



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: 9/20/21 **DEPARTMENT:** Water

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Dani Lima – Administrative Intern Non-Career

Summary of employee’s work history specifying all classification titles and dates:

Hired 1/4/2021 as Admin Intern – NC in Water Resources Division of Long Beach Water Department

Summary of duties performed by employee: See memo

Anniversary Date (date when employee reaches 1600-hour threshold): 12/3/2021

Number of hours left to reach 1600 hours: 228 as of 10/8/2021

Number of additional hours requested: 120

Explain why the additional hours are needed for the department to function.

See memo

If applicable, is there a permanent appointment being recruited?

☒ Yes ☐ Not applicable (new recruitment not required)

If yes, what is the requisition number? W20-21 and W21-20 (Admin Analyst); W22-07 (Asst Admin Analyst)

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:** October 22, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** AAA recruitment in progress
- ☒ **Non-career hours completed as of the last recorded pay period:** 1429.5
- ☒ **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: November 10, 2021

To: Civil Service Commission

From: Christina Pizarro Winting

Subject: **REQUEST TO EXTEND NON-CAREER HOURS – DANI LIMA, ADMINISTRATIVE INTERN – NON- CAREER**

Correspondence has been received from Christopher J. Garner, General Manager of the Water Department, requesting Civil Service Commission approval to extend the non-career hours of Dani Lima, currently employed as a Non – Career Administrative Intern with the Water Department. 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 Commission Policy 2.32.

Facts for Consideration:

- Dani Lima was hired as an Administrative Intern – Non-Career on January 4, 2021, in the Water Resources Division of the Long Beach Water Department. Ms. Lima performs a wide range of duties in support of water conservation programs including interaction with customers, development of program materials, performing site inspections and program audits, tracking program data and performing a variety of administrative tasks for water conservation programs.
- The Water Department currently has three full-time vacancies in the classifications of Administrative Analyst and Assistant Administrative Analyst. The Division's only full-time administrative staff member resigned unexpectedly in April 2021. Ms. Lima was trained on short notice to take on many of the tasks performed by the staff member who left unexpectedly. She continues to support these conservation programs until such time that full-time staff can be hired and trained.
- As of November 1, 2021, Ms. Lima has completed 1429.5 hours. The Water Department is requesting that Ms. Lima be granted an additional 120 hours, so she can continue to support the conservation programs until her anniversary on January 4, 2022, and while the vacant positions are in the process of being filled. An Administrative Analyst candidate is in the onboarding process, recruitment is



underway for Assistant Administrative Analyst, and new classifications are being created in collaboration with the departments of Civil Service, Human Resources and Water.

The Water Department has been informed that this request is on today's agenda. A department representative will be present to respond to any inquiries the Civil Service Commission may have.






Long Beach Water

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M E M O R A N D U M

Date: October 22, 2021

To: Civil Service Commission

From: Christopher J. Garner, General Manager, Water Department 

Subject: Request to Extend Non-Career Hours – Dani Lima, Administrative Intern Non-Career

The Long Beach Water Department respectfully requests the extension of the non-career hours for Dani Lima, Administrative Intern – NC, in accordance with Section 49 of the Civil Service Rules and Regulations.

On January 4, 2021, Dani Lima was hired as an Administrative Intern – NC in the Water Resources Division of the Long Beach Water Department. She has remained in that classification, and her anniversary date is January 4, 2022. Duties performed by Ms. Lima include interacting directly with customers to provide support for water conservation programs, developing conservation program materials, performing site inspections and audits for conservation programs, tracking conservation program data using spreadsheets and databases, and processing paperwork and performing administrative tasks for water conservation programs.

The Water Resources Division currently has three full-time vacancies in the classifications of Administrative Analyst (Req W20-21 and Req W21-20) and Assistant Administrative Analyst (Req W22-07). The Division's only full-time administrative staff member resigned unexpectedly in April 2021, and this non-career staff was the only person who could be trained on short notice to carry on many of the tasks performed by the previous full-time staff. More hours are needed to ensure that the Department will have the continued ability to provide customer service for water conservation programs until full time staff can be hired and trained. Due to these vacancies, the Department is requesting that the non-career hours for Ms. Lima be extended by 120 hours to allow her to continue working approximately 30 hours per week until her anniversary date while the Assistant Administrative Analyst recruitment is being conducted, a new Administrative Analyst is hired and trained, and two new classifications are developed, and a recruitment conducted.

NOTE: The Department has already conducted interviews for the vacant Administrative Analyst, but the candidate has not passed clearances. Additionally, the Department has been collaborating diligently with Human Resources and Civil Service staff to develop the new classifications.

If you have any questions, please contact Meg Rau, Administrative Officer, at extension 8-2375.

Human Resources Approval



Director or Designee

11/4/21

Date