



**LON G BEACH
AIRPORT**

Building a Better Way to Fly

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MEMORANDUM

Agenda Item No.

7
2014 AUG 13 PM 4:28
RECEIVED
CIVIL SERVICE DEPT

Date: July 28, 2014
To: Civil Service Commission
From: Dale Worsham, Administrative Officer, Airport Department
Subject: **PROVISIONAL APPOINTMENT OF AIRPORT OPERATIONS ASSISTANT II
HIRAN FERNANDO**

The Airport Department is requesting the provisional appointment of Hiran Fernando to the classification of Airport Operations Assistant II in accordance with Article V, Section 43 of the Civil Service Rules and Regulations.

Airport Operations Assistants (AOA) are responsible for airfield inspections requiring knowledge of pavement management, airfield signs and markings, aircraft operations and fuel handling. The AOA's also administer the Security Identification Display Area (SIDA) Program as mandated by the Transportation Security Administration (TSA).

There is one budgeted Airport Operations Assistant II (AOA) vacancy in the Operations Division. Approved requisition AP14-020 to fill the vacancy on a provisional basis is on file in the Civil Service Department. There is a critical need to fill the vacancy on a provisional basis so that adequate staffing is in place to meet TSA requirements to monitor the SIDA areas and FAA requirements for airfield inspections to maintain our Airport Operating Certificate. We are currently understaffed due to several vacancies in this division and it has been difficult using non-careers to underfill the permanent positions due to the limited number of hour's non-careers can work.

The Airport Department invited all current Airport Operations Assistant Non-Careers to participate in an interview process for a provisional appointment. Mr. Hiran Fernando was selected for the provisional appointment.

Mr. Fernando is currently working as an Airport Operations Assistant Non-Career. His knowledge and experience combined with an excellent work ethic and team oriented approach toward department goals has made him an invaluable asset to the airport operations division. His aviation management degree and experience as a pilot gives him the unique perspective necessary to perform airport operations duties. In addition, Mr. Fernando has made a significant contribution to the Operations division by applying skills from his previous career in technology services to help develop the division's communication portal on SharePoint. His development and maintenance of this site has increased the division's ability to distribute pertinent information quickly as well as make internal procedures more efficient and easier to track.

Mr. Fernando understands the provisional appointment is temporary and has no guarantee of permanent employment. He is also aware that he must apply and compete in the Civil Service examination process and place in a selectable position on the eligible list in order to be considered for permanent employment as an Airport Operations Assistant II.

If you have any questions, please contact me at (562) 570-2606.

Human Resources Approval	
 Director or Designee	<u>8-13-14</u> Date

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: April Turnbull/Administrative Analyst/Airport Date: 08/12/2014
Name/Title/Department

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: # A14-020
Has the requisition been received in the Civil Service Department?

Yes



If an eligible list or priority list exists for the classification and, if not, when the eligible list expired? A promotional or priority list available for Airport Operations Assistant.

No



Is any other department impacted? This classification is Airport specific
If yes, which department: N/A

No



Are you submitting all required documents the Civil Service Department?

Yes



- 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



Yes



Section 2: Points to be addressed in request.

Candidate's Name: Hiran Fernando

Yes



Is the candidate a current City employee?

Yes



Title of classification – brief description of duties.

Yes



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

Yes



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

Yes



An explanation of the recruitment plan used to select the proposed appointee.

Yes



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

Yes



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

- Requesting department.

Contacted



Notes:

*Reviewed & Verified by: Donna de Araujo, Personnel Analyst
8/14/14*

mgz