

December 9, 2014

Attn: City of Long Beach Civil Service Commission

**Request to Submit Late Application Documents – Joseph Mulvihill, P.E.
City of Long Beach - Deputy Chief Harbor Engineer Job Posting**

Dear Civil Service Commissioners,

I would like to file this request as I believe that I should be included in the recruitment for the Deputy Chief Harbor Engineer position. This position was originally posted on the City of Long Beach website with a deadline of Friday, November 21, 2014. On the Monday prior, November 17, 2014, I scanned my college diploma and civil engineering license so that I could include them with my application. I finished up my application for this position and thought that I had included them with my application. I am hoping that this request can be approved since I am a qualified applicant.

I am a current Port of Long Beach employed as a Senior Civil Engineer and had to submit the same documents when I went through the City of Long Beach hiring process about two years ago. I know that I am qualified for this position as I have over twenty seven years of experience as a Civil Engineer and I am very familiar with the operations of the Port of Long Beach Engineering Design Division. I respectfully request for the Civil Service Board's permission to include a copy of my diploma and civil engineering license as late documents which will allow me to be considered for this position.

Sincerely,



Joseph Mulvihill, P.E.

Senior Civil Engineer

Port of Long Beach

(562) 283-7857

Joseph.mulvihill@polb.com

Attachments: Scan of Diploma and Civil Engineering License

THE REGENTS OF THE

University of California

ON THE NOMINATION OF THE FACULTY OF
THE SCHOOL OF ENGINEERING
HAVE CONFERRED UPON

JOSEPH JAMES MULVIHILL

THE DEGREE OF BACHELOR OF SCIENCE
WITH A MAJOR IN ENGINEERING
WITH ALL THE RIGHTS AND PRIVILEGES THERETO PERTAINING

GIVEN AT IRVINE

THIS THIRTEENTH DAY OF JUNE IN THE YEAR
NINETEEN HUNDRED AND EIGHTY-SEVEN

George D. Huntington
GOVERNOR OF CALIFORNIA AND
PRESIDENT OF THE REGENTS

David P. Gardner
PRESIDENT OF THE UNIVERSITY



J. W. Patton
CHANCELLOR AT IRVINE

William A. Svingen
DEAN OF THE SCHOOL

STATE BOARD OF REGISTRATION
FOR PROFESSIONAL ENGINEERS
AND LAND SURVEYORS



This Is To Certify That Pursuant
To The Provisions of Chapter 7, Division 3 of The Business and Professions Code

JOSEPH JAMES MULVIHILL
IS DULY REGISTERED AS A
PROFESSIONAL ENGINEER

IN

CIVIL

In The State of California, and Is Entitled To All The Rights and
Privileges Conferred In Said Code

WITNESS OUR HAND AND SEAL

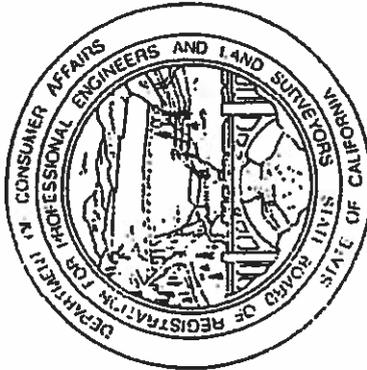
CERTIFICATE 46011

THIS 27 TH DAY OF AUGUST 1990

STATE BOARD OF REGISTRATION
FOR PROFESSIONAL ENGINEERS
AND LAND SURVEYORS

EXECUTIVE OFFICER

PRESIDENT



THIS CERTIFICATE IS THE PROPERTY OF THE STATE OF CALIFORNIA AND IN THE EVENT OF ITS SUSPENSION, REVOCATION OR
INVALIDATION FOR ANY REASON IT MUST UPON DEMAND BE RETURNED TO THE STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

1 **DATE:** December 17, 2014
2 **TO:** Civil Service Commission
3 **FROM:** Deborah McCluster, Personnel Analyst III
4 **SUBJECT: REQUEST TO FILE LATE APPLICATION PACKET FOR DEPUTY**
5 **CHIEF HARBOR ENGINEER – JOSEPH MULVIHILL**

6 Correspondence has been received from Joseph Mulvihill requesting the Civil Service
7 Commission's approval to file late application packet for the Deputy Chief Harbor
8 Engineer. Mr. Mulvihill was not accepted into the examination due to lack of proof of
9 education and professional engineering license by the filing deadline. The facts are
10 presented below for your consideration.

11 **Facts for Consideration:**

- 12 • On November 5, 2014, the Civil Service Commission approved the job opportunity
13 bulletin for Deputy Chief Harbor Engineer. The bulletin was posted from November
14 7, 2014 through December 5, 2014 with all required proofs due by December 5,
15 2014.
- 16 • In order to qualify for the Deputy Chief Harbor Engineer examination, all completed
17 application documents including proof of education and State of California
18 Professional Engineering license were due in the Civil Service Department by 4:30
19 p.m., December 5, 2014 as indicated on the job bulletin.
- 20 • A total of 27 applications were submitted and 9 were not accepted into the
21 examination process. Out of the 9 not accepted, 5 applicants did not meet the
22 minimum qualification and 4 applicants were not accepted due to insufficient proof
23 of education and license.
- 24 • On December 8, 2014, candidates were notified of their dispositions. After the
25 notifications were sent, Civil Service Department staff received communication
from Mr. Mulvihill, one of the 4 applicants who received a notification for insufficient

1 proofs stating that he did not realize he did not submit his proofs until he received
2 the notification and requested that his proofs be accept late.

- 3 • Article II, Section 6 (1) of the Civil Service Rules and Regulations regarding late
4 applications, states that the Civil Service Commission may refuse to examine, or
5 after an examination may remove from any eligible list, disqualify, and/or refuse to
6 certify any person who fails to submit a completed application and/or related
7 supplemental documents to the Civil Service office on or before an examination
8 announcement's established closing date. Secondly, Item 1.05 of the Civil Service
9 Commission Policies and Procedures states that the Commission may consider a
10 late application due to a death of an immediate family member, a catastrophic
11 natural disaster, or an error by Civil Service staff.
- 12 • Mr. Mulvihill's attached letter does not indicate that any of the three above
13 circumstances apply to his situation.

14 Based on these facts, no condition exists for approval of Mr. Mulvihill's request to file a
15 late application for Deputy Chief Harbor Engineer. Staff recommends denial of his
16 request to file a late application.

17 Mr. Mulvihil has been notified that his request is on today's agenda.

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19 DWM: REQUEST TO FILE LATE APPLICATION 12/17/14 (DEPUTY CHIEF HARBOR ENGINEER)
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