



**Long Beach Water**

Exceptional Water - Exceptional Service

Christopher J. Garner  
General Manager

**Date:** January 17, 2017

**To:** Civil Service Commission

**From:** Christopher J. Garner, General Manager, Water Department

**Subject:** Request to Extend Non-Career Hours – Danna Monzon, Civil Engineering Assistant - Non Career

CIVIL SERV. DIV. (0020)

JAN 19 2017 10:23 AM

The Water Department requests the extension of the non-career hours for Danna Monzon, Civil Engineering Assistant NC, in accordance with Section 49 of the Civil Service Rules and Regulations.

On June 8, 2015, Ms. Monzon was hired as an Administrative Intern NC in the Geographic Information System (GIS) section of the Engineering Bureau. She was reclassified to Civil Engineering Assistant NC on March 12, 2016, when her duties were expanded beyond GIS to include assisting with sanitary sewer and development projects. Ms. Monzon continues to work in the Engineering Bureau and is needed full-time temporarily due to an additional vacancy in a different division.

The Treatment Plant Operations Division will have a temporary vacancy due to a leave of absence on the part of Engineering staff within that division. Ms. Monzon is being offered the opportunity to split her time between Engineering and Treatment Plant Operations to fill in during the leave of absence. In this new capacity, Ms. Monzon will perform highly technical analysis and reporting work on water quality and treatment processes as well as interpreting and developing other written reports. She will conduct studies and reports on the effects of water treatment processes and perform bench-, pilot-, and demonstration-scale experiments, interpret data, and make recommendations.

Due to this temporary vacancy in the Treatment Plant Operations Division, the Department is requesting that the non-career hours for Ms. Monzon be extended by 240 hours. The employee will only be needed full-time until the staff person returns from leave.

Human Resources Approval

Director or Designee

1/19/17  
Date

Civil Service Commission  
January 17, 2017  
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**If you need additional information, please contact Ken Bott, Manager of Administration, at extension 8-2364.**

**cc: B. Anatole Falagan, Assistant General Manager  
Tai Tseng, Director of Operations  
Eric Leung, Director of Engineering  
Ken Bott, Manager of Administration**

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: Jessica Stoudenmire/Administrative Analyst/Water  
Name/Title/Department

Date 1 - 17 - 2017

**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>Danna Monzon – Civil Engineering Assistant – Non Career</b>	✓	X
Summary of employee's work history, specifying all classification titles and dates.	See memo	X
Anniversary Date: <b>3/12/17</b>	✓	X
Explanation as to why the additional hours are necessary for the department to function.	See memo	X
Brief summary of the duties performed by the employee.	See memo	X
The number of additional hours requested. <b>240</b>	✓	X
Explanation as to if a permanent appointment is being pursued and requisition number.	See memo	X

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

- Requesting department.

Notes:

See attachment below.

## REQUEST TO EXTEND NON-CAREER HOURS

On January 17, 2017, the Civil Service Department received a Request to Extend Non-Career Hours from the Water Department, in accordance with Article V, Section 49 of the Civil Services Rule and Regulations.

Ms. Danna Monzon was hired on June 8, 2015, as a Civil Engineer Assistant Non-Career in the Geographic Information System (GIS) section of the Engineering Bureau with the Water Department. On March 12, 2016, she was reclassified to Civil Engineering Assistant Non-Career. Her duties were expanded beyond GIS to include assisting with sanitary sewer and development projects.

The Treatment Plant Operations Division will have a temporary vacancy due to a leave of absence on the part of an engineering staff within that division. Ms. Monzon is being offered the opportunity to split her time between the Engineering Bureau and Treatment Plant Operations to fill in during the leave of absence. She will perform the following duties in the absence of the engineering staff: highly technical analysis and reporting work on water quality and treatment process, interpreting and developing other written reports, conduct studies and reports on the effects of water treatment process, perform bench-, pilot-, and demonstration-scale experiments, interpret data, and make recommendations. These duties are an important aspect to the Treatment Plant Operations and the need to continue the duties is necessary.

Ms. Monzon will only be needed full-time, assisting the Treatment Plant Operations Division, until the engineering staff returns from leave. Therefore, the department requests that Ms. Monzon's non-career hours be extended of 240 hours to accommodate the department's needs.

To date, Ms. Danna Monzon has completed 1,467 non-career hours. She will reach the 1,600 hour threshold in non-career hours, prior to her one year anniversary date, March 12, 2017 (based on 32 hour work week). The additional 240 hours requested will allow Ms. Monzon to fulfill the Treatment Plant Operations's need during the leave of absence and meet her anniversary date. At that time, the Water Department will renew her Non-Career status.

Currently, there is neither an eligible list nor an exam scheduled for the Civil Engineer Assistant classification.

Staff recommends approval of the extension of non-career hours.