



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:

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

Date:

02/04/21

Effective Date: 10/10/2018

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE: 2/1/2021

DEPARTMENT: Police Department

POSITION: Payroll/Personnel Assistant II **REQUISITION NUMBER:** PD21-025

TYPE OF PROVISIONAL REQUEST: Provisional Appointment.

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 Payroll/Personnel Assistant II position is essential to the daily business functions and operations in the Personnel Division. A vacancy in this position causes a strain on remaining Personnel staff to cover the additional duties and are negatively impacting operations resulting in delays, backlogs and projects that are under staffed.

RECRUITMENT PLAN/STRATEGY

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

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

Governmentjobs.com and Internal Job Announcement

☒ What is the length of your recruitment?

2 weeks

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

Interview

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

(*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 attachments for items 1 – 4.



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

The date the vacancy occurred and circumstances surrounding vacancy. The vacancy occurred 11/20/2020, due to a resignation from Antoinette Hodge-Bowser.

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. To maintain a vacancy at this level, effects the ability of the Division to process timecards and HR-1s for our 1,200 employees and create/update payroll reports in a timely manner. It's necessary to have appropriate staffing to meet payroll deadlines.

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) Yes, the personnel division is utilizing an intern to assist with time entry and manual corrections.

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
- ☒ Include requisition number and date received by Civil Service: [REDACTED] **PD 21-025 received on 1/26/21**
- ☒ No existing promotional, priority or eligible list exists for this classification. [REDACTED]
- ☒ If there is an eligible list, when does it expire? [REDACTED] **NO ELIGIBLE LIST**
- ☒ Is any other department impacted? If yes, which department? [REDACTED] **NONE**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.

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

- ☐ Date initial provisional request was approved by Civil Service Commission: Click or tap here to enter text.
- ☐ 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:** Click or tap here to enter text.
- ☐ Provisional appointee(s) selected by the Department: Click or tap here to enter text.
- ☐ 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:** Click or tap here to enter text.
- ☐ 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):** [Click or tap here to enter text.](#)



Date: February 17, 2021
To: Civil Service Commission
From: Sheree Valdoria, Personnel Analyst
Subject: **RECOMMENDATION TO REQUEST FOR PROVISIONAL APPOINTMENT FOR PAYROLL/PERSONNEL ASSISTANT**

On February 4, 2021, the Civil Service Department received correspondence from Ken Walker, Acting Personnel Administrator, from the Long Beach Police Department's Personnel Division, requesting Civil Service Commission approval for the provisional appointment of a Payroll/Personnel Assistant. Staff has reviewed the request and recommends approval of the provisional appointment in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.

Facts for Consideration

- The provisional request for a Payroll/Personnel Assistant (PPA) will help the Police Department temporarily fill a vacancy in their Personnel Bureau. This vacancy is due to a resignation of a former PPA in November 2020.
- The PPA position is essential to the daily functions and operations of the Personnel Division. PPAs ensure the timely process of timecards and HR-1s for 1,200 Police Department employees as well as create/payroll reports. The current vacancy has caused a strain on the remaining Personnel staff and has negatively impacted operations resulting in delays, and backlogs.
- The recruitment for this provisional appointment will be available for two weeks to both internal employees and external candidates who meet the minimum qualifications. Applicants who meet the minimum qualifications will be interviewed by the Police Department to determine the best candidate for the provisional PPA position.
- Civil Service Department has received requisition PD 21-025 for this provisional request on January 26, 2021.
- There is no eligible list or priority list for this position and staff has a tentative plan to start the recruitment for the Payroll/Personnel Assistant position in April 2021.
- If Commission approves this request, the Police Department will begin their recruitment process for the provisional appointment. Once they have made their selections for the provisional appointment, the name of the provisional appointee and his/her application will be sent for Commission approval.
- A representative from the Police Department will be available to answer any questions the Commission may have regarding this request.



Date: February 1, 2021

To: CIVIL SERVICE COMMISSION

From: Ken Walker, Acting Personnel Administrator, Personnel Division

Subject: REQUEST FOR PROVISIONAL APPOINTMENT – PAYROLL/PERSONNEL ASSISTANT II


The Police Department respectfully requests that the Commission approve the Provisional Appointment of one (1) Payroll/Personnel Assistant II in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.

Civil Service Commission approval of a provisional appointment would ensure that essential business functions and operations are efficient and cost effective in the department's Personnel Bureau.

Our proposed recruitment process is captured in the attached Provisional Appointment package.

Thank you for your consideration of this request. If you have any additional questions or require additional information, please me at 570-7310.

KAW:dm
Request for Provisional Appointment

Human Resources Approval	
	02/04/21
_____ Director or Designee	_____ Date

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.

DESCRIPTION

The Long Beach Police Department has an immediate opening for a Payroll/Personnel Assistant II. The Payroll/Personnel Assistant will work as part of Personnel Division supporting the needs of the civilian and sworn staff.

EXAMPLES OF DUTIES

- Enters time for sworn and civilian personnel utilizing paper timecards using City's Human Resources Management System.
- Verifies accrual usage and processes time corrections concerning time coding and time entry.
- Completes payroll and personnel related forms, such as Personnel Transaction Forms (HR-1s), Verification of Employments, and Employment Insurance Questionnaire.
- Compiles information from various systems to create and/or update reports.
- Effectively communicates orally and in writing to stakeholders at various levels within the organization.
- Assists in the onboarding process of sworn and civilian employees.
- Creates, maintains, and manages employee personnel and medical files.
- Manages the division's payroll extension and email; answers routine questions from employees and candidates regarding health and life insurance, payroll, etc.
- Other duties as assigned.

REQUIREMENTS TO FILE

A. One year full-time automated payroll/personnel system experience preparing and processing a variety of payroll/personnel forms and/or auditing, inputting and revising data with such a system.

OR

B. Experience with the City of Long Beach performing the tasks listed in "A" above for a period equivalent to four months full-time.

OR

C. Experience with the City of Long Beach preparing and processing forms, inputting and revising data associated with an automated system for a period equivalent to one year full-time.

Accuracy and attention to detail, especially when entering data.

Excellent customer service to internal and external stakeholders.

Ability to work independently within a team environment.

Ability to work successfully with a diverse group of people and at various levels within the organization.

Ability to effectively communicate complex information in a clear and concise manner.

Ability to multi-task and set priorities in a fast-paced environment.

Willingness to work weekends, holidays and shift work as necessary.

A valid driver's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

Please note: All Police Department employees are required to undergo and successfully complete an extensive background investigation. May require overtime, weekend and/or holiday hours.

SUPPLEMENTAL QUESTIONS

INSTRUCTIONS: The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. Be specific and detailed in your responses. Do not leave any questions unanswered. Resumes will not be considered as part of the application process and may not be substituted in lieu of the completed application or supplemental applications.

- a. Do you understand the information stated in the "Instructions" section above?
- b. Indicate under which of the following options you qualify for the Payroll/Personnel Assistant position:
 - A. One year full-time automated payroll/personnel system experience preparing and processing a variety of payroll/personnel forms and/or auditing, inputting and revising data with such a system.
 - B. Experience with the City of Long Beach performing the tasks listed in "A" above for a period equivalent to four months full-time.

C. Experience with the City of Long Beach preparing and processing forms, inputting and revising data associated with an automated system for a period equivalent to one year full-time.

D. I do not possess the experience noted in options A, B or C. Selecting this option will disqualify you from the position.

c. Are you able to type accurately, operate a personal computer including Internet, database and word processing software?

d. Are you able to communicate effectively both verbally and in writing?

e. Are you willing to work weekends, holidays and shift work as necessary?

1. Describe your experience preparing and processing a variety of payroll/personnel forms and/or auditing, inputting and revising data with payroll/personnel system or similar systems. Include a brief synopsis of your duties and/or projects. You must include Position Title / Name of Employer / Dates of Employment: If the question does not pertain to your experience, write "Not Applicable" and move on to the next question.
2. Describe your experience with handling payroll or personnel issues, including assisting employees to resolve urgent payroll/personnel issues that are critical to them. Include a brief synopsis of your duties and/or projects. You must include Position Title / Name of Employer / Dates of Employment. If the question does not pertain to your experience, write "Not Applicable" and move on to the next question.