



## 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:** 8/24/2021 **DEPARTMENT:** Health**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** David Castro Radilla, Public Health Associate-NC**Summary of employee's work history specifying all classification titles and dates:**

01/2/2021 to current Public Health Associate- NC

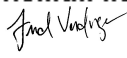
**Summary of duties performed by employee:** Supports Health's role in the COVID response, including but not limited to drive thru testing, contact tracing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).**Anniversary Date (date when employee reaches 1600-hour threshold):** 01/2/2022**Number of hours left to reach 1600 hours:** 108.40**Number of additional hours requested:** 750**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: 8/25/21
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1491.6
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting. MC
- ☒ 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. MC
- ☒ Suggested Action: Staff recommends approval of this request.

|   |         |
|---|---------|
| <b>Human Resources Approval</b>   |         |
|  | 8/25/21 |
| Director or Designee  | Date    |



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### 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:** 8/24/2021 **DEPARTMENT:** Health**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Carmen Valdes, Public Health Associate-NC**Summary of employee's work history specifying all classification titles and dates:**

11/7/2020 to current Public Health Associate- NC

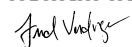
**Summary of duties performed by employee:** Supports Health's role in the COVID response, including but not limited to drive thru testing, contact tracing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).**Anniversary Date (date when employee reaches 1600-hour threshold):** 11/7/2021**Number of hours left to reach 1600 hours:** 198.30**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: 8/25/21
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): NA
- ☒ Non-career hours completed as of the last recorded pay period: 1401.7
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting. MC
- ☒ 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. MC
- ☒ Suggested Action: Staff recommends approval of this request.

**Human Resources Approval**

\_\_\_\_\_  
Director or Designee

8/25/21

\_\_\_\_\_  
Date



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# Request for Extension of Non-Career Hours Form

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### RELEVANT RULES AND REGULATIONS/POLICY:

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“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:

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  - 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:** 7/22/2021 **DEPARTMENT:** Health**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Kevin Real Villa, Public Health Associate-NC**Summary of employee's work history specifying all classification titles and dates:**

11/23/2020 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, contact tracing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).**Anniversary Date (date when employee reaches 1600-hour threshold):** 1/02/2022**Number of hours left to reach 1600 hours:** 124.50**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 x No**SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:**

- ☒ Request received by Civil Service. Date Received: 8/25/2021
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): NA
- ☒ Non-career hours completed as of the last recorded pay period: 1475.5
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting. MC
- ☒ 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. MC
- ☒ Suggested Action: Staff recommends approval of this request.

**Human Resources Approval**\_\_\_\_\_  
Director or Designee

8/25/21

\_\_\_\_\_  
Date



**Date:** September 1, 2021

**To:** Civil Service Commission

**From:** Maria Cano, Personnel Analyst

**Subject:** **COVID – 19 RELATED: REQUEST FOR THE EXTENSION OF NON-CAREER HOURS- PUBLIC HEALTH ASSOCIATE – NC (Expected to Exceed)**

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Correspondence has been received from Kelly Colopy, Administrative Officer for the Department of Health and Human Services (DHHS), requesting Civil Service Commission approval to extend the non-career hours of **David Castro Radilla, Kevin Real Villa, Carmen Valdes**, 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 November 7, 2020 and January 2, 2021 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 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 are expected to be exceeded by the anniversary date.
- The chart below outlines the current hours expended as of August 24, 2021 and the extension request for each employee.

September 1, 2021

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| DHHS Non-Career Hours Extension Request |                              |               |                        |                    |                  |                     |
|---|------------------------------|---------------|------------------------|--------------------|------------------|---------------------|
| Employee Name                           | Classification               | Current Hours | Hours Left before 1600 | Original Hire Date | Anniversary Date | Extension Requested |
| David Castro Radilla                    | Public Health Associate - NC | 1491.6        | 108.4                  | 1/2/2021           | 1/2/2022         | 750                 |
| Kevin Real Villa                        | Public Health Associate - NC | 1475.5        | 124.5                  | 1/2/2021           | 1/2/2022         | 500                 |
| Carmen Valdes                           | Public Health Associate - NC | 1401.7        | 198.3                  | 11/7/2020          | 11/7/2021        | 500                 |

- 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 operations for COVID-19 response.

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: August 24, 2021

To: Civil Service Commission

From: Kelly Colopy, Director

Subject: Request for extension of non-career hours

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.

| DHHS Non-Career Hours Extension Request |                              |               |                        |                    |                  |                     |
|---|------------------------------|---------------|------------------------|--------------------|------------------|---------------------|
| Employee Name                           | Classification               | Current Hours | Hours Left before 1600 | Original Hire Date | Anniversary Date | Extension Requested |
| David Castro Radilla                    | Public Health Associate - NC | 1491.6        | 108.4                  | 1/2/2021           | 1/2/2022         | 750                 |
| Kevin Real Villa                        | Public Health Associate - NC | 1475.5        | 124.5                  | 1/2/2021           | 1/2/2022         | 500                 |
| Carmen Valdes                           | Public Health Associate - NC | 1401.7        | 198.3                  | 11/7/2020          | 11/7/2021        | 500                 |

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, contact tracing, 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.

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 8-4016.



**Human Resources Approval**

*Kelly Colopy*

Director or Designee

8/25/21

Date