary and has no guarantee of permanent appointment. She is aware that she must apply and complete in the Civil Service examination process and place in a selectable position on the eligible list in order to be considered for permanent appointment as a Housing Specialist I.

If you have any questions, please contact me at (562) 570-3304.

APPROVED:

KELLY COLOPY
DIRECTOR OF HEALTH & HUMAN SERVICES

FRED VERDUGO
ACTING DIRECTOR OF HUMAN RESOURCES
TH 12.10.2020

ATTACHMENTS



Memorandum

Date: December 6, 2020
 To: Civil Service Commission
 From: Jodie Griner, Administrative Officer, Department of Health and Human Services
 Subject: **PROVISIONAL APPOINTMENT OF HOUSING SPECIALIST I**

The Department of Health and Human Services is requesting the provisional appointment of Lillian Perdomo to the classification of Housing Specialist I in accordance with Article IV, Section 27 and Article V, Section 43 of the Civil Service Rules and Regulations.

The Department's Housing Authority Bureau has 14 budgeted Housing Specialist III positions, four of which are currently vacant. The positions have remained vacant due to the lack of a certified eligible list. Due to ongoing operational needs, particularly the need to fulfill the Department's obligations to state and local housing programs or risk penalties and loss of funding, the Department has identified Lillian Perdomo, a current Housing Aide II, to fill one of the vacancies on a provisional basis. Regulation H#20-136 is currently open for this purpose.

Ms. Perdomo was selected to fill this vacancy based on her experience performing the job duties of a Housing Aide II for the Housing Authority of Long Beach between June 2020 and the present. Prior to that, Ms. Perdomo worked as a Case Manager for People Assisting the Homeless (PATH). Ms. Perdomo meets the minimum qualifications for the classification and understands the provisional appointment is temporary and has no guarantee of permanent appointment. She is aware that she must apply and complete in the Civil Service examination process and place in a selectable position on the eligible list in order to be considered for permanent appointment as a Housing Specialist I.

If you have any questions, please contact me at (562) 570-3304.

APPROVED:

Kelly Colopy
Digitally signed by Kelly Colopy
 Date: 2020.12.10 14:28:58 -0800
 KELLY COLOPY
 DIRECTOR OF HEALTH & HUMAN SERVICES

Fred Verdugo
Digitally signed by Fred Verdugo
 Date: 2020.12.10 09:28:00 -0800
 FRED VERDUGO
 ACTING DIRECTOR OF HUMAN RESOURCES
 TH 12.10.2020

ATTACHMENTS