



The Port of
LONG BEACH

Memorandum

Date: April 24, 2014

To: Civil Service Commission

From: Margaret Huebner, Director of Human Resources

Subject: **PROVISIONAL APPOINTMENT OF JENNIFER FARINAS TO THE POSITION OF PORT PLANNER II**

Agenda Item No. 10

In accordance with the provisions of the Civil Service Rules and Regulations, Article V, Section 43, the Harbor Department is requesting the Commission's approval to provisionally appoint Ms. Farinas to the position of Port Planner II.

The Harbor Department has a budgeted vacancy (Port Planner II) in the Transportation Planning Division. Filling this vacancy, pending the certification of the eligible list with a provisional appointment is critical to the Harbor department's operations. Currently, the Port Planner II position is responsible for consulting, regulatory support, technical/environmental documentation and remediation services to the Port divisions and tenants.

Ms. Farinas would be assigned the duties and responsibilities of the Port Planner III position. Ms. Farinas has been identified as the best possible candidate.

Ms. Farinas is aware of, and in agreement with the terms of the provisional assignment. She possesses the required minimum qualifications of a Port Planner II. She understands that the provisional appointment is temporary and provides no guarantee of a permanent appointment.

An application packet and Requisition HD 14-027 for a provisional appointment are on file with the Civil Service Department. Thank you for your consideration of this request. Should you any questions, please contact Stacey Lewis, Assistant Director of Human Resources, at (562) 283-7500.

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: Paula J. Ortega, Sr. HR Representative/Harbor Date: 4-22-2014
Name/Title/Department

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: # HD 14 - 027

Has the requisition been received in the Civil Service Department?

☒ Yes No

on

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

Yes No

N/A

Is any other department impacted?

If yes, which department: _____

Yes ☒ No

on

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. *on file*

☒ Yes No

on

☒ Yes No

on

☒ Yes No

on

Section 2: Points to be addressed in request.

Candidate's Name Jennifer Farinas

Is the candidate a current City employee?

☒ Yes No

Title of classification – brief description of duties. Port Planner II

Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly. Port Planner II is responsible for conducting and reviewing traffic analyses, coordinating with local, state and federal transportation agencies, collecting and developing various types of data Port transportation studies Also responsible for preparing progress reports to the California Transportation Commission and the US Dept. of Transportation on grant-funded projects.

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

☒ Yes No

on

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

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

☒ Yes No

on

Harbor Dept accept applications until 3/24/14. Flyer was provided

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

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

- Requesting department.

Notes:

How many candidates applied?

How many of these were interviewed?

Why did we choose this candidate? Ms. Farinas has previous port knowledge and experience.





Date: April 24, 2014

To: Civil Service Commission

From: Margaret Huebner, Director of Human Resources

Subject: **PROVISIONAL APPOINTMENT OF DAVINDER GILL TO THE POSITION OF PORT PLANNER II**

In accordance with the provisions of the Civil Service Rules and Regulations, Article V, Section 43, the Harbor Department is requesting the Commission's approval to provisionally appoint Ms. Gill to the position of Port Planner II.

The Harbor Department has a budgeted vacancy (Port Planner II) in the Master Planning Division. Filling this vacancy, pending the certification of the eligible list with a provisional appointment is critical to the Harbor department's operations. Currently, the Port Planner II position is responsible for consulting, regulatory support, technical/environmental documentation and remediation services to the Port divisions and tenants.

Ms. Gill would be assigned the duties and responsibilities of the Port Planner II position. Ms. Gill has been identified as the best possible candidate.

Ms. Gill is aware of, and in agreement with the terms of the provisional assignment. She possesses the required minimum qualifications of a Port Planner II. She understands that the provisional appointment is temporary and provides no guarantee of a permanent appointment.

An application packet and Requisition HD 14-027 for a provisional appointment are on file with the Civil Service Department. Thank you for your consideration of this request. Should you any questions, please contact Stacey Lewis, Assistant Director of Human Resources, at (562) 283-7500.

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CIVIL SERVICE DEPARTMENT
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REQUEST FOR PROVISIONAL APPOINTMENT
(Non-promotional classifications)

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

Form completed by: Paula J. Ortega, Sr. HR Representative/Harbor Date: 4-22- 2014
Name/Title/Department

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: # HD 14 - 027.
Has the requisition been received in the Civil Service Department?

☒ Yes No

cn

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

Yes No

MA

Is any other department impacted?

If yes, which department: _____

Yes ☒ No

cn

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 No

☒ Yes No

☒ Yes No

cn
Pending

Section 2: Points to be addressed in request.

Candidate's Name Davinder Gill

Is the candidate a current City employee?

☒ Yes No

cn

Title of classification – brief description of duties. Port Planner II

Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly. Port Planner II is responsible for consulting, regulatory support, technical/environmental documentation and remediation services to the Port divisions and tenants.

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

☒ Yes No

Pending

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

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

☒ Yes No

cn

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

- Requesting department.

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

Notes:

How many candidates applied?

How many of these were interviewed?

Why did we choose this candidate? Ms. Gill has previous port knowledge and experience.



Date: April 24, 2014

To: Civil Service Commission

From: Margaret Huebner, Director of Human Resources

Subject: **PROVISIONAL APPOINTMENT OF SHASHANK PATIL TO THE POSITION OF PORT PLANNER III**

In accordance with the provisions of the Civil Service Rules and Regulations, Article V, Section 43, the Harbor Department is requesting the Commission's approval to provisionally appoint Mr. Patil to the position of Port Planner III.

The Harbor Department has a budgeted vacancy (Port Planner III) in the Transportation Planning Division. Filling this vacancy, pending the certification of the eligible list with a provisional appointment is critical to the Harbor department's operations. Currently, the Port Planner III position is responsible for consulting, regulatory support, technical/environmental documentation and remediation services to the Port divisions and tenants.

Mr. Patil would be assigned the duties and responsibilities of the Port Planner III position. Mr. Patil has been identified as the best possible candidate.

Mr. Patil is aware of, and in agreement with the terms of the provisional assignment. He possesses the required minimum qualifications of a Port Planner III. He understands that the provisional appointment is temporary and provides no guarantee of a permanent appointment.

An application packet and Requisition HD 14-027 for a provisional appointment are on file with the Civil Service Department. Thank you for your consideration of this request. Should you any questions, please contact Stacey Lewis, Assistant Director of Human Resources, at (562) 283-7500.

CIVIL SERVICE DEPARTMENT
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REQUEST FOR PROVISIONAL APPOINTMENT
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Civil Service Rules and Regulations Section 43
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Form completed by: Paula J. Ortega, Sr. HR Representative/Harbor Date: 4-22-2014
Name/Title/Department

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: # HD 14 - 027.
Has the requisition been received in the Civil Service Department?

☒ Yes No

cm

If an eligible list or priority list exists for the classification and, if not, when the eligible list expired? *N/A*

Yes No

cm

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

Yes ☒ No

cm

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. *last run sept 2005*

☒ Yes No

cm

☒ Yes No

cm

☒ Yes No

cm

Section 2: Points to be addressed in request.

Candidate's Name - Shashank Patil

Is the candidate a current City employee?

☒ Yes No

cm

Title of classification – brief description of duties. Port Planner IV

Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly. Port Planner IV is responsible for conducting complex traffic analyses, reviewing technical reports pertaining to transportation related projects, managing data collection for use in Port transportation studies and annual Emission Inventories. This position is also responsible for developing scopes and managing work products by the contracted on-call transportation consultants.

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

☒ Yes No

An explanation of the recruitment plan used to select the proposed appointee. *NONE - Reclassification*

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

☒ Yes No

cm

Spoke w/ Mr Patil - 5/2/14

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

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

- Requesting department.

Notes:

How many candidates applied?

How many of these were interviewed?

Why did we choose this candidate? Mr. Patil has previous port knowledge and experience.

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Date: April 24, 2014

To: Civil Service Commission

From: Margaret Huebner, Director of Human Resources

Subject: **PROVISIONAL APPOINTMENT OF ALLISON YOH TO THE POSITION OF PORT PLANNER III**

In accordance with the provisions of the Civil Service Rules and Regulations, Article V, Section 43, the Harbor Department is requesting the Commission's approval to provisionally appoint Ms. Allison Yoh to the position of Port Planner III.

The Harbor Department has a budgeted vacancy (Port Planner III) in the Transportation Planning Division. Filling this vacancy, pending the certification of the eligible list with a provisional appointment is critical to the Harbor department's operations. Currently, the Port Planner III position is responsible for managing highly complex transportation-related policies and initiatives, developing short-term and long-term policy priorities, and serving as the Port's representative on regional, state, and national transportation policy development. The Port Planner III is responsible for overseeing the formulation of policy objectives, evaluating options and proposals, and working with the Port executive management to identify the organization's position on various transportation policy options. Lastly, the Port Planner III is responsible for facilitating compliance with Buy America requirements and managing inter-agency negotiation on highway and aerial easement agreements for the Gerald Desmond Bridge project.

Ms. Yoh would be assigned the duties and responsibilities of the Port Planner III position. Ms. Yoh has been identified as the best possible candidate.

Ms. Yoh is aware of, and in agreement with the terms of the provisional assignment. She possesses the required minimum qualifications of a Port Planner III. She understands that the provisional appointment is temporary and provides no guarantee of a permanent appointment.

An application packet and Requisition HD 14-027 for a provisional appointment are on file with the Civil Service Department. Thank you for your consideration of this request. Should you any questions, please contact Stacey Lewis, Assistant Director of Human Resources, at (562) 283-7500.

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REQUEST FOR PROVISIONAL APPOINTMENT
(Non-promotional classifications)

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

Form completed by: Paula J. Ortega, Sr. HR Representative/Harbor Date: 4-22-2014
Name/Title/Department

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: # <u>HD 14 - 027</u> . Has the requisition been received in the Civil Service Department?	<input checked="" type="radio"/> Yes No	cm
If an eligible list or priority list exists for the classification and, if not, when the eligible list expired?	Yes No	N/A
Is any other department impacted? If yes, which department: _____	Yes <input checked="" type="radio"/> No	cm
Are you submitting all required documents the Civil Service Department? <ul style="list-style-type: none"> 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. <u>on file</u> 	<input checked="" type="radio"/> Yes No <input checked="" type="radio"/> Yes No <input checked="" type="radio"/> Yes No	cm cm

Section 2: Points to be addressed in request.

Candidate's Name Allison Yoh		✓
Is the candidate a current City employee?	<input checked="" type="radio"/> Yes No	cm
Title of classification – brief description of duties. Port Planner III		
Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly. Port Planner III is responsible for managing highly complex transportation-related policies and initiatives, developing short-term and long-term policy priorities, and serving as the Port's representative on regional, state, and national transportation policy development. This position is also responsible for overseeing the formulation of policy objectives, evaluating options and proposals, and working with the Port executive management to identify the organization's position on various transportation policy options.		cm
Does the proposed appointee meet the minimum qualifications for the classification?	<input checked="" type="radio"/> Yes No	Pending
An explanation of the recruitment plan used to select the proposed appointee.		
The employee has been notified of the conditions of a provisional appointment.	<input checked="" type="radio"/> Yes No	

pending receipt of documentation
cs waiting on CB - cm

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

The following should be in attendance at the Civil Service Commission meeting:		
<ul style="list-style-type: none">• Requesting department.		

Notes:

How many candidates applied?

How many of these were interviewed?

Why did we choose this candidate? Ms. Yoh has previous port knowledge and experience.

pending reclassification cm