



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: 1/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Soledad Jacot, Public Health Associate-NC

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

03/30/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

Anniversary Date (date when employee reaches 1600-hour threshold): 03/30/2021

Number of hours left to reach 1600 hours: -315.2

Number of additional hours requested: 650

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

As a Public Health Associate-NC, the employee serves as a crucial part of the COVID response team. The response has taxed our workforce and requires full time work as well as frequent overtime. We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.

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: February 4, 2021
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1915
- ☒ 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	
	02/04/21
Director or Designee	Date



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SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 1/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Javier Aguilar, Public Health Associate-NC

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

03/27/20 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Main Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 03/27/2021

Number of hours left to reach 1600 hours: -263.10

Number of additional hours requested: 600

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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: February 4, 2021
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1863.1
- ☒ 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	
	02/04/21
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SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 1/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Andre Balanji, Public Health Associate-NC

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

03/26/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

Anniversary Date (date when employee reaches 1600-hour threshold): 03/26/2021

Number of hours left to reach 1600 hours: -179

Number of additional hours requested: 500

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

As a Public Health Associate-NC, the employee serves as a crucial part of the COVID response team. The response has taxed our workforce and requires full time work as well as frequent overtime. We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.

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: February 4, 2021
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1779
- ☒ 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

02/04/21

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SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 1/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Amairano Cortez, Public Health Associate-NC

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

04/20/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

Anniversary Date (date when employee reaches 1600-hour threshold): 4/20/2021

Number of hours left to reach 1600 hours: -188.6

Number of additional hours requested: 700

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

As a Public Health Associate-NC, the employee serves as a crucial part of the COVID response team. The response has taxed our workforce and requires full time work as well as frequent overtime. We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.

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: February 4, 2021
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1788.6
- ☒ 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

02/04/21

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SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 1/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Julia Couto, Public Health Associate-NC

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

03/25/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

Anniversary Date (date when employee reaches 1600-hour threshold): 03/25/2021

Number of hours left to reach 1600 hours: -189.3

Number of additional hours requested: 500

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

As a Public Health Associate-NC, the employee serves as a crucial part of the COVID response team. The response has taxed our workforce and requires full time work as well as frequent overtime. We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.

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: February 4, 2021
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1789.3
- ☒ 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

02/04/21

Date



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SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 1/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Marc Barcelos, Public Health Associate-NC

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

03/25/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

Anniversary Date (date when employee reaches 1600-hour threshold): 03/25/2021

Number of hours left to reach 1600 hours: -93.7

Number of additional hours requested: 400

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

As a Public Health Associate-NC, the employee serves as a crucial part of the COVID response team. The response has taxed our workforce and requires full time work as well as frequent overtime. We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.

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: February 4, 2021
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1693.7
- ☒ 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

02/04/21

Date



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PROCESS:

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SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 1/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Francisca Orozco, Public Health Associate-NC

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

06/13/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

Anniversary Date (date when employee reaches 1600-hour threshold): 06/13/2021

Number of hours left to reach 1600 hours: -11.8

Number of additional hours requested: 950

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

As a Public Health Associate-NC, the employee serves as a crucial part of the COVID response team. The response has taxed our workforce and requires full time work as well as frequent overtime. We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.

If applicable, is there a permanent appointment being recruited?

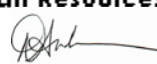
☐ Yes ☒ Not applicable (new recruitment not required)

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: February 4, 2021
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1611.8
- ☒ 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	
	02/04/21
_____ Director or Designee	_____ 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- PUBLIC HEALTH ASSOCIATE – NC (Exceeded Hours)

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 **Javier Aguilar, Andre Balanji, Marc Barcelos, Amairani Cortez, Julia Couto, Soledad Jacot, and Francisca Orozco**, currently employed as Public Health Associate – 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."
- The above-mentioned employees were hired as Public Health Associates – NC between March 25, 2020 and June 13, 2020 to support the Department's Public Health Emergency Management (PHEM) team in COVID-19 response operations. The role of the Public Health Associate-NC is crucial in maintaining efficient staffing levels for drive thru testing, vaccination PODs and logistical support including PPE management; a 7-day a week, 10-hour a day operation. Public Health Associate - NC's have been vital in supporting the existing workforce in the city to address this pandemic.
- COVID-19 response has been dynamic and ever changing to meet the needs of surges and mostly recently the implementation of vaccine distribution. Staff is working at least 40 hours per week to support these efforts and it is anticipated that these hours will continue through anniversary dates of the employees noted in this request. As such, the allotted 1600 non-career hours have now been exceeded.
- The chart below outlines the current hours expended as of January 29, 2021 and the extension request for each employee.

Employee Name	Date Hired	Current Hours as of 1/29/2021	Hours Remaining	Extension Request
Aguilar, Javier	3/27/2020	1863.1	0	600
Balanji, Andre	3/26/2020	1779	0	500
Barcelos, Marc	3/25/2020	1693.7	0	400
Cortez, Amairani	4/20/2020	1788.6	0	700
Couto, Julia	3/25/2020	1789.3	0	500
Jacot, Soledad	3/30/2020	1915.0	0	650
Orozco, Francisca	6/13/2020	1611.8	0	950

- Granting the additional hours to these employees will help support the City's COVID-19 response. Each employee has been specially trained in COVID-19 operations which is extensive, time consuming and costly to retrain. Preserving this existing staff will ensure continuity of operations for COVID-19 response.
- Civil Service staff is in the process of implementing a new notification process to assist departments with the monitoring of non-career hours.

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 4, 2021

To: Civil Service Commission

From: Jodie Griner, Administrative Officer

Subject: **REQUEST FOR EXTENTION OF NON-CAREER HOURS –Hours Exceeded**

The Department of Health and Human Services is requesting Civil Service Commission approval to extend the following Public Health Associate non-career hours, in accordance with Civil Service Rules and Regulations Section 49 and Civil Service Policy Section 2.32.

The above-mentioned staff members were hired as a Public Health Associate-NC to join the Public Health Emergency Management (PHEM) team in support of COVID response operations. The role of a Public Health Associate-NC is crucial in maintaining efficient staffing levels for drive thru testing, vaccination PODs and logistical support including PPE management. Due to the needs of Health's COVID response the PHA-NCs have been working a full-time schedule, which has depleted the allocated 1600 non-career hours.

Employee Name	Date Hired	Current Hours as of 2/2/2021	Hours Remaining	Extension Requested
Jacot, Soledad	3/30/2020	1915.0	0	650
Aguilar, Javier	3/27/2020	1863.1	0	600
Balanji, Andre	3/26/2020	1779	0	500
Cortez, Amairani	4/20/2020	1788.6	0	700
Couto, Julia	3/25/2020	1789.3	0	500
Barcelos, Marc	3/25/2020	1693.7	0	400
Orozco, Francisca	6/13/2020	1611.8	0	950

DHHS is requesting the Civil Service Commission approve the additional requested hours. This will allow continued support for Public Health Emergency Management (PHEM) in the COVID response.

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

02/04/2021

Date