



Memorandum

Date: May 25, 2022

To: Civil Service Commission

From: Stephanie Herrera, Personnel Analyst

Subject: **COVID – 19 RELATED: RECOMMENDATION TO EXTEND NON-CAREER HOURS – MARISA OLMOS, RECREATION LEADER SPECIALIST VII - NC**

Correspondence has been received from Sheryl Bender, Superintendent of Personnel and Training for the Parks, Recreation and Marine (PRM) Department, requesting Civil Service Commission approval to extend the non-career hours for Marisa Olmos, Recreation Leader Specialist VII-NC. 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 Policy Section 2.32.

Facts for Consideration:

- Article V, Section 49 of the Civil Service Rules and Regulations allows an appointing authority to request an extension of a non-career employee's appointment "...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 pursued."
- Ms. Olmos was hired as a Recreation Leader Specialist I on June 09, 2012, and currently holds the classification of Recreation Leader Specialist VII-NC where she is an After School and Day Camp Coordinator for PRM.
- Ms. Olmos has been assisting the Department of Financial Management (FM) on a temporary basis while FM works to fill their vacant position permanently. Her role in the FM Department has ensured critical business continuity after the Business Services Division was devastated during the COVID-19 winter surge.
- Ms. Olmos was selected based on her cash handling training and experience after years of operating summer day camps along with her ability to demonstrate discretion when assisting the Personnel Office within PRM. She has proven herself to be an asset to FM while FM works to fill the position while mitigating and addressing all other impacts to the Business Services Bureau from the COVID-19 pandemic.
- As a result of the ongoing COVID-19 response, Ms. Olmos has been working a full-time schedule, which has depleted the allocated 1600 non-career hours.

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- The chart below outlines Ms. Olmos' current hours expended as of May 6, 2022, and the extension requested.

Employee Name	Current Hours	Hours Left before 1600	Original Hire Date	Anniversary Date	Extension Requested
Marisa Olmos	1514.5	85.5	06/09/2012	06/09/2022	120

- Granting the additional hours to Ms. Olmos will allow the department to continue their critical work supporting the City's COVID-19 response operations.

Ms. Olmos has been informed that this request is on today's agenda. A representative from the department will be present to respond to any questions from the Civil Service Commission.



Date: May 10, 2022

To: Civil Service Commission

From: Sheryl Bender, Superintendent of Personnel and Training, Parks, Recreation and Marine

Subject: **Request to Extend Non Career Hours for Marisa Olmos, Recreation Leader Specialist VII-NC**

The Department of Parks, Recreation and Marine (PRM) is requesting Civil Service Commission approval for the extension of non-career hours for Marisa Olmos, Recreation Leader Specialist VII-NC in accordance with Article V, Section 49 of the Civil Service Rules and Regulations and Civil Service Policy 2.32.

Ms. Olmos began her career with the city in 2012 as a Recreation Leader Specialist I and currently holds the classification of Recreation Leader Specialist VII-NC. Although she is assigned to PRM where she is an After School and Day Camp Coordinator, Ms. Olmos has been on a temporary basis assisting the Department of Financial Management (FM) to ensure critical business continuity after the Business Services Division was devastated during the COVID-19 winter surge. basis while FM works to fill the position permanently. Ms. Olmos was selected based on her cash handling training and experience after years of operating summer day camps along with her ability to demonstrate discretion when assisting the Personnel Office within PRM. She has proven herself to be an asset to FM while FM works to fill the position while mitigating and addressing all other impacts to the Business Services Bureau from the COVID-19 pandemic.

PRM anticipates Ms. Olmos will have worked 1,561 hours as of the pay period ending May 13, 2022. Although FM would have ideally requested the extension early, the need was uncertain until recently and has expressed their desire to apologize to the commission for the late request. The extension of Ms. Olmos' hours will allow FM to continue to provide services needed to support critical daily operations while the recruitment, although underway, will require a few more weeks to complete.

PRM requests the Commission grant, Ms. Olmos, an additional 120 non-career hours through her anniversary date of June 9, 2022, in order to allow PRM to continue to help support FM during this extended crisis period.



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:** May 4, 2022 **DEPARTMENT:** Park, Rec & Marine**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Marisa Olmos, RLS VII-NC**Summary of employee's work history specifying all classification titles and dates:**

10/2012- 5/2015 RLS I-NC, 2015-2016 RLS III-NC, 2016-2018 RLS V-NC, 2020-Present RSL VII-NC

Summary of duties performed by employee: Supports the Business Services Bureau with basic accounting functions and clerical duties. Ms. Olmos also works as a Day Camp and After School coordinator with the Department of Parks, Recreation and Marine.**Anniversary Date (date when employee reaches 1600-hour threshold):** June 9, 2022**Number of hours left to reach 1600 hours:** 69**Number of additional hours requested:** ~~100 hours~~ 120 Hours SH**Explain why the additional hours are needed for the department to function.**

Ms. Olmos will be assisting the Department of Financial Management's Business Services Bureau with maintaining daily operations due to the departure of staff.

If applicable, is there a permanent appointment being recruited?☒ Yes ☐ Not applicable (new recruitment not required)**If yes, what is the requisition number?** CSS - FM22-037 (pending approval)**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:** 05/10/2022☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A☒ **Non-career hours completed as of the last recorded pay period:**☒ **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.