



Date: March 3, 2021
To: Civil Service Commission
From: Sheree Valdoria, Personnel Analyst
Subject: **REQUEST FOR EXTENSION OF PROVISIONAL APPOINTMENTS- SURVEY
TECHNICIAN – ELVIA CUELLAR DIAZ AND MIKE REYES**

Civil Service staff is requesting a 150-business day extension of the Survey Technician provisional appointments for Elvia Cuellar Diaz and Mike Reyes. On August 5, 2020, the Civil Commission approved the provisional appointments of Elvia Cuellar Diaz and Mike Reyes to the classification of Survey Technician for the Harbor Department. Ms. Cuellar Diaz began her provisional appointment term on August 31, 2020 and will expire on April 28, 2021. Mr. Reyes began his provisional appointment term on October 26, 2020 and will expire on June 24, 2021.

Staff is currently in the recruitment process for Survey Technician. In addition, staff is working with the National Testing Network to create an online testing process for candidates to take the test remotely and anticipates that it will be completed in March 2021, followed by an established eligible list in April 2021. The extension will allow sufficient time for the eligible list to be established, candidates interviewed, background checks completed, and hired for a permanent position. Therefore, staff recommends approval for this extension of the provisional appointments for Elvia Cuellar Diaz and Mike Reyes, pursuant to Article V, Section 49 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.

Staff has informed the Harbor Department, Elvia Cuellar Diaz and Mike Reyes that this request is on today's agenda. A representative from the Harbor Department will be present to respond to any questions from the Civil Service Commission.