



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.

Human Resources Approval	
 _____ Director or Designee	11/4/21 _____ Date

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**DATE FORM COMPLETED:** 11/03/2021 **DEPARTMENT:** Public Works**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Gokce Taormina, Administrative Analyst I-NC**Summary of employee's work history specifying all classification titles and dates:**

Administrative Intern-NC, 06/10/2019-12/06/2019; Administrative Analyst I-NC 12/07/2019-present

Summary of duties performed by employee: Ms. Taormina, assigned to the Energy Efficiency/Special Projects Division, is involved with Civic Center tasks coordinating with the Safety Officer to ensure implementation of local, county, state, and OSHA guidelines within Public Works areas of the 4th and 5th floor and public facing areas of the Civic Center complex. She serves as the liaison between Civic Center security and public facing operations to ensure safety of staff and guests. She reviews capital modification requests from other departments including coordination with the Civic Center facilities management vendor to prepare project documentation and scheduling site walkthroughs. Ms. Taormina manages employee parking within the Civic Center complex and surrounding parking areas. She ensures that the parking MOU is properly managed and adhered to. She reviews all Citywide Parking Operations invoices and processes for payment. Ms. Taormina provides staff support the Belmont Shore Parking Commission. Additionally, she provides project manager support for electrical vehicle (EV) charger installation and updates the public website regarding energy efficiency infrastructure information.

Anniversary Date (date when employee reaches 1600-hour threshold): 12/07/2021**Number of hours left to reach 1600 hours:** Nine. Employee will be at 1,591 non-career hours week ending 11/5/2021.**Number of additional hours requested:** 240**Explain why the additional hours are needed for the department to function.**

With the resignation of an Administrative Analyst I-NC on 6/17/2021 and the reassignment of an Administrative Analyst to another bureau on 6/17/2021, the Department required Ms. Taormina to work full-time to take on these additional duties thereby exhausting her non-career hours at a quicker than intended rate. The extension will allow the Department to continue Ms. Taormina's duties at full-time until the permanent and non-career analyst positions have been filled.

If applicable, is there a permanent appointment being recruited?☒ Yes ☐ Not applicable (new recruitment not required)**If yes, what is the requisition number?** PW22-014**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: **November 4, 2021**
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): **N/A**
- ☒ Non-career hours completed as of the last recorded pay period: **1,591 Hours**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.



Civil Service Department

- ✕ 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: **Recommend approval of request to extend non-career hours.**



Memorandum

Date: November 10, 2021

To: Civil Service Commission

From: Crystal A. Slaten, Deputy Director

Subject: **REQUEST FOR EXTENSION OF NON-CAREER HOURS – GOKCE TAORMINA, ADMINISTRATIVE ANALYST-NC**

Correspondence has been received from Dawn Henderson, Personnel Officer for the Department of Public Works, requesting Civil Service Commission approval to extend the non-career hours of Ms. Gokce Taormina, currently employed as an Administrative Analyst I -NC. Staff has reviewed this 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:

- Ms. Taormina was hired as an Administrative Intern-NC on June 10, 2019 in the Department's Project Management Bureau and was then appointed to Administrative Analyst I-NC on December 7, 2019.
- She is currently assigned to the Energy Efficient/Special Projects Division where she performs the following: general operation duties of the Civic Center and Plaza facilities; general duties related to the City's parking operations; and duties related to energy efficiency and outreach to the public regarding the City's energy efficiency infrastructure.
- As of pay period ending November 5, 2021, Ms. Taormina will have worked 1,591 hours. Due to a resignation of a non-career Administrative Analyst I-NC and reassignment of an Administrative Analyst in June 2021, Ms. Taormina took on additional duties and exhausted her non-career hours at a quicker than intended rate.
- The Department of Public Works is requesting an extension be granted for an additional 240 non-career hours. This will allow her to continue her duties through her anniversary date until the department is able to fill other full-time and non-career analyst vacancies.



- 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 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 pursued."

Recommendation:

- Staff recommends approval of the Request for Extension of Non-Career Hours. The Department of Public Works 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: November 3, 2021

To: Civil Service Commission

From: *DLH*
Dawn Henderson, Personnel Officer, Department of Public Works

Subject: **Request to Extend Non-Career Hours – Gokce Taormina, Administrative Analyst I Non-Career**


The Department of Public Works requests the Civil Service Commission extend the non-career hours of Gokce Taormina, Administrative Analyst I Non-Career, in accordance with Article V, Section 49 of the Civil Service Rules & Regulations.

Ms. Taormina was hired as an Administrative Intern-NC on June 10, 2019 in the Department's Project Management Bureau. On December 7, 2019, she was appointed to Administrative Analyst I-NC. She is assigned to the Energy Efficiency/Special Projects Division where she performs duties related to the general operation of the Civic Center and Plaza facilities, duties related to the City's parking operations, and duties related to energy efficiency and outreach to the public regarding the City's energy efficiency infrastructure.

The Department anticipates Ms. Taormina will have worked 1,591 hours as of November 5, 2021. With the resignation of an Administrative Analyst I-NC and reassignment of an Administrative Analyst in June 2021, the Department required Ms. Taormina to work full-time to take on these additional duties thereby exhausting her non-career hours at a quicker than intended rate. The extension will allow the Department to continue Ms. Taormina's duties at full-time until the permanent and non-career analyst positions have been filled.

The Department requests the Commission grant Ms. Taormina an additional 240 non-career hours through her anniversary date of December 7, 2021.

If you have any questions, please contact me at (562) 570-6739.

Human Resources Approval	
	11/4/21
_____ Director or Designee	_____ Date