



Civil Service Department

FOR PROVISIONAL APPOINTMENT – PROMOTIONAL

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 **ER**

The date the vacancy occurred and circumstances surrounding vacancy. Employee resigned March 21, 2019. **ER**

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. Maintaining a vacancy in this position could result in delays restocking the department's warehouse, which directly impacts field operations and the repair and maintenance of the City's natural gas pipeline system. A delay in repairs and maintenance work will impact utility customers' service and safety as it will put the integrity of the pipeline system at risk and can result in an interruption of service delivery.

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) The department hired a non-career employee over one year ago to bridge the time between the employee's resignation and the commencement of a Civil Service recruitment to establish a new eligible list. This is no longer sustainable as the department is in need of a fulltime, permanent employee to cover these duties and provide efficient and timely customer service. Higher class pay is not applicable as this position is the lowest ranking position in the warehouse. Overtime will be necessary should the vacant position not be filled.

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 **ER**
- ☒ Include requisition number and date received by Civil Service: **ER21-023 is in the approval process. ER**
- ☒ No existing promotional, priority or eligible list exists for this classification. **Expired on 11/10/2017 ER**
- ☐ If there is an eligible list, when does it expire? Click or tap here to enter text.
- ☒ Is any other department impacted? If yes, which department? **No**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting. **ER**

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

- ☒ Date initial provisional request was approved by Civil Service Commission: 1/6/2021
- ☒ 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: 2/8/2021
- ☒ Provisional appointee(s) selected by the Department: Brian Gutierrez

- ☒ **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: 2/10/2021**
- ☒ **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: February 17, 2021
To: Civil Service Commission
From: Elsa Ramos, Personnel Analyst
Subject: **REQUEST FOR PROVISIONAL APPOINTMENT OF STOCK AND RECEIVING CLERK: BRIAN GUTIERREZ**

On February 1, 2021, the Civil Service Department received correspondence from the Department of Energy Resources, requesting Civil Service Commission approval of their provisional appointee, Brian Gutierrez, to the classification of Stock and Receiving Clerk. 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 January 6, 2021, the Civil Service Commission approved a Request for Provisional Appointment for the Stock and Receiving Clerk classification for the Department of Energy Resources for one position.
- The Stock and Receiving Clerk supports the distribution of materials to the department's construction and gas services field crews and contractors.
- Energy Resources has been filling this role with a non-career, however due to the volume of work, this part time position is unable to meet the growing work load. Existing staff have been supporting the duties of this position in a limited capacity, resulting in unsustainable workloads and increased use of overtime.
- Energy Resources posted the bulletin for the provisional Stock and Receiving Clerk for two weeks and screened applicants to determine if they met the minimum qualifications for the classification. After interviewing applicants, the Department selected one provisional Stock and Receiving Clerk: Brian Gutierrez.
- On February 1, 2020, Energy Resources provided the Civil Service Department the name and corresponding application of Mr. Gutierrez for provisional appointment to the classification of Stock and Receiving Clerk.

The application was reviewed by staff who determined that the applicant met the minimum requirements for the classification.

- Mr. Gutierrez has been informed and understands that the provisional appointment is temporary and 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 Stock and Receiving Clerk.
- Requisition ER21-023 has been approved for this provisional request. This request will fill the one vacancy.

The Department of Energy Resources 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: Sandra Aguilar, Personnel Officer, Energy Resources Department
Subject: **REQUEST FOR PROVISIONAL APPOINTMENT – BRIAN GUTIERREZ-HERNANDEZ**

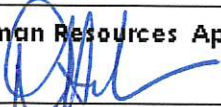
The Energy Resources Department is requesting the provisional appointment of Brian Gutierrez-Hernandez to the classification of Stock and Receiving Clerk in accordance with Article V, Section 43 and Article IV, Section 27 of the Civil Service Rules and Regulations. The Department has approved requisitions, ER 21-023, to fill the vacancy on a provisional basis in the absence of a Civil Service eligible list. The requisition is on file with the Civil Service Department.

The Department requested to fill this vacancy and has had an approved requisition on file since April 3, 2019. The remaining warehouse staff and assigned supervisor have been covering the Stock and Receiving Clerk vacancy by issuing and receiving the materials, offloading the delivery truck, and spending hours loading pipe on the contractors' vehicles whom are working under the Department's contracts. In addition, the Department conducted an external recruitment process for a Maintenance Assistant II – NC and hired Mr. Brian Gutierrez-Hernandez in December 2019, to assist with the responsibilities of this vacant Stock and Receiving Clerk position.

Subsequent to recently receiving approval from the Civil Service Commission to recruit for a provisional appointment in the position, the Department conducted a Citywide recruitment for this position and Mr. Gutierrez-Hernandez was the only qualified applicant. Mr. Gutierrez-Hernandez was interviewed by an interview panel and selected as well qualified and meets the minimum qualifications of the classification.

Mr. Gutierrez-Hernandez understands his provisional appointment is temporary and has no guarantee of permanent employment in this position. The employee meets the minimum qualifications of the position and is aware that he must apply through the Civil Service examination process in order to be considered for permanent employment as a Stock and Receiving Clerk

If you have any questions, please contact me at (562) 570-2043.

Human Resources Approval  _____ Director or Designee	2/4/2021 _____ Date
---	----------------------------------



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: December 21, 2020

DEPARTMENT: Energy Resources (Gas & Oil)

POSITION: Stock & Receiving Clerk **REQUISITION NUMBER:** ER 21-023

TYPE OF PROVISIONAL REQUEST: Provisional Appointment - Promotional

NUMBER OF VACANCIES: 1

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 department requested to fill this vacancy and has had an approved requisition on file since April 3, 2019. The remaining warehouse staff and assigned supervisor have been covering the Stock and Receiving Clerk vacancy by issuing and receiving the materials, offloading the delivery truck, and spending hours loading pipe on the contractors' vehicles whom are working under the department's contracts. This Stock & Receiving Clerk supports the distribution of materials to the department's construction and gas services field crews and contractors. Failure to fill this position, will impact our field operations, lead to additional overtime costs and delay our projects. The department has hired a non-career employee to assist with the completion of Stock & Receiving Clerk duties. However, this is no longer sustainable.

RECRUITMENT PLAN/STRATEGY

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

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

The position will be advertised on the City's internet website through NEOGOV. It will be posted as a promotional opportunity seeking applications only from current City employees.

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

The length of the recruitment will be two weeks.

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

Eligible candidates will be interviewed by a panel of subject matter experts.

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

(*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)

See attached documents.



City of Long Beach Employment Opportunity

STOCK AND RECEIVING CLERK

Job Number: ER 21-023

SALARY: \$16.44 - \$22.24 Hourly
\$1,319.72 - \$1,785.31 Biweekly

OPENING DATE: 01/08/21

CLOSING DATE: 01/24/21 11:59 PM

DESCRIPTION:

The Energy Resources Department has an immediate promotional opportunity for a full-time, provisional Stock & Receiving Clerk in the Business Operations Bureau. This position provides support to the warehouse of the Energy Services Division and reports to a Stores & Property Supervisor.

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.

EXAMPLES OF DUTIES:

- Performs manual and clerical duties in receiving, storing and issuing supplies and equipment;
- Checks receipt of goods against purchase orders;
- Stores and issues materials and equipment;
- Posts receipts and requisitions to the database utilizing a web-based inventory/asset management and automated barcode data collection system;
- Provides cycle/physical counts of inventory;
- Performs routine maintenance and custodial duties in stores area;
- May operate a forklift up to 15,000 # to load or off load 2" to 16" pipe;
- May operate a City vehicle; and,
- Performs other duties as assigned.

REQUIREMENTS TO FILE:

This position is open to current City of Long Beach employees meeting the following minimum qualifications:

- One year recent experience in ordering, receiving, storing, issuing and accounting for a wide variety of materials, tools and equipment.

AND

Ability to:

- Operate a personal computer utilizing inventory software;
- Lift or maneuver heavy objects between 50 - 100 pounds;
- Effectively communicate and deal with vendors and other employees;
- Willingness to work flexible work shifts, weekends, evenings, holidays and call-outs as required.

AND

- A valid motor vehicle operator's license. A current DMV driving record must be submitted to the hiring department at time of selection. Selected candidate will be required to obtain a California motor vehicle operator license within six months of employment, if license is out of state.

SELECTION PROCEDURE:

This recruitment will close on **Sunday, January 24, 2021, at 11:59 p.m. (Pacific Time).**

Interested candidates must submit a completed application, including a cover letter. The most qualified candidates will be invited to participate in the selection process. Applications that do not meet the minimum requirements, including submission of all required attachments, will not be considered.

This information is available in an alternate format by request to the Long Beach Energy Resources Personnel Services Division at (562) 570-2043. If you require an accommodation because of a disability to participate in any phase of the selection process, please contact the Personnel Division.

**THE ENERGY RESOURCES DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER THAT
VALUES & ENCOURAGES DIVERSITY IN ITS WORKFORCE.**

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #ER 21-023
STOCK AND RECEIVING CLERK
AJ

2400 E. Spring Street
Long Beach, CA 90806
(562) 570-2000

STOCK AND RECEIVING CLERK Supplemental Questionnaire

- * 1. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

☐ Yes ☐ No

* Required Question