



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 TH 10.04.21

Director or Designee:

Date:

Effective Date: 10/10/2018

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE: 9/30/2021 **DEPARTMENT:** Technology & Innovation

POSITION: Storekeeper II **REQUISITION NUMBER:** TI21-048

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 Technology and Innovation's Storekeeper position in the Infrastructure Services Bureau has been vacant since June 1, 2021. There is an immediate need to fill this position so that various inventories are monitored appropriately. Having the necessary supplies and parts on hand in addition to accurate inventory counts is vital to ensuring that services in the Wireless Division are being completed on time. The Wireless Division services police and fire vehicles, and having a Storekeeper is integral in maintaining timely and efficient operations.

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
- ☒ What is the length of your recruitment? two weeks, City employees (internal)
- ☒ What exam process will be administered? (i.e. interview or other testing) Virtual panel 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)

Please see attachment.

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

Human Resources Approval	
	10/8/21
Director or Designee	Date



Civil Service Department

The date the vacancy occurred and circumstances surrounding vacancy. The vacancy occurred June 1, 2021 due to retirement.

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. TID has more assets to control now than in prior years. By not filling this position, TID will lack the necessary team members to protect and keep track of all City assets ensuring that equipment is available to meet the City's current and future needs. In addition, this position is responsible for requesting quotes for parts/services as needed and orders parts/services as needed.

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) Yes, higher class pay for an internal employee.

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:** Requisition TI22-004 is in route to the Civil Service Department
- ☒ **No existing promotional, priority or eligible list exists for this classification.** No existing promotional, priority, or eligible lists.
- ☒ **If there is an eligible list, when does it expire?** N/A
- ☒ **Is any other department impacted? If yes, which department?** N/A
- ☒ **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.



Memorandum

Date: October 13, 2021

To: Civil Service Commission

From: Desiree Davalos, Personnel Analyst

Subject: **REQUEST FOR PROVISIONAL APPOINTMENT OF STOREKEEPER**

Correspondence has been received from Lea Erickson, Director of the Technology and Innovation Department, requesting Civil Service Commission approval for a Provisional Appointment for their Storekeeper vacancy. Staff has reviewed the request and recommends approval in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Policy 1.02 of the Civil Service Policies and Procedures.

Facts for Consideration:

- This position is responsible for all inventory and supplies related to the technology and round-the-clock services of the City's network cameras, microwave and radio communications, radio dispatch system, and public safety radio communication technologies, in the Wireless Communications Division.
- The position has been vacant since June 1, 2021 when the previous incumbent retired from the City of Long Beach.
- Approval would ensure a dedicated staff member is available to meet the demands of the Wireless Communications Division and ensure successful operations.
- Article V, Section 43 states that "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."
- Currently there is no priority list or eligible list for Storekeeper. Staff anticipates the eligible list will be created in early January.
- Technology and Innovation staff will post the job bulletin and open the recruitment for the provisional appointment for two weeks for internal applications. Technology and Innovation will screen applicants for minimum qualifications and interview the applicants who best meet the qualifications listed on the provisional bulletin.
- Civil Service staff will review the department's selected candidates to determine that the individuals meet the minimum requirements of the Storekeeper classification.
- Requisition TI22-004 is in route to the Civil Service Department for this provisional request.



The Technology and Innovation Department has been informed that this request is on the Civil Service Commission Agenda on October 13, 2021. A department representative will be present to respond to any questions from the Civil Service Commission.

Agenda Item No. 7



Date: September 30, 2021
To: Civil Service Commission
From: Lea Eriksen, Director, Technology & Innovation *LE*
Subject: REQUEST FOR PROVISIONAL APPOINTMENT- STOREKEEPER

The Technology and Innovation Department (TI) requests your approval for Provisional Appointment of one (1) Storekeeper 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.

The Storekeeper position provides much needed support in the Wireless Division. The Wireless Communications Division is responsible for the technology and 24x7 services of the City's network cameras, microwave and radio communications, radio dispatch system, and public safety radio communication technologies. The Storekeeper is responsible for all inventory and supplies related to these operations. Currently, a Clerk Typist in the Wireless Division has been assisting in this area, but it is not sustainable long term. There is a dire need to have a dedicated staff member in this area due to the demands of the Division. Without a Storekeeper, operations will not operate as effectively.

Provisional Appointment Recruitment Process

- TI will post the job bulletin for 2 weeks for internal City employees
- TI will screen applicants for minimum qualifications and interview applicants who best meet the qualifications on the provisional bulletin

Civil Service Commission approval of a provisional appointment would ensure that the Wireless Division has the support needed to ensure efficient and timely operations.

Please contact Nicole Gross, Administrative Officer, at (562) 570-6272 if you have any questions or need additional information.

cc: Cason Lee, Deputy Director
Maura Ventura, Business Operations Bureau Manager
Nicole Gross, Administrative Officer



Human Resources Approval	
<i>Paul Vukobratovic</i>	10/8/21
Director or Designee	Date

STOREKEEPER II

Job Number: TI21-048

SALARY: \$21.08 - \$28.74 Hourly
\$1,686.40 - \$2,299.20 Biweekly

OPENING DATE: 10/15/21**CLOSING DATE:** 10/29/21 11:59 PM**DESCRIPTION:*****PROVISIONAL OPPORTUNITY***

The Technology and Innovation Department (TID) is seeking qualified applicants, for a permanent, full-time, classified Storekeeper II to support the department's Infrastructure Services Bureau. This is a demanding position that encompasses multiple facets of storekeeping duties. TID is a fast-paced, responsive, and adaptive organization that requires focused, proactive, and flexible staff to achieve its goals and priorities.

EXAMPLES OF DUTIES:

- Under supervision, participates in and/or supervises the ordering, stocking, issuing, and recording of materials, supplies and equipment;
- Initiates purchase requisitions and purchase orders within the City's computerized purchasing and inventory systems;
- Searches for providers of materials and services and conducts informal bids to determine appropriate vendor;
- Determines physical procedures and oversees physical maintenance of storage areas;
- Assumes responsibility for orderliness, cleanliness, and conformance with storage and accounting procedures;
- Determines proper accountability and quality of goods received for conformity to purchase orders and specifications;
- Prepares inventories and other detailed reports; may operate forklift and other warehouse equipment for maneuvering and storage of heavy objects;
- May supervise personnel engaged in operations, inventories, and related clerical duties;
- May make purchases directly from vendors, jobbers, or manufacturers;
- Communicates directly with vendors to rectify discrepancies in shipments and invoices;
- Processes written requests;
- May obtain and disseminate safety procedures; and
- Performs other related duties as required.

REQUIREMENTS TO FILE:

MINIMUM QUALIFICATIONS

- Open to current City of Long Beach employees only.
- Two years paid, full-time experience receiving, inspecting, storing, issuing and accounting for a wide variety of supplies and equipment.

Additional Requirements to File:

- Ability to read and interpret purchase orders and specifications;
- Prepare and maintain inventories;
- Perform problem-solving arithmetic computations;
- Deal tactfully and effectively with others;
- Lift and carry heavy objects up to 50 lbs. and over 50 lbs. with assistance;
- Operate an alphanumeric keyboard and a calculator;
- Effectively communicate orally and in writing;
- Manage different work assignments simultaneously.
- Willingness to: acquire knowledge on hazardous waste storage and disposal;
- Work irregular hours including evenings, weekends, holidays, and respond to emergency callbacks.

DESIRABLE QUALIFICATIONS:

- Ability to operate warehouse equipment such as pallet jacks, banding crimpers, floor dollies, overhead cranes and a forklift certification may be required prior to passing probation;
- Class B motor vehicle operator's license is desirable for some positions;
- Experience with computerized or automated database management systems used for stock and inventory control and for the purchasing of materials, supplies and equipment (such as the Advanced Purchasing Inventory Control Systems);
- Ability to use and maintain extensive automated inventory control filing systems.

IMPORTANT: 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.

SELECTION PROCEDURE:

To apply, please click on the "Apply" link and submit your resume and cover letter online. Incomplete information will not be considered. Apply online 24 hours a day, beginning October 15, 2021 - October 29, 2021. Deadline to apply is October 29, 2021 11:59 PM PST

The TI Department will review resumes to determine the most qualified candidates. Those determined most qualified will be invited to continue in the selection process.

The TI Department intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-6274/(562) 570-6272 or email TIRecruitments@longbeach.gov. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

For technical issues with your application, please call (877) 204-4442.

The City of Long Beach is an Equal Opportunity Employer.

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 #TI21-048
 STOREKEEPER II
 AP

411 W. Ocean Blvd, 7th Fl
 Long Beach, CA 90802
 (562) 570-6455

STOREKEEPER II Supplemental Questionnaire

- * 1. INSTRUCTIONS: The purpose of this supplemental application is to derive more specific information about your qualifications for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate.
Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the above information?
☐ Yes ☐ No
- * 2. REQUIREMENTS TO FILE: Do you possess two years, paid full time equivalent experience receiving, inspecting, storing, issuing and accounting for a wide variety of supplies and equipment?
☐ Yes ☐ No
- * 3. Are you able to read and interpret purchase orders and specifications?
☐ Yes ☐ No
- * 4. Are you able to prepare and maintain inventories?
☐ Yes ☐ No
- * 5. Are you able to perform problem-solving arithmetic computations?
☐ Yes ☐ No
- * 6. Are you able to deal tactfully and effectively with others?
☐ Yes ☐ No
- * 7. Are you able to lift and carry heavy objects up to 50lbs., and over 50lbs. with assistance?
☐ Yes ☐ No
- * 8. Are you able to operate an alphanumeric keyboard and a calculator?
☐ Yes ☐ No

- * 9. Are you able to effectively communicate orally and in writing?
☐ Yes ☐ No
- * 10. Are you able to manage different work assignments simultaneously?
☐ Yes ☐ No
- * 11. Are you willing to acquire knowledge on hazardous waste storage and disposal?
☐ Yes ☐ No
- * 12. Are you willing to work irregular hours including evenings, weekends, holidays, and respond to emergency callbacks?
☐ Yes ☐ No
- * 13. Do you possess a valid motor vehicle operator's license?
☐ Yes ☐ No
- * 14. EXPERIENCE: Please describe your experience receiving, inspecting, storing, issuing, and accounting for a wide variety of supplies and equipment. Your paid professional experience must include the following: 1) Job Title; 2) Employer Name; 3) Dates of Employment; 4) Hours per week worked; 5) Job related duties. If you do not have any experience, type N/A.
- * 15. DESIRABLE: Forklift certification may be required prior to passing probation, do you possess a current forklift certification?
☐ Yes ☐ No
- * 16. Please list your experience operating warehouse equipment such as forklifts, pallet jacks, banding crimpers, floor dollies and overhead cranes. Your paid professional experience must include the following: 1) Job Title; 2) Employer Name; 3) Dates of Employment; 4) Hours per week worked; 5) Job related duties as lead; 6) Number of employees supervised. If you do not have any experience, type N/A.
- * 17. Please list your experience with computerized or automated database management systems used for stock and inventory control and for the purchasing of materials, supplies and equipment (such as the Advanced Purchasing Inventory Control Systems). Your paid professional experience must include the following: 1) Job Title; 2) Employer Name; 3) Dates of Employment; 4) Hours per week worked; 5) Job related duties as lead; 6) Number of employees supervised. If you do not have any experience, type N/A.
- * 18. Acknowledgment: 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. I understand that if I am offered employment I will be required to successfully pass a medical examination. Do you understand these stipulations?
☐ Yes ☐ No

* Required Question