



Agenda Item No. 12

CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE



2760 N. Studebaker Road, Long Beach, CA 90815-1697
(562) 570-3100 • FAX (562) 570-3109
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2012 MAY 9 PM 3:42
CIVIL SERVICE DEPT.

May 8, 2012

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

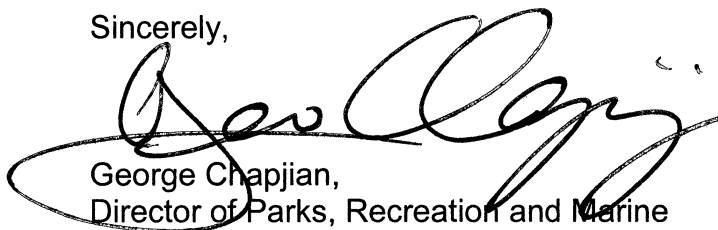
HONORABLE COMMISSIONERS:

The Department of Parks, Recreation and Marine requests the extension of 200 non-career hours for Ms. Tamalyn Sayre, Recreation Leader Specialist. Ms. Sayre is responsible for the planning and operation of the City's Summer Food Service Program and she has been certified by the state as a condition for grant reimbursement. The Summer Food Service Program Grant will serve over 108,000 lunches at 33 citywide sites to youth in the City of Long Beach. It is critical to continue Ms. Sayre's hours to ensure this program meets our grant commitments to the California Department of Education and provides an important service to our City's youth. The Department is in the process of making structural changes in FY13 to avoid the 1600-hour limitation for this grant-funded program in the future.

Therefore, I am requesting the extension of 200 non-career hours for Ms. Tamalyn Sayre 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. Tamalyn Sayre, Rec. Leader Specialist-NC

✓

✓

Summary of employee's work history, specifying all classification titles and dates.*

✓

✓

Anniversary Date: 6/21/2012

✓

✓

Explanation as to why the additional hours are necessary for the department to function. *

✓

✓

Brief summary of the duties performed by the employee. Summer Food Service Program

✓

✓

The number of additional hours requested. 200

✓

✓

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.

✓

Notes:

*Please see attached request for additional information.

*Ms. Sayre joined the City of Long Beach as a Recreation Leader Specialist on June 21, 2008.
She has not held any other positions with the City.

✓