



**City of Long Beach**  
Working Together to Serve

**Date:** March 6, 2017

**To:** Civil Service Commission

**From:** John Keisler, Economic & Property Development Director

**Subject:** PROVISIONAL APPOINTMENT OF ERIC ROMERO TO THE POSITION OF DEVELOPMENT PROJECT MANAGER II

In accordance with the provisions of the Civil Service Rules and Regulations, Article V, Section 43, Economic & Property Development Department, is requesting the Civil Service Commission's approval to provisionally appoint Mr. Eric Romero to the position of Development Project Manager II.

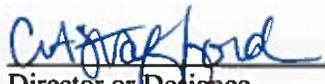
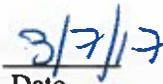
There is no Civil Service list as of this date, pending an examination. This position is necessary to the Department's Business Development Division, as it implements the City's business outreach and support programs to increase the number and size of businesses in the City. Core duties and responsibilities of the DPM II include: (a) day-to-day management of the the City's Online Business Portal; (b) coordination of the City's business incentive and lending programs; (c) serving as liaison to the Economic Development Commission for the development and implementation of the City's Economic Development Blueprint; (d) development and maintenance of geospatial mapping applications (GeoApps) to measure the progress of business activity in the city; (e) tracking and reporting economic performance information, including sales tax, development activity; (f) preparation of marketing and promotion materials including updates to the Department website; (g) coordination of strategic partnerships with agencies that provide business support services; (h) supervision of the City's Business Navigators program; and (j) Assist with managing the City's (10\_ Business Improvement Districts (BIDs) and the Belmont Shore Parking and Business Improvement Area Advisory Commission.

A recruitment open to all qualified City employees, was held from February 10, 2017, through February 20, 2012. The recruitment yielded 2 applicants which met minimum qualifications and both were invited to interview. Mr. Romero was selected for this provisional appointment due to his educational and work experience. Mr. Romero is well qualified for the position and is aware of, and in agreement with, the terms of the provisional assignment. He understands that the provisional appointment is temporary and provides no guarantee of a permanent appointment. We therefore request authorization to fill this position using approved requisition EP17-08.

Thank you in advance for your consideration of this request. If you have any further questions, please do not hesitate to contact John Keisler at 570-5282.

CIVIL SERV.DEPT.-RCVD.

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<b>Human Resource Approval</b>	
	
Director or Designee	Date

# Agenda Item No. 9

## CIVIL SERVICE DEPARTMENT REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

### REQUEST FOR PROVISIONAL APPOINTMENT

**(Non-promotional classifications)**

Civil Service Rules and Regulations    Section 43  
Civil Service Commission Policy        Section 1.02

Form completed by: **John Keisler, Economic & Property Development Director**  
Name/Title/Department

Date: **02/22/2017**

**Section 1: To be completed by requesting department.**

To be Completed  
by department

Civil Service  
Dept.  
Verification

A requisition is required. The requisition number is: # EP17-08  
Has the requisition been received in the Civil Service Department?

Yes No

DE

If an eligible list or priority list exists for the classification and, if not, when the eligible list expired?  
No eligible or priority list exist

Yes No

DE

Is any other department impacted?  
If yes, which department: \_\_\_\_\_

Yes No

DE

Are you submitting all required documents the Civil Service Department?

- Completed provisional application.
- Copies of any documents required on the last job bulletin such as proof of license, education, certificate, etc.
- Copy of most recent job opportunity bulletin.

Yes No

DE

Yes No

DE

Yes No

DE

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

Candidate's Name: **Eric Romero**

DE

Is the candidate a current City employee?

Yes No

DE

Title of classification – brief description of duties:  
**Development Project Manager II (see attached for description of duties)**

DE

Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.  
**See attached letter.**

DE

Does the proposed appointee meet the minimum qualifications for the classification?

Yes No

DE

An explanation of the recruitment plan used to select the proposed appointee.  
**See attached letter and flier.**

DE

The employee has been notified of the conditions of a provisional appointment.

Yes No

DE

The following should be in attendance at the Civil Service Commission meeting:

- Requesting department.

DE

### CIVIL SERVICE DEPARTMENT REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

#### Notes:

On March 9, 2017, the Civil Service Department received a Request for Provisional Appointment and additional documentation from the Economic & Property Development Department, in accordance with the provisions of Article V, Section 43 of the Civil Service Rules and Regulations.

Requisition #EP 17-08 for the Provisional Appointment request has been received and is on file with the Civil Service Department.

The Provisional Appointment is for current city employee, Eric Romero, to the position of Development Project Manager II with the Economic & Property Development Department. Mr. Romero is currently a Program Specialist for the City Manager Department.

The Department's Business Development Division has a need for the position to implement the City's business outreach and support programs to increase the number and size of businesses in the City. Some of the duties of the position include: day-to-day management of the City's Online Business Portal; coordination of the City's business incentive and leading programs; serving as liaison to the Economic Development Blueprint, tracking and reporting economic performance information, including sales tax, development activity; and other necessary duties related to the City's Business Development.

A recruitment was open to all City employees from February 10, 2017, through February 20, 2017. Two applicants met the minimum qualifications and both interviewed for the position. Mr. Romero was selected for the Provisional Appointment based on his educational and work experience. Attached is the department's bulletin used for the internal recruitment for Development Project Manager II.

#### **SUGGESTED ACTION**

Staff has reviewed Mr. Romero's provisional application and determined that he has met the minimum qualification for the Development Project Manager as stated in the past job bulletin (2011 bulletin is attached below). Mr. Romero is aware of the terms of the provisional assignment and understands that he must file a new application when a new recruitment is open.

There is no current eligible list for the classification and the recruitment was last opened April 2011. Staff will begin the recruitment for the Development Project Manager in the summer of 2017.

Mr. Romero has been notified by the department and Civil Service of the conditions of his provisional appointment if selected.

John Keisler, Economic & Property Development Director, or a designee from the Department will be in attendance at the meeting to answer any questions. Mr. Romero has been notified regarding the recommendation to attend the meeting.

Staff recommends approval of the Department's request.