

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF PROBATION

Civil Service Rules and Regulations Section 41 (2)
Civil Service Commission Policy Section 1.01

Form completed by: Jessica Stoudenmire Date: 10 - 13 - 2021
Name/Title/Department

Section 1: *To be completed by requesting department.* To be completed by department Civil Service Dept. Verification

A requisition is not required.		
Is any other department impacted? If yes, which department: _____	Yes <input checked="" type="radio"/> No	CS
A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department? Will be submitted week of 10/18/21	Yes No	CS

Section 2: Points to be addressed in request:

Formal name and current classification title of employee. Jose Espinoza		CS
Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.		CS
The date the employee will complete probation. Date: <u>Approx. January 14, 2022</u> Request must be submitted 30 days prior to completion of probation.		CS
A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.		CS
Which policy criteria is being utilized and how the request meets the criteria required in the policy. <i>Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 A (1), of the Civil Service Policies and Procedures and the conditions imposed by the COVID-19 pandemic.</i>		
Length of extension requested. (A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)		CS

The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> Requesting department. The impacted employee's attendance is optional. 		
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Notes:
Please see attached staff report.

SUGGESTED ACTION:
Staff recommends approval.



Memorandum

Date: November 17, 2021

To: Civil Service Commission

From: Crystal A. Slaten, Deputy Director

Subject: **COVID-19 RELATED: REQUEST TO EXTEND PROBATION FOR JOSE ESPINOZA, WATER UTILITY SUPERVISOR II**

Correspondence has been received from Chris J. Garner, General Manager for the Water Department, requesting Civil Service Commission approval to extend the probationary period of Mr. Jose Espinoza, Water Utility Supervisor II for three months. Staff has reviewed the request and recommends approval in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Civil Service Policy 1.01, in addition to the conditions imposed by the COVID-19 pandemic.

Facts for Consideration:

- On June 5, 2017, Mr. Espinoza was hired as a Water Utility Worker I-NC with the Water Department. He then became a Water Utility Mechanic I on March 3, 2018 and attained permanent status on September 11, 2018. He changed classification to Senior Equipment Operator on February 1, 2020 and attained permanent status on September 2, 2020. Mr. Espinoza was promoted to Water Utility Supervisor II on June 5, 2021.
- The position of Water Utility Supervisor in the Water Construction Division requires the following prior to passing probation:
 - Water Distribution Operator Grade D4 certification from the State of California AND either:
 - Water Treatment Operator Grade T2 certification from the State of California OR
 - Collection System Maintenance Grade 2 certification from the California Water Environment Association (CWEA).
- Mr. Espinoza currently has certifications for CWEA 2, T2 and D3 but needs a D4 prior to passing probation. He submitted the application for the D4 certification on May 20, 2021 and has been approved. Due to COVID-19, the



State has a backlog of testing which means an exam cannot yet be scheduled or even a timeline provided for when scheduling will be available.

- Mr. Espinoza is scheduled to pass probation by late December 2021. The Water Department is requesting a 3-month extension (522 hours) of Mr. Espinoza's probation to provide him with enough time to obtain his D4 certification.
- The request to extend Mr. Espinoza's probation was received on November 3, 2021. Mr. Espinoza is tentatively scheduled to pass probation in late December 2021. Commission policy states that a request for extension must be submitted at least one month prior to the completion of the employee's initial probationary period. This request meets this requirement.
- As of the last pay period ending November 5, 2021, Mr. Espinoza had 237 hours remaining of his probationary period having already completed 807 probationary hours.
- On October 5, 2021, an Employee Performance Appraisal was completed for Mr. Espinoza and is on file with the Civil Service Department.

Recommendation:

- Staff has reviewed the request and recommends approval of the Request to Extend Probation for three months or 522 scheduled work hours. The Water Department 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.






Long Beach Water

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M E M O R A N D U M

Date: October 12, 2021

To: Civil Service Commission

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

Subject: Request to Extend Probation – Jose Espinoza, Water Utility Supervisor II

The Water Department respectfully requests that the Commission grant a probationary extension to Jose Espinoza, Water Utility Supervisor II, in accordance with Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Espinoza was hired with the Long Beach Water Department as a Water Utility Worker I - NC on June 5, 2017. He became Water Utility Mechanic I on March 3, 2018, and attained permanent status on September 11, 2018. He changed classifications to Senior Equipment Operator on February 1, 2020, and attained permanent status in the Senior Equipment Operator classification on September 2, 2020. Mr. Espinoza was promoted to Water Utility Supervisor II on June 5, 2021.

The position of Water Utility Supervisor II in the Water Construction Division requires the following prior to passing probation:

- Water Distribution Operator Grade D4 certification from the State of California, AND either
- Water Treatment Operator Grade T2 certification from the State of California, OR
- Collection System Maintenance Grade 2 certification from the California Water Environment Association (CWEA)

Mr. Espinoza currently has a CWEA 2, a T2, and a D3. He needs a D4 prior to passing probation. He has submitted the application for the D4, which was received by the State on May 20, 2021, and approved. However, the State's backlog of testing due to COVID-19 means that an exam date has not yet be scheduled, or even a timeline provided for when the scheduling will open.

It is requested that an extension be granted for an additional three months (522 scheduled hours) of probationary time in order for Mr. Espinoza to obtain a D4 certification.

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

Human Resources Approval



Director or Designee

11/3/21

Date