



Agenda Item No. 11

CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE



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May 8, 2012

Civil Service Commission
333 West Ocean Boulevard
Long Beach, CA 90802

HONORABLE COMMISSIONERS:

The Department of Parks, Recreation and Marine requests the extension of 120 non-career hours for Mr. Max James-Jolly, Recreation Leader Specialist-NC. Mr. James-Jolly is currently underfilling the Recreation Assistant position at the Leeway Sailing Center and is performing the Aquatics Sailing Specialist duties. Requisition PR11-022 has been approved for one Recreation Assistant with the Aquatics Sailing Specialist selective certification. Although the Civil Service Department is actively working on the recruitment and selection process, additional hours are needed in order to prepare for summer programming. Mr. James-Jolly's anniversary date is June 10, 2012.

Therefore, I am requesting the extension of 120 non-career hours for Mr. James-Jolly in accordance with Section 49 of the Civil Service Rules and Regulations.

Please contact Kenneth Campbell, Personnel Officer, at 570-3188 if you or your staff requires any further information regarding this request.

Sincerely,

George Chapjian,
Director of Parks, Recreation and Marine

GC:KC

cc: Gladys Kaiser, Manager – Community Recreation Services

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: Kenneth Campbell/Personnel Officer/PRM

Date 5 - 8 - 12

Name/Title/Department

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. Max James-Jolly, Rec. Leader Specialist-NC	✓	✓
Summary of employee's work history, specifying all classification titles and dates.*	✓	✓
Anniversary Date: 6/10/2012	✓	✓
Explanation as to why the additional hours are necessary for the department to function. *	✓	✓
Brief summary of the duties performed by the employee. Aquatics Sailing Specialist	✓	✓
The number of additional hours requested. 120	✓	✓
Explanation as to if a permanent appointment is being pursued and requisition number.*	✓	✓

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

- Requesting department.

cn

Notes:

*Please see attached request for additional information.

*Mr. James-Jolly joined the City of Long Beach as a Recreation Leader Specialist on June 10, 2006. He has not held any other positions with the City.

cn