



Agenda Item No.

8

Date: May 29, 2012
To: Civil Service Commission
From: Mike Sarjeant, Interim Fire Chief *MS*
Subject: **REQUEST FOR PROVISIONAL APPOINTMENTS FOR 2012 SUMMER SEASON – MARINE SAFETY SERGEANT**

Pursuant to Section 43 of the Civil Service Rules and Regulations, the Fire Department respectfully requests Civil Service Commission authorization of provisional appointments to the classification of Marine Safety Sergeant for the 2012 summer season effective June 16, 2012. All provisionally appointed employees will return to their previously held classifications at the conclusion of the summer season.

Each summer, the Marine Safety Division temporarily promotes a number of staff members to the position of Marine Safety Sergeant to handle the service demands and increased staffing during the summer season. This year, nine (9) provisional Marine Safety Sergeants are required to supervise over 100 Non-Career Ocean Lifeguards who will be working during the 2012 summer season.

Permanent Marine Safety Officers (MSOs) are the preferred supervisors. However, of the twelve current MSOs, three have elected to work a platoon schedule onboard Rescue Boat 2 for the entire year and therefore are unavailable. All nine of the remaining MSOs, listed below, are recommended for provisional appointment:

Cameron Abel
Aaron Fletcher
Mitchell Garrison

Jeffrey Gillot
David Guerra
Patrick Morrison

Omar Naranjo
Tyler Wawrzynski
Ian Wenger

Application packets for all nine employees and Requisition FD 12-019 for the provisional appointments are on file with the Civil Service Department.

Thank you for your consideration of this request. Should you have any questions, please contact David Honey, Manager of Administration, at extension 82517.

MTS:DH

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CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

**REQUEST FOR PROVISIONAL APPOINTMENT
(Promotional Classifications)**

**Civil Service Rules and Regulations Section 43
Civil Service Commission Policy Section 1.02**

Form completed by: David Honey/Manager-Administration/Fire
Name/Title/Department

Date: 05-29-12

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: # FD 12-019
Has the requisition been received in the Civil Service Department?

Yes No

YES

Does a promotional list or priority list exist for the classification and, if not, when did the list expire? Not Applicable. The classification of Marine Safety Sergeant is used only for the provisional appointments for peak summer season.

Yes No
Yes No

N/A

Is any other department impacted?
If yes, which department:

Have all required documents been submitted to the Civil Service Department?

- 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 No

Yes No

Yes No

YES

Section 2: Points to be addressed in request.

Candidate's name and current duties. Please see attached memorandum for names. All candidates are currently full-time/permanent Marine Safety Officers.

✓

Title of classification – brief description of duties. Marine Safety Sergeant. Nine provisional appointees will supervise over 100 Non-Career Lifeguards during the peak summer season.

✓

Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly. Provisional appointments to Marine Safety Sergeant are necessary to provide supervision of the increased summer season workforce.

✓

How the position, if left unfilled, would create a clear and substantial loss of revenue, a substantial curtailment of City services or create a City hazard. Non-Career Lifeguards would receive less direct supervision which could potentially lead to serious injuries to the public and the workforce.

✓

The date the vacancy occurred and circumstances surrounding vacancy. Annual request, due to peak season staffing and supervisory needs.

✓

**CIVIL SERVICE DEPARTMENT
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Do the proposed appointees meet the minimum qualifications for the classification?	Yes No	See notes below.
An explanation of the recruitment plan used to select the proposed appointees. <u>Requesting to appoint all full-time/permanent Marine Safety Officers who are not assigned to a 24-hour shift on a rescue boat.</u>		✓
Avenues investigated for filling the vacancy including rotation, use of higher class pay, etc. <u>In future years, the Department plans to implement a supervisory skill pay. Until that is put into place, the provisional appointment is the only available option.</u>		✓
How employees in the "feeder" classifications have had an equal and fair opportunity to demonstrate their abilities to function in the promotional position. <u>As noted above, the Department requests the provisional appointment, for the summer season, of all Marine Safety Officers who are not assigned to a 24-hour rescue boat.</u>		✓
The employees have been notified of the conditions of a provisional appointment.	Yes No	YES
The following should be in attendance at the Civil Service Commission meeting: • Requesting department		
<p>Notes:</p> <p><i>The provisional appointments to Marine Safety Sergeant have occurred for over 30 years, and are necessary to ensure the adequate supervision of the significantly increased workforce (over 100 Non-Career Lifeguards) during the peak summer season. At the conclusion of the summer season (September 7), the provisionally appointed employees will return to their regular classification of Marine Safety Officer.</i></p>		

CS Notes: The minimum qualifications for Marine Safety Sergeant reflect the promotional nature of the classification and require that the candidate have at least two years of permanent classified experience as a Marine Safety Officer.

Staff has reviewed the application for these candidates and has determined that Cameron Abel, Mitchell Garrison, Jeffrey Gillott, Patrick Morrison, Omar Naranjo, Tyler Wawrzynski, and Ian Wenger meet or exceed the minimum qualifications for Marine Safety Sergeant.

Mr. Aaron Fletcher is a current Marine Safety Officer with less than two years experience in the classification and Mr. David Guerra is a newly appointed Marine Safety Officer. Both candidates do not meet the aforementioned promotional requirements to file, however, they each have several years of related experience, as outlined in their provisional applications. Accordingly, these candidates are considered qualified for the provisional appointments.