

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: <i>To be completed by requesting department.</i>	To be completed by department	Civil Service Dept. Verification
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A requisition is not required.

Is any other department impacted?
If yes, which department: _____

Yes

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

Section 2: *Points to be addressed in request:*

Formal name and current classification title of employee. **Dale Krick**

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: Approx. December 10, 2021
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. 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.

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:

- Requesting department.
- The impacted employee's attendance is optional.

CS

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 DALE KRICK, WATER UTILITY SUPERVISOR I**

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. Dale Krick, Water Utility Supervisor I 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 March 13, 2006, Mr. Krick was hired as a Water Utility Mechanic I-NC with the Water Department. Mr. Krick became a Water Utility Mechanic I on December 2, 2006, and attained permanent status on June 4, 2007. He was then promoted to Water Utility Supervisor I on June 5, 2021.
- The position of Water Utility Supervisor in the Water Services Division requires the following prior to passing probation:
 - Water Distribution Operator Grade D3 certification from the State of California AND either:
 - Water Treatment Operator Grade T1 certification from the State of California OR
 - Collection System Maintenance Grade 1 certification from the California Water Environment Association (CWEA).
- Mr. Krick currently has a CWEA 2 and a D2 certification. However, he needs a D3 prior to passing probation. He submitted the application for the D3, which was received by the State on August 24, 2021, and is still pending. Once the application is approved, however, the State's backlog of testing due to COVID-19 means an exam cannot yet be scheduled or even a timeline provided for when scheduling will be available.



- Mr. Krick is scheduled to pass probation on December 5, 2021. The Water Department is requesting a 3-month extension (522 hours) of Mr. Krick's probation to provide him with enough time to obtain his D3 certification.
- The request to extend Mr. Krick's probation was received on November 3, 2021. Mr. Krick is tentatively scheduled to pass probation in early 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. The department meets this requirement.
- As of the last pay period ending November 5, 2021, Mr. Krick had 199.5 hours remaining of his probationary period having already completed 844.5 probationary hours.
- On October 5, 2021, an Employee Performance Appraisal was completed for Mr. Krick 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 – Dale Krick, Water Utility Supervisor I

The Water Department respectfully requests that the Commission grant a probationary extension to Dale Krick, Water Utility Supervisor I, 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. Krick was hired with the Long Beach Water Department as a Water Utility Mechanic I - NC on March 13, 2006. He became Water Utility Mechanic I on December 2, 2006, and attained permanent status on June 4, 2007. Mr. Krick was promoted to Water Utility Supervisor I on June 5, 2021.

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

- Water Distribution Operator Grade D3 certification from the State of California, AND either
- Water Treatment Operator Grade T1 certification from the State of California, OR
- Collection System Maintenance Grade 1 certification from the California Water Environment Association (CWEA)

Mr. Krick currently has a CWEA 2 and a D2. He needs a D3 prior to passing probation. He submitted the application for the D3, which was received by the State on August 24, 2021, and is still pending. However, once the application is approved, the State's backlog of testing due to COVID-19 means that an exam cannot 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 for Mr. Krick to obtain his D3 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