



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

Director or Designee: 

Date: 6/10/21

Effective Date: 10/10/2018

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE: May 27, 2021 **DEPARTMENT:** Financial Management

POSITION: Admin Aide **REQUISITION NUMBER:** FM21-028

TYPE OF PROVISIONAL REQUEST: Provisional Appointment.

NUMBER OF VACANCIES: One

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.

This position plays a key role in administrative, analytical, and clerical functions of the Acquisitions Bureau. The Acquisitions Division would like to fill this position to avoid delays in timely MOU production and slow-downs for in-servicing of city vehicles, and to ensure cost-saving analysis and special projects can be completed.

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-week online job posting
- What exam process will be administered? (i.e. interview or other testing)
 Interview and a brief excel and writing exercise
- Did you include a provisional language disclaimer* on your provisional recruitment bulletin?

(*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)

- 1) Job Duties** Manages City’s Motor Pool, Manages Outside Equipment Rentals and Associated Work Orders, Coordinates Auction of Retired City Assets, Assists in tracking and logging units in and out of regular service, coordinates purchase of new equipment, assists in spec writing for light duty vehicles, manages the Division’s tracking sheets, liaison with Admin and other Fleet Divisions, Produces citywide memos and communications, Assists in the management and presentation of KPI data. **2) Minimum Requirements** Two years of related education at an accredited community college/university; Two years of experience performing routine administrative and analytical duties; Proficient in Microsoft Office (Word, Excel, PowerPoint); Good personal skills and the ability to communicate well to others through written, oral and digital means **3) Provisional Supplemental Questions** Please provide any experience you have developing and maintaining spreadsheets for tracking



Civil Service Department

purposes. Please provide any experience you have drafting memos and correspondences. What features of Excel are you experienced in? Please provide examples of work or projects you have used those excel skills in? 4) see attached job bulletin.

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

The date the vacancy occurred and circumstances surrounding vacancy. NEW FY21 position

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. This position plays a key role in administrative, analytical, and clerical functions of the Acquisitions Bureau. The Acquisitions Division would like to fill this position to avoid delays in timely MOU production and slow-downs for in-servicing of city vehicles, and to ensure cost-saving analysis and special projects can be completed.

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) Other employees are currently taking on the extra duties.

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:** Click or tap here to enter text.
FM21-028 received 04/27/21
- No existing promotional, priority or eligible list exists for this classification.** Click or tap here to enter text.
No existing promotional, priority or eligible list.
- If there is an eligible list, when does it expire?** Click or tap here to enter text.
No current eligible list.
- Is any other department impacted? If yes, which department?** Click or tap here to enter text.
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:** June 23, 2021 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. 09/24/21
- Provisional appointee(s) selected by the Department:** Click or tap here to enter text.
Tomika Gordley

Agenda Item No. 9

- 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.](#)
09/24/21
- 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.](#)
Desiree Davalos



Memorandum

Date: September 29, 2021

To: Civil Service Commission

From: Desiree Davalos, Personnel Analyst

Subject: REQUEST FOR PROVISIONAL APPOINTMENT OF ADMINISTRATIVE AIDE I

On September 24, 2021, the Civil Service Department received correspondence from the Financial Management Department requesting the approval of their provisional appointee, Tomika Gordley to the classification of Administrative Aide I 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.

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.”

Facts for Consideration:

- On June 23, 2021, the Civil Service Commission approved a request for Provisional Appointment for Administrative Aide I from the Financial Management Department to provide necessary administrative, analytical, and clerical support in the Acquisitions Bureau.
- As stated in their original request, the Department recruited internal candidates with a two-week job posting, requesting that those who meet the Administrative Aide I minimum qualifications, submit a cover letter and resume for consideration. After interviewing applicants, the department selected Tomika Gordley for the provisional Administrative Aide I position.
- On September 24, 2021, the Civil Service Department received the name of the provisional Administrative Aide I selected by the Financial Management Department.



- Due to an internal transition within the Financial Management Department, there was oversight with this request, and it did not come to Commission for approval prior to the selection and effective date of Ms. Gordley. As a result of this oversight, the HR-1 submitted to Civil Service staff was effective September 11, 2021 making the approval of this request retroactive.
- Staff has reviewed the provisional application for Ms. Gordley and determined that she meets the minimum requirements for the Administrative Aide classification.
- Staff has contacted Ms. Gordley to inform her that the provisional appointment is temporary, and she has no guarantee of permanent appointment into this classification.
- Additionally, Ms. Gordley is aware that she must apply and compete in the Civil Service Examination process and be placed on the eligible list to be considered for the permanent position.
- Staff verified that the Civil Service Department received requisition FM21-028 on April 27, 2021 to fill the provisional vacancy for the Administrative Aide I position.

Recommendation:

- Staff recommends approval of the Administrative Aide I provisional appointee Tomika Gordley 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.
- Staff notified the Financial Management Department and the provisional appointee that this request will be placed on the Civil Service Commission Agenda on September 29, 2021.



Date: September 23, 2021

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer 

Subject: **REQUEST FOR PROVISIONAL APPOINTMENT – TOMIKA GORDLEY**

The Department of Financial Management is requesting the provisional appointment of Tomika Gordley to the classification of Administrative Aide I in accordance with Article V, Section 43 and Article IV, Section 27 of the Civil Service Rules and Regulations. The Department has approved requisition FM21-028 to fill the vacancy on a provisional basis in the absence of a Civil Service eligible list.

The Department requested to fill this vacancy and has had an approved requisition on file since April 27, 2021. The provisional appointment for Administrative Aide I position is urgently needed to prevent slow-downs for in-servicing of city vehicles, inability to conduct cost-saving analysis, and reduced capacity for special projects.

Upon receiving approval from the Civil Service Commission to recruit for a provisional appointment, the Department conducted a recruitment for the Administrative Aide I vacancy. The Department posted the bulletin for the provisional position for two weeks and screened applicants to determine if they met minimum qualifications. Ms. Tomika Gordley competed in two rounds of panel interviews and demonstrated her abilities in a writing and excel assessment. Ms. Gordley was selected for the vacancy due to her experience working in Fleet Acquisitions, customer service orientation, strong performance in the assessments, and her thoughtful responses to the interview questions. She meets the minimum qualifications for the classification and is highly qualified.

Ms. Gordley understands her provisional appointment is temporary and has no guarantee of permanent employment in this position. The employee meets the minimum qualifications of the position and is aware that she must apply through the Civil Service examination process to be considered for permanent employment as an Administrative Aide.

If you have any questions, please contact me at (562) 570-6688.



Long Beach Civil Service Commission

PROVISIONAL APPOINTMENT

Statement of Conditions

Position Title: Administrative Aide I

You are being considered for employment under the provisions of Section 43 of the Civil Service Rules and Regulations, which read in part:

"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."

If appointed to this position, you will not accrue seniority in this classification for any Civil Service promotional examination. Your pay will be the same as that of a permanent City employee in this classification, however, you should check with the hiring department as to your eligibility for other (fringe) benefits. If you are currently a permanent, full-time City employee, your benefits will not change.

If you receive authorization from the Civil Service Commission to be appointed to the provisional position, you must file a new application during the open filing period in order to compete in the examination process. You must file a new application before the announced closing date of filing.

If the provisional application will be filled on permanent basis, a competitive examination to fill the position will be administered by the Civil Service Department prior to the expiration of the provisional appointment. In order to be eligible for selection for permanent appointment to the position, your examination must be among the top scores achieved.

If after you are appointed to fill a provisional position, you do not satisfactorily perform or if you are not selected from the eligible list to fill the position on a permanent basis, your appointment will be terminated. If you are a present classified City employee who holds permanent status in another classification, you will be reinstated to the position you held prior to provisional appointment without loss to status or seniority (Section 44, Civil Service Rules and Regulations).

Should you have any questions regarding your provisional appointment, you may call the Civil Service Department office at (562) 570-6058.

If appointed, I hereby certify that I understand and agree with the above conditions of employment as a "provisional" employee for the City of Long Beach.

Yonina Woodley

9/24/21

Signature

Date