



## 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:** 01/25/2021 **DEPARTMENT:** Fire Department

**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** John Balagtas, Administrative Analyst II - NC

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

John was previously working for the Department as a Data Analyst through AppleOne. Prior to that, he was in the accounting field for approximately 9 years (June 2010 – December 2018). Resume attached.

**Summary of duties performed by employee:**

As a Disaster Service Worker, John is working on data and analytics for the EOC where he has been assigned since May 19, 2020. The duties that Mr. Balagtas was hired to perform are the following: prepare recurring and ad-hoc reports to ensure proper allocation of limited City resources; collaborate with City Departments to complete City Council requested data-driven reports and studies; support EMS Division to ensure proper certification of all Long Beach EMTs and Paramedics; collaborate with the Diversity Recruitment team to quantify impact of programs, and, develop quality improvement spreadsheets that automatically audit 100+ daily reports for Los Angeles County EMS Agency compliance.

**Anniversary Date (date when employee reaches 1600-hour threshold):** 03/22/2021

**Number of hours left to reach 1600 hours:** Mr. Balagtas has worked 1358 hours, as of 1/15/21, and he has 242 hours remaining.

**Number of additional hours requested:**

360 additional hours are being requested; Mr. Balagtas has worked 361 hours as a Disaster Service Worker for the City.

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

John was reassigned as a Disaster Service Worker to the EOC on May 19, 2020, due to the COVID-19 emergency. His DSW assignment has been intermittent and as needed, for a total of 361 hours to date. As a non-career employee, Mr. Balagtas has only 1600 hours that he could use and the 360 hours represents over 20% of his allotted time. The LBFD is asking for and additional 360 hours so that Mr. Balagtas can work on the projects for which he was hired.

**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:** Click or tap here to enter text. January 28, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** Click or tap here to enter text. N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** Click or tap here to enter text. 1,551 hours completed as of February 3, 2021
- ☒ **Provide notice to requesting department to attend Civil Service Commission Meeting.**

## Civil Service Department



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:** Please select action. **Staff recommends approval.**

### Human Resources Approval

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

Director or Designee

01/27/21

Date



**Date:** February 17, 2021  
**To:** Civil Service Commission  
**From:** Shellie I. Goings, Personnel Analyst  
**Subject:** **COVID-19 RELATED: REQUEST FOR EXTENSION OF NON-CAREER HOURS – JOHN BALAGTAS**

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Correspondence has been received from Meg Rau, Personnel Officer for the Fire Department, requesting Civil Service Commission approval to extend the non-career hours of Mr. John Balagtas, currently employed as a Non-Career Administrative Analyst. 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. John Balagtas was hired as a Non-Career Administrative Analyst with the Fire Department on May 13, 2018.
- Mr. Balagtas is currently assigned as a Disaster Service Worker assisting with the data and analytics for the Emergency Operations Center on an as needed basis. He has worked 361 hours as a Disaster Service Worker.
- As of pay period ending February 3, 2021, Mr. Balagtas has worked a total of 1,551.0 hours.
- The Fire Department is requesting an extension be granted for an additional 360 non-career hours, which will allow Mr. Balagtas to continue to assist as a Disaster Service Worker and allow him to work on non-COVID related task 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. Balagtas to continue to perform the duties for which he was hired, such as, prepare recurring and ad-hoc reports to ensure proper allocation of limited City resources; and collaborate with City Departments to complete City Council requested data-driven reports and studies.

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**Recommendation:**

- Staff recommends approval of the Request of Extension of Non-Career Hours.
- The Fire Department 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: January 25, 2021

To: Civil Service Commission

From: Meg Rau, Administrative Officer, Fire Department/s/

Subject: **Request for Extension of Non-Career Hours – John Balagtas**

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In accordance with the provisions of Section 49 of the Civil Service Rules and Regulations and Section 2.32 of the Civil Service Procedures, the Fire Department respectfully requests the Civil Service Commission approval to extend the non-career hours of non-career Administrative Analyst John Balagtas for 360 hours.


On May 19, 2020, Mr. Balagtas was deployed as a Disaster Service Worker working on data and analytics for the Emergency Operations Center (EOC). Since May, Mr. Balagtas has been working for the EOC on an as needed basis.

If approved, Mr. Balagtas would continue his Disaster Service Worker duties, as needed, while also performing the duties for which he was hired: prepare recurring and ad-hoc reports to ensure proper allocation of limited City resources; collaborate with City Departments to complete City Council requested data-driven reports and studies; support EMS Division to ensure proper certification of all Long Beach EMTs and Paramedics; collaborate with the Diversity Recruitment team to quantify impact of programs, and, develop quality improvement spreadsheets that automatically audit 100+ daily reports for Los Angeles County EMS Agency compliance.

Mr. Balagtas' hire anniversary date is March 22<sup>nd</sup>, so the additional hours will be enough to allow him to continue to perform his critical tasks.

Thank you for your consideration of this request. Please contact me at x8.2551 if you or your staff have any questions.

cc: Yesenia Rico, Personnel Analyst, Human Resources Department

**Human Resources Approval**  
\_\_\_\_\_  
Director or Designee01/27/21  
\_\_\_\_\_  
Date