

CIVIL SERVICE DEPARTMENT  
 REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

**REQUEST FOR EXTENSION OF NON-CAREER HOURS**

Civil Service Rules and Regulations Section 49  
 Civil Service Commission Policy Section 2.32

Form completed by: Marisel Sipman/Administrative Officer/Fire  
 Name/Title/Department

Date 3 -15 - 17

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

To be completed  
by department

Civil Service Dept.  
Verification

A requisition is not required.

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

Name and classification title of employee. <b>Arantxa Chavarria – Administrative Analyst II-NC</b>	✓	<b>SV</b>
Summary of employee's work history, specifying all classification titles and dates.	See memo	<b>SV</b>
Anniversary Date: <b>August 6, 2016</b>	✓	<b>SV</b>
Explanation as to why the additional hours are necessary for the department to function.	See memo	<b>SV</b>
Brief summary of the duties performed by the employee.	See memo	<b>SV</b>
The number of additional hours requested. <b>480</b>	✓	<b>SV</b>
Explanation as to if a permanent appointment is being pursued and requisition number.	See memo	<b>SV</b>

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

- Requesting department.

**SV**

## Agenda Item No. 10

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

#### Notes:

- On March 8, 2017, the Civil Service Department received a Request for Extension of Non-Career Hours from the Fire Department. In accordance to the Civil Service Rules and Regulations, Section 49, the Fire Department is requesting the extension of non-career hours for Arantxa Chavarria, an Administrative Analyst, Non-Career.
- Ms. Chavarria was first hired as a provisional Assistant Administrative Analyst on January 5, 2016 and held this position until May 28, 2016. Subsequently, on August 6, 2016, Ms. Chavarria was hired on as an Administrative Analyst – Non-Career with the Fire Department in the Community Service Division.
- As of March 3, 2017, Ms. Chavarria has completed 1,373 hours and only has 227 hours left. The Fire Department is requesting that the non-career hours for Ms. Chavarria be extended by 480 hours until the new Assistant Administrative Analyst eligible list is established. Recruitment for the Assistant Administrative Analyst position is tentatively scheduled in late March 2017/early April 2017 and an eligible list will be sent for Commission approval in late May 2017.

#### SUGGESTED ACTION:

Staff recommends approval of the request for extension of non-career hours for Ms. Chavarria. The Fire Department is present if the Commissioners have any questions and Ms. Chavarria has been notified that this item is on the meeting agenda.



**Date:** March 15, 2017  
**To:** Civil Service Commission  
**From:** Michael A. DuRee, Fire Chief *MS*  
**Subject:** Request to Extend Non-Career Hours – Arantxa Chavarria

The Fire Department requests the extension of the non-career hours for Arantxa Chavarria, Administrative Analyst II-NC, in accordance with Section 49 of the Civil Service Rules and Regulations.

On January 5, 2016 Ms. Chavarria was hired as a provisional Assistant Administrative Analyst I in the Community Services Division. On August 6, 2016 she was reclassified as an Administrative Analyst II-NC in the Community Services Division.

Ms. Chavarria coordinates the activities of the City's popular CERT (Community Emergency Response Team) Program including development of curriculum, recruiting and training volunteers and conducting drills. Other ongoing tasks include the coordination and updating of the Fire Department's social media communications, including the Department's website, as well as the recruitment and training of Department volunteers. She plans community emergency preparedness events, such as the READY Long Beach Community Preparedness Expo. The 2017 Expo is scheduled for September and Ms. Chavarria is currently involved with obtaining sponsors for the event.

The Department is requesting that the non-career hours for Ms. Chavarria be extended by 480 hours. The employee will only be needed as a non-career employee until the Assistant Administrative Analyst eligible list is established. Requisition FD16-002 will be used to fill the Assistant Administrative Analyst position.

Thank you for your consideration of this request. If you need additional information, please contact Mariel Sipman, Administrative Officer, at 570-2551.

CIVIL SERV. DEPT. -RCVD.  
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Human Resources Approval  
*C. Stafford*      *3/16/17*