

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: 12-04-20

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: # **HE20-135**.
Has the requisition been received in the Civil Service Department?

Yes

No

ER

If an eligible list or priority list exists for the classification and, if not, when the eligible list expired? **Housing Aide list HS1AN-18 expired 10/13/2020**

Yes

No

ER

Is any other department impacted?

If yes, which department: _____

Yes

No

ER

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

ER

Yes

No

ER

Yes

No

ER

Section 2: Points to be addressed in request.

Candidate's Name: **Devin Buttelwerth**

Is the candidate a current City employee? **Administrative Intern**

Yes

No

ER

Title of classification – brief description of duties. **Housing Aide 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. **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

ER

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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 08/25/2020. The Department received 88 applications. Of those, 73 passed the preliminary qualification screening and were forwarded to the hiring managers for review. Of those 73 the most qualified were invited to interview, and of those Mr. Buttelwerth was among the most qualified.		
The employee has been notified of the conditions of a provisional appointment.	Yes No	ER
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> • Requesting department. 		
<p>Notes:</p> <p>Human Resources reviewed and provided approval on 12/10/2020.</p> <p>SUGGESTED ACTION:</p> <p>Staff recommends Devin Buttelwerth for the provisional appointment to Housing Aide II classification.</p>		



Date: January 6, 2021
To: Civil Service Commission
From: Elsa Ramos, Personnel Analyst
Subject: **COVID 19 RELATED: REQUEST FOR PROVISIONAL APPOINTMENT OF HOUSING AIDE II: DEVIN BUTTELWERTH**

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, Devin Buttelwerth to the classification of Housing Aide II. 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 1.02.

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 Aide II classification from the Department of Health and Human Services (DHHS) for three (3) positions.
- The Housing Aide II position plays a critical role in the Housing Authority by providing administrative and programmatic support for several housing programs.
- DHHS posted the bulletin for the provisional Housing Aide II for two weeks and screened applicants to determine if they met the minimum qualifications for the classification. After interviewing applicants, the Department selected two individuals. Mr. Buttelwerth is one of the two selected.
- On December 8, 2020, DHHS provided the Civil Service Department Mr. Buttelwerth's application for provisional appointment to the classification of Housing Aide II. The application was reviewed by

staff who confirmed that Mr. Buttelworth met the minimum requirements for the Housing Aide II classification.

- Mr. Buttelwerth has been informed and understands that the provisional appointment is temporary and he has no guarantee of permanent appointment. He is aware that he 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 Aide II.
- Requisition HE20-135 has been approved for this provisional request. This request will fill one of three (3) available vacancies.
- The Housing Aide II provisional appointment is critical in supporting the Housing Authority's ability to conduct administrative and programmatic 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.

Date: December 4, 2020

To: Civil Service Commission

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

Subject: **PROVISIONAL APPOINTMENT OF HOUSING AIDE II**

The Department of Health and Human Services is requesting the provisional appointment of Devin Buttelwerth to the classification of Housing Aide II 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 10 budgeted Housing Aide II positions, three 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 Devin Buttelwerth, a current Administrative Intern, to fill one of the vacancies on a provisional basis. Requisition HE20-135 is currently open for this purpose.

Mr. Buttelwerth was selected to fill this vacancy based on his experience as an Administrative Intern with the Housing Authority between 2016 and the present. Mr. Buttelwerth meets the minimum qualifications for the classification and understands the provisional appointment is temporary and has no guarantee of permanent appointment. He is aware that he 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 Aide II.

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 12.08.2020

ATTACHMENTS



Civil Service Department

Request for Provisional Appointment Form

PURPOSE:

To establish a process for the review and authorization of provisional appointments to classified positions.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 43 and [Civil Service Policy Section 1.02](#):

"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. All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission." (*Civil Service Rules and Regulations Section 43*)

"Extensions of provisional appointments may be approved by the Civil Service Commission, if an eligible list has not been established after the allotted 150 days. When an eligible list for the classification, in which the provisional employee is serving, is established the provisional appointee shall be removed from provisional status within a thirty day period." (*Civil Service Policy Section 1.02*)

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Provisional Request 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.
- Provisional Request Form emailed to Civil Service Department Executive Assistant.
- Provisional Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department presents the need for a provisional appointment including: the recruitment bulletin/job flyer and recruitment plan.
- Commission Approves/Denies request.
- If approved, department conducts provisional recruitment as planned.
 - Provisional recruitments must be completed through Neogov (bulletin posting, job application, supplemental questions, and/or required proofs or certifications).
 - In creating your provisional bulletin, please reference past exam's recruitment bulletins and include the provisional disclaimer language* below.
- **ONCE PROVISIONAL IS SELECTED, DEPARTMENT MUST CONTACT CIVIL SERVICE ANALYST AND SUBMIT THE FOLLOWING FOR ANALYST TO VERIFY MINIMUM QUALIFICATIONS ARE MET:**
 - Provisional appointee's application, a signed [Provisional Appointment Statement of Conditions](#), and any required documents i.e. proof of license, education, certificate, etc.
 - NOTE: Please submit the above documents for each appointee separately.
- Civil Service will notify the candidate of the conditions of the provisional appointment.
- Once provisional appointee is hired, department completes HR1.
- Once HR1 is received by Civil Service, the provisional item will be placed on the Consent Calendar for approval.

Human Resources Approval

Director or Designee:

Date:

Effective Date: 10/10/2018

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE: July 29, 2020 **DEPARTMENT:** Health

POSITION: Housing Aide II **REQUISITION NUMBER:** HE20-135

TYPE OF PROVISIONAL REQUEST: Provisional Appointment.

NUMBER OF VACANCIES: 3

In the space below, please include an 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.

RECRUITMENT PLAN/STRATEGY

☒ **Are you recruiting:** ☐ Internal Candidates ☒ External Candidates ☐ Both **cpw**

☒ **How are you advertising for the position? (i.e. job flyers, governmentjobs.com, etc.)** **cpw**

The Department would like to conduct an external recruitment using NeoGov (governmentjobs.com/indeed).

☒ **What is the length of your recruitment?**

Two week posting with a one week filing period. **cpw**

☒ **What exam process will be administered? (i.e. interview or other testing)** **cpw**

Telephone or videoconference interviews.

☒ **Did you include a provisional language disclaimer* on your provisional recruitment bulletin?** Yes. **cpw**

(*Disclaimer language to include in the beginning of your provisional bulletin: “This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.”)

In the space below include the Provisional Recruitment bulletin. Include: 1.) Job duties 2.) Minimum qualifications 3.) Provisional supplemental questions 4.) Copy of most recent job bulletin (attachment or copy and paste)

Please see attached job bulletin draft.

FOR PROVISIONAL APPOINTMENT – PROMOTIONAL



Civil Service Department

NOTE: Employees in the "feeder" classifications for the promotional opportunity should be given equal and fair opportunity to demonstrate their abilities to function in the promotional position.

Does a promotional list exist? ☐ YES ☒ NO **cpw**

The date the vacancy occurred and circumstances surrounding vacancy. **cpw**

- Pamela Buckner, Transferred to Development Services 3/30/19;
- Celeste Renae Morris, Resigned 6/27/19;
- Marley Phon-Riggins, Promoted to Housing Specialist I 3/28/20;

How the position, if left unfilled, would create a clear and substantial loss of revenue, a substantial curtailment of City services or create a City hazard. Current staffing levels are resulting in an under-utilization of grant funding, risking audit findings and a possible reduction of future grant funding.

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) The Department has attempted to use temporary staffing to fill operational needs, but this has presented challenges. Housing Authority operations require extensive training due to grantor regulations and temporary staff have limited hours available for their assignment. This arrangement has resulted in the turnover of temporary staff not long after becoming fully trained for their assignments and forces program supervisors to devote more time and energy to training at a time when operational activities are more complex due to the ongoing COVID-19 public health emergency.

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- ☒ A valid requisition to fill the subject vacancy was received by the Civil Service Department for the classification in question. ☐ YES ☒ NO **Requisition is currently in approval path process cpw**
- ☒ Include requisition number and date received by Civil Service: **HE20-135 is in the approval path process cpw**
- ☐ No existing promotional, priority or eligible list exists for this classification.
- ☒ If there is an eligible list, when does it expire? **List expires 10/2020 cpw**
- ☒ Is any other department impacted? If yes, which department? **no**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting. **cpw**

Once the provisional appointee has been identified by the department, Civil Service will:

- ☒ Date initial provisional request was approved by Civil Service Commission: **August 8, 2020**
- ☒ Verify that the provisional appointee meets the minimum qualifications by reviewing the following items: provisional appointee's application; a signed Provisional Appointment Statement of Conditions; proof of license, education, certificate, etc. DATE COMPLETED: **December 9, 2020**
- ☒ Provisional appointee(s) selected by the Department: **Gladys Burnley and Devin Buttelwerth**

Agenda Item No. 8

- ☒ Provide notice to the employee that the request is scheduled to be on the Civil Service Commission agenda. Notify the candidate of attendance options and of the terms and conditions of the provisional appointment. DATE COMPLETED: **December 10, 2020**
- ☒ Provide notice to the department that the request is scheduled to be on the Civil Service Commission agenda. (If the candidate does not meet the minimum qualifications, Civil Service will notify the department.)
- ☒ Civil Service Analyst will submit the verified form and other documents to Administrative Support Services and the Executive Assistant.
- ☒ Civil Service Analyst Verification (First and Last Name): **Elsa Ramos**



Date: August 5, 2020
To: Civil Service Commission
From: Christina Pizarro Winting, Executive Director
Subject: **COVID 19 RELATED: REQUEST FOR PROVISIONAL APPOINTMENT OF HOUSING AIDE II**

Correspondence has been received from Jodie Griner, Administrative Officer, Health and Human Services, requesting Civil Service Commission approval for three (3) Housing Aide II provisional appointments.

Staff has reviewed the request and recommends approval of the provisional appointments in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.

Facts for Consideration:

- The Housing Authority of the Health and Human Services Department has three vacancies in the Housing Aide classification due to a transfer, promotion and resignation.
- The Housing Aide position plays a critical role in the bureau by providing administrative and programmatic support for several housing programs.
- Existing staff are supporting the duties of the vacant positions; however, the complexity of the bureau has increased due to the COVID-19 pandemic.
- The Housing Authority risks the possibility of a reduction in future grant funding due to the under-utilization of current grant funding if the positions are not filled provisionally while a permanent recruitment is conducted.
- Currently there is no priority list and the department has fully utilized the current eligible list which will expire in October 2020.
- The recruitment for this provisional appointment will be available for external candidates. The bulletin will be posted for two weeks with a one week filing period.
- Requisition HE20-135 is in the approval path process for this provisional request.