



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.



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SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 1/26/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Armando Lomeli, Maintenance Assistant I - NC

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

07/29/2020 SP 14.71 27100 HEALTH AND HUMAN SERVICES 01 T78AN – MAINTENANCE ASST I-NC
07/25/2020 SP 14.71 27100 HEALTH AND HUMAN SERVICES 01 T78AN – MAINTENANCE ASST I-NC

Summary of duties performed by employee: Armando Lomeli, Maintenance Assistant I-NC, has been working at least 40 hours per week due to the Department being short staffed in the Collective Impact and Operations Bureau. He has worked tirelessly to ensure that the Main Health building is still meeting required levels of cleanliness and sanitization. This effort requires 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): 7/29/2021

Number of hours left to reach 1600 hours: 673

Number of additional hours requested: 416

Explain why the addition The Health and Human Services Department has been experiencing a significant shortage of staff in the Maintenance Assistant role and Mr. Lomeli has stepped up when asked to work additional hours, however this has led to him using up his allotment of hours faster than expected. The Department would like to request an increase to ensure that he is able to continue working and delivering the necessary level of attention to sanitization and cleaning efforts needed to keep Main Health safe for all.

If applicable, is there a permanent appointment being recruited?

☒ Yes ☐ Not applicable (new recruitment not required)

If yes, what is the requisition number? HE20-175

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:** February 4, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 1015
- ☒ **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.**

Civil Service Department



Suggested Action: Staff recommends approval.

Human Resources Approval

A handwritten signature in black ink, appearing to be "John", written over a horizontal line.

Director or Designee

02/01/21

Date



Date: February 17, 2021
To: Civil Service Commission
From: Elsa Ramos, Personnel Analyst
Subject: COVID – 19 RELATED: REQUEST FOR THE EXTENSION OF NON-CAREER HOURS- Armando Lomeli, Maintenance Assistant I - NC

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 Armando Lomeli, currently employed as a Maintenance Assistant I – 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."
- Armando Lomeli was hired as a Maintenance Assistant I - NC on July 1, 2020.
- Due to staffing levels at the Department of Health and Human Services, Mr. Lomeli has been working at least 40 hours per week to support the maintenance needs of the Main Health Department facility. With the onset of COVID-19, additional cleaning and sanitation has required additional support to meet CDC cleaning standards.
- Mr. Lomeli is regularly exceeding 40 hours per week, which has drawn him closer to depleting the allotted 1600 non-career hours; as of January 29, 2021, he has completed 1015 hours.
- The Health and Human Services Department is requesting that an extension be granted for an additional 416 hours.
- Granting the additional hours will ensure Mr. Lomeli's ability to continue to support the Department's maintenance needs through his anniversary date of July 29, 2021.

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: February 1, 2021

To: Civil Service Commission

From: Jodie Griner, Administrative Officer

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

Department of Health and Human Services is requesting Civil Service Commission approval to extend the non-career hours for Armando Lomeli Maintenance Assistant - NC, in accordance with Civil Service Rules and Regulations Section 49 and Civil Service Policy Section 2.32.

Hired in July 2020, Mr. Lomeli has been working as a Maintenance Assistant – NC and due to the Division being short staffed has been working 40 hours per week, which has drawn him closer to depleting the allotted 1,600 non-career hours.

DHHS is requesting the Civil Service Commission approve an additional 416 hours. This will allow Mr. Lomeli to continue supporting the Health Department through his anniversary date of July 29th.

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.

Human Resources Approval



Director or Designee

02/01/21

Date

