

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF PROBATION

Civil Service Rules and Regulations Section 42 (2)
Civil Service Commission Policy Section 1.01

Form completed by: Jessica Stoudenmire/Admin Analyst/Water Date: 3 - 27 - 17
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.		
Is any other department impacted? If yes, which department:	Yes <input type="radio"/> No <input checked="" type="radio"/>	SV
A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department? <u>attached</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No	SV

Section 2: Points to be addressed in request:

Formal name and current classification title of employee. <u>Gerardo Pacheco, Senior Equipment Operator</u>		SV
Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification. <u>See memo</u>		SV
The date the employee will complete probation. Date: <u>04/14/2017</u> Request must be submitted 30 days prior to completion of probation.		SV
A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation. <u>Needs to obtain crane certification; an extension will allow time for him to train and take the exam.</u>		SV
Which policy criteria is being utilized and how the request meets the criteria required in the policy. <u>A (1) – licensing is required prior to making permanent appointment</u>		SV
Length of extension requested. <u>3 months</u> (A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)		SV
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> • Requesting department. • The impacted employee's attendance is optional. 		SV

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Notes:

On March 29, 2017, the Civil Service Department received a Request for Extension of Probation from the Water Department, in accordance with Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Gerardo Pacheco was hired on March 17, 2008 as a Gas Construction Worker I for the Long Beach Gas and Oil Department and obtain permanent status on September 27, 2008. Mr. Pacheco transferred to the Water Department and was promoted to Senior Equipment Operator on October 1, 2016.

One of the requirements for Senior Equipment Operator within the Water Department is to obtain a valid NCCCO Crane (TSS-Fixed Cab) Certification before passing probation. The department was unable to secure a vendor in time for Mr. Pacheco to prepare and take the certification exam. The department is currently securing a purchase order for this training and anticipates for the classes to begin soon.

Mr. Pacheco's probationary period is scheduled to end approximately on April 14, 2017. The department is requesting an extension of his probation hours be granted for an additional three months (522 scheduled hours) to allow time for training and obtaining his certification.

Mike Salas, Water Utility Supervisor and Jessica Stoudenmire, Administrative Analyst from the Water Department will be in attendance. Mr. Pacheco has been notified and advised that his attendance is optional.

Staff recommends approval of this request.



Long Beach Water
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Christopher J. Garner
General Manager

Date: March 28, 2017
To: Civil Service Commission
From: Christopher J. Garner, General Manager, Water Department
Subject: Request to Extend Probation – Gerardo Pacheco, Senior Equipment Operator

The Water Department respectfully requests that the Commission grant a probationary extension to Gerardo Pacheco, Senior Equipment Operator, in accordance with Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Pacheco was hired with the City of Long Beach Gas and Oil Department as a Gas Construction Worker I on March 17, 2008. He obtained permanent status in that classification on September 27, 2008. Mr. Pacheco transferred to the Water Department and was promoted to Senior Equipment Operator on October 1, 2016. The position of Senior Equipment Operator within the Water Department requires a valid NCCCO Crane (TSS-Fixed Cab) Certification before passing probation. The position of Senior Equipment Operator within the Water Department requires a valid NCCCO Crane (TSS-Fixed Cab) Certification before passing probation. Due to unforeseen circumstances, the Department was unable to secure a vendor in the time required for Mr. Pacheco to prepare for and subsequently take the certification exam. The Department is currently securing a purchase order for this training and anticipates that classes will begin shortly.

His probationary period is scheduled to conclude on approximately April 14, 2017. It is requested that an extension be granted for an additional three months (522 scheduled hours) of probationary time to allow for training and certification.

Thank you for your consideration of this request. If you have any questions or if additional information is needed, please contact Ken Bott, Manager of Administration at extension 8-2364.

cc: B. Anatole Falagan, Assistant General Manager, Water Department
Tai Tseng, Deputy General Manager – Operations, Water Department
Ken Bott, Manager of Administration, Water Department