



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:** 01/19/2021 **DEPARTMENT:** Public Works**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Mario Raygoza, Refuse Operator I Non-Career**Summary of employee's work history specifying all classification titles and dates:**

2/24/2020-Appointed to Refuse Operator I-NC.

Summary of duties performed by employee: Collects and empties refuse containers and large or bulky items throughout the City; transports refuse to disposal sites according to prescribed dumping procedures; follows all mandated safety procedures including pre- and post- trip vehicle inspections; reports unsatisfactory conditions of refuse containers; may be assigned to special events, special collections, or other related duties as required.**Anniversary Date (date when employee reaches 1600-hour threshold):** 2/24/2021**Number of hours left to reach 1600 hours:** 7.4 as of 1/18/2021**Number of additional hours requested:** 130**Explain why the additional hours are needed for the department to function.**

An extension of his non-career hours is requested to allow Mr. Raygoza to continue his Refuse Operator I-NC duties. Staffing for collection services within the Environmental Services Bureau fluctuates daily due to illness (COVID-19), working injury and retention. Mr. Raygoza is needed to assist with these staffing challenges.

If applicable, is there a permanent appointment being recruited?☒ Yes ☐ Not applicable (new recruitment not required)**If yes, what is the requisition number?** PW20-011**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:** 1/19/2021☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** Current Refuse Operator recruitment opening.☒ **Non-career hours completed as of the last recorded pay period:** 1,593.8 hours completed as of pay period ending 1/15/2021☒ **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.**Human Resources Approval**Director or Designee: 

Date: 01/21/21



Date: February 3, 2021
To: Civil Service Commission
From: Shellie I. Goings, Personnel Analyst
Subject: **COVID-19 RELATED: REQUEST FOR EXTENSION OF NON-CAREER HOURS – MARIO RAYGOZA**

Correspondence has been received from Russ Ficker, Personnel Officer for the Department of Public Works, requesting Civil Service Commission approval to extend the non-career hours of Mr. Mario Raygoza, currently employed as a Refuse Operator. 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. Mario Raygoza was hired as a Non-Career Refuse Operator with the Environmental Services Bureau of the Public Works Department on February 24, 2020.
- Mr. Raygoza is assigned to the Refuse Division where he performs refuse collection and transportation duties.
- As of pay period ending January 15, 2021, Mr. Raygoza has worked a total of 1,593.8 hours.
- The Public Works Department is requesting an extension be granted for an additional 130 non-career hours, which will allow Mr. Raygoza to continue his duties through his anniversary date.
- 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 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 pursued."
- The extension of non-career hours will allow Mr. Raygoza to continue to provide Refuse Operator especially in a time of significant staff impacts due to COVID-19 illness, work injuries and normal retention within the classification.

Recommendation:

- Staff recommends approval of the Request of Extension of Non-Career Hours.

February 3, 2021

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- The Department of Public Works 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

Memorandum

Date: January 19, 2021

To: Civil Service Commission 

From: Russ Ficker, Personnel Officer, Department of Public Works

Subject: **Request to Extend Non-Career Hours – Mario Raygoza, Refuse Operator I Non-Career**

The Department of Public Works requests the Civil Service Commission extend the non-career hours of Mario Raygoza, Refuse Operator I Non-Career, in accordance with Article V, Section 49 of the Civil Service Rules & Regulations.

Mr. Raygoza was hired as a Refuse Operator I Non-Career in the Department's Environmental Services Bureau on February 24, 2020. He is assigned to the Refuse Division where he performs refuse collection and transportation duties.

The Department anticipates Mr. Raygoza will have worked 1,592.6 hours as of January 18, 2021. The extension of Mr. Raygoza non-career hours will allow him to continue to provide Refuse Operator especially in a time of significant staff impacts due to COVID-19 illness, work injuries and normal retention within the classification.

The Department requests the Commission grant Mr. Raygoza an additional 130 non-career hours through his anniversary date of February 24, 2021.

If you have any questions, please contact me at (562) 570-4686.

Human Resources Approval



Director or Designee

01/21/2021

Date