



Agenda Item No.

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CIVIL SERVICE DEPT.
AUG 13 AM 7:25

Date: August 12, 2014
To: Civil Service Commission
From: Dale Worsham, Administrative Officer, Long Beach Airport
Subject: **PROVISIONAL APPOINTMENT OF CIVIL ENGINEER – STEPHAN LUM**

The Long Beach Airport is requesting the provisional appointment of Stephan Lum to the classification of Civil Engineer in accordance with Article V, Section 43 of the Civil Service Rules and Regulations.

Engineers at the Airport are responsible for the Capital Improvement Program and smaller maintenance and repair projects throughout the Airport property. They are also closely involved in the Federal Aviation Administration grant process for the Airport Improvement Program Grants.

The Airport has one budgeted Civil Engineer vacancy. Approved requisition AP14-024 to fill the vacancy on a provisional basis is on file in the Civil Service Department.

The Airport has a critical need to fill this vacancy due to the size and complexity of the Airport Capital Improvement Program, currently programmed at \$105 million for FY14-FY18. The Program includes improvements to runways, taxiways, roadways, terminal facilities, rental car facilities, access control, and security systems. The Airport Engineering Division is responsible for the complete planning, design, bid document preparation, and construction of numerous multi-year projects identified in the Program. The technical nature of these projects requires management by a Registered Professional Civil Engineer.

Mr. Lum is currently employed at the Long Beach Airport as a Civil Engineering Assistant. He is a Registered Professional Civil Engineer and meets the minimum qualifications for the classification. He was selected to fill this vacancy based on his experience and familiarity with airport engineering and his intimate knowledge of the Airport Capital Improvement Program and the numerous projects the Program entails.

Mr. Lum understands the provisional appointment is temporary and has no guarantee of permanent employment as a Civil Engineer. He is also aware that he must apply and compete in the Civil Service examination process and place in a selectable position on the eligible list in order to be considered for permanent employment as Civil Engineer.

If you have any questions, please contact me at (562) 570-2606.

Human Resources Approval
CA Stafford 8-12-14
Director of Designee Date

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR PROVISIONAL APPOINTMENT
(Non-promotional classifications)
Civil Service Rules and Regulations Section 43
Civil Service Commission Policy Section 1.02

Form completed by: April Turnbull/Administrative Analyst/Airport
Name/Title/Department

Date: 08/12/2014

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: # A14-024
Has the requisition been received in the Civil Service Department?

Yes

S.A.

If an eligible list or priority list exists for the classification and, if not, when the eligible list expired? 06/04/2014

Yes

S.A.

Is any other department impacted? Airport is not aware of other departments that may be impacted.

No

If yes, which department: _____

Are you submitting all required documents 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

Yes

Yes

S.A.

Section 2: Points to be addressed in request.

Candidate's Name: Attached Stephan Lum

Yes

S.A.

Is the candidate a current City employee?

Yes

S.A.

Title of classification – brief description of duties.

Yes

S.A.

Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.

Yes

S.A.

Does the proposed appointee meet the minimum qualifications for the classification?

Yes

S.A.

An explanation of the recruitment plan used to select the proposed appointee.

N/A

The employee has been notified of the conditions of a provisional appointment.

Yes

S.A.

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

- Requesting department.

Notes: