



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:** 08/19/21 **DEPARTMENT:** Park, Rec & Marine**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Yeselin Martinez, Recreation Leader Specialist VII-NC**Summary of employee's work history specifying all classification titles and dates:**

10/2013- 2015 RLS III-NC, 2015-2016 RLS IV-NC, 2016-October 2018 RLS V-NC, October 2018- Present RSL VII-NC

Summary of duties performed by employee: Supports the IMT Finance Section Chief with all requisitions, PO change orders, contracts, and contract change orders for COVID related purchases, contracts and vendors. Yeselin also assists the Athletic Field and Beach Supervisor in PRM. She has been filling duties for both positions since the beginning of the COVID pandemic**Anniversary Date (date when employee reaches 1600-hour threshold):** 10/5 /2021**Number of hours left to reach 1600 hours:** 86 as of 8/13/21**Number of additional hours requested:** 300 (1900 total hours)**Explain why the additional hours are needed for the department to function.**

Yeselin has supported the EOC/IMT in the COVID response, first as the Food Unit Coordinator and now supports the IMT Finance Section Chief with Contract/Purchase order entry through MUNIS and vendor payments for COVID related goods and services.

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:** 08192021
- ☐ **Anticipated recruitment timeframe (if applicable, include requisition number):** n/a
- ☒ **Non-career hours completed as of the last recorded pay period:** 08132021 1514 Hours
- ☒ **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.



Memorandum

Date: September 1, 2021

To: Civil Service Commission

From: Sylvana Tamura, Personnel Analyst

Subject: COVID-19 RELATED- REQUEST FOR EXTENSION OF NON-CAREER HOURS-YESELIN MARTINEZ, RECREATION LEADER SPECIALIST VII -NC- (Expected to Exceed)

On August 19, 201, the Civil Service Department received correspondence from Sheryl Bender, Administrative Officer, of the Parks, Recreation and Marine Department, requesting Civil Service Commission approval to extend the non-career hours for Yeselin Martinez, Recreation Leader Specialist VII- NC.

Facts for Consideration:

- Article V, Section 49 of the Civil Service Rules & Regulations allows an appointing authority to request an extension of non-career extension of non-career employee's, "... if the extensions are deemed necessary in order for the appointing department to function."
- Ms. Yeselin Martinez was hired on October 5, 2013, as a non-career Recreation Leader Specialist III, with the Parks, Recreation and Marine Department. Ms. Martinez was reassigned in April 2020, from the Parks, Recreation and Marine Department to the Emergency Operations Center with the Incident Management Team to support COVID-19 response operations in the role of a Food Unit Coordinator under the direction of the Logistics Chief. Thereafter in December 2020, Ms. Martinez was redirected to the Finance Section of the COVID-19 response team in maintaining contracts and purchase orders for all COVID-19 related transactions as it relates to supplies and services for the City of Long Beach. Individuals such as Yeselin Martinez, Recreation Leader Specialist VII (Non-Career), are vital in supporting the existing workforce with addressing the pandemic efforts.



September 1, 2021
Civil Service Commission

- Since the declaration of a public health emergency on March 4, 2020, from Director of Public Health for the City of Long Beach and the County of Los Angeles, the COVID19 response has not ceased rather it has remained challenging, but with the support of specially trained COVID-19 employees the City is able to function efficiently with operations.
- Staff is working at least 40 hours per week to support COVID-19 operations and it is anticipated that these hours will continue through their anniversary date of hire. As such, the allotted 1600 non-career hours are expected to be exceeded by the anniversary date. Granting the additional hours will help support and preserve continuity in COVID-19 operations response.
- As of pay period ending 08/13/2021, Ms. Yeselin Martinez, has a remaining 86 hours of the allotted 1600 non-career hours.
- Parks, Recreation and Marine is requesting that an extension be granted for an additional 300 hours, which will allow Ms. Martinez to provide her support to the COVID-19 response operations with maintaining contracts and purchase orders.

RECOMMENDATIONS

Staff has reviewed all documentation in support of this request and in accordance with Article V, Section 9, of the Civil Service Rules and Regulations and Civil Service Policies and Procedures 2.32, staff recommends the approval of this request.

Parks, Recreation, and Marine, Financial Management, and Human Resources Departments have been informed that this request is on today's agenda.



Date: August 19, 2021

To: Civil Service Commission

From: Sheryl Bender, Administrative Officer

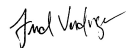
Subject: **COVID-19 RELATED: REQUEST FOR THE EXTENSION OF NON-CAREER HOURS – RECREATION LEADER SPECIALIST VII-NC (Expected to Exceed)**

Parks, Recreation and Marine (PRM) is requesting Civil Service Commission approval for the extension of Non-Career hours of Yeselin Martinez, Recreation Leader Specialist VII-NC in accordance with Article V, Section 49 of the Civil Service Rules and Regulations and Civil Service Policy 2.32.

Facts for Consideration:

- On March 4, 2020, the Directors of Public Health for the City of Long Beach and County of Los Angeles declared a public health emergency in response to the threat of a spread of the COVID-19 (Corona Virus).
- 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."
- Yeselin Martinez was hired as a Recreation Leader Specialist – NC on October 5, 2013. In April of 2020 Yeselin was assigned to support the EOC/IMT as one of the Food Unit Coordinators under the direction of the Logistics Chief. Her assignment shifted in December 2020 to support the IMT's Finance Section Chief initiating and maintaining contracts and purchase orders for all COVID related supplies and services. This administrative role is crucial as we continue to address the city-wide purchasing needs related to the COVID pandemic. Non-career employees have been and continue to be vital in supporting the existing workforce, in this effort.
- COVID-19 response has been dynamic and ever changing to meet the needs of new and existing vendors to assist with the City of Long Beach supply needs. 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 for Yeselin Martinez, in this request. As such, the allotted 1600 non-career hours are expected to be exceeded by the anniversary date.

Human Resources Approval



Director or Designee

8/19/21

Date