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LONG BEACH
The Green Port

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CIVIL SERVICE DEPT.

Memorandum

Agenda Item No.

10

Date: May 23, 2012

To: Civil Service Commission

From: Margaret Huebner, Director of Human Resources 

Subject: REQUEST TO EXTEND NON-CAREER EMPLOYMENT

The Harbor Department respectfully requests the extension of the non-career appointment of Mr. Francisco Villarreal, Administrative Intern (Non-Career).

Since joining the Harbor Department, Mr. Villarreal has proven to be a highly skilled worker and an essential member of our team. At the present time, he is assigned to a field survey crew in the Construction Management division, working on several Capital projects within the Middle Harbor redevelopment program. The Middle Harbor program schedule is a critical component of the new 40 year lease between OOCL and LBCT. The various construction projects that make up this program are extremely time sensitive, and we often need several survey crews to keep up with the contractor's scheduled workload in order to avoid delays. In addition to construction projects, Mr. Villarreal has worked on other survey projects that provide preliminary design support for Program Management such as the Port Rail Enhancement. Many of these projects have critical deadlines to meet in order to qualify for available funding from State and Federal sources. The demand for this type of support is ongoing and projected to increase through 2012 as projects approach their final design phase. His departure would have an adverse effect on the Survey section of the Construction Management Division, given the existing vacancy in the Surveyor classification. Additionally, he has specialized training in surveying that would make the time period for training and selecting a replacement quite lengthy.

To date, Mr. Villarreal has accrued more than 1500 non-career hours, and will reach the 1,600 hour threshold in non-career hours very quickly. We would like to request an extension of 240 hours for Mr. Villarreal. Extending non-career hours for Mr. Villarreal will assist the Department in avoiding an additional vacancy, as well as ensure that the Division has a trained employee continuing to assist in providing support to critical capital improvement projects with extremely sensitive deadlines. Therefore, I am requesting the extension of non-career hours for Mr. Villarreal in accordance with Section 49 of the Civil Service Rules and Regulations.

Please contact me at 283-7500 if you or your staff requires any further information regarding this request.

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF NON-CAREER HOURS

Civil Service Rules and Regulations Section 49
Civil Service Commission Policy Section 2.32

Form completed by: Sheryl Bender / Sr HR Rep / Harbor
Name/Title/Department

Date 5-23-12

Section 1: *To be completed by requesting department.*

To be completed
by department

Civil Service Dept.
Verification

A requisition is not required.

Section 2: *Points to be addressed in request.*

Name and classification title of employee. <u>Francisco Villarreal, Admin Intern</u>	✓	S.A.
Summary of employee's work history, specifying all classification titles and dates.	✓	S.A.
Anniversary Date: <u>7/5/12. Hired on 7/5/11 - Admin Intern, no prior service</u> <i>See attached</i>	✓	S.A.
Explanation as to why the additional hours are necessary for the department to function. <u>See attached memo</u> ✓	✓	S.A.
Brief summary of the duties performed by the employee. <u>See attached memo</u> ✓	✓	S.A.
The number of additional hours requested. <u>240</u>	✓	S.A.
Explanation as to if a permanent appointment is being pursued and requisition number.		

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

- Requesting department.

Notes:

5-31-12 Sheryl Bender contacted that this item will be on June 4th C.S. Commission agenda. S.A.