



Port of  
**LONG BEACH**  
The Green Port

## Memorandum

**Date:** May 23, 2012

**Agenda Item No.**

**To:** Civil Service Commission

**From:** Margaret Huebner, Director of Human Resources

**Subject:** REQUEST TO EXTEND NON-CAREER EMPLOYMENT

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

Since joining the Harbor Department, Mr. Cho has proven to be a highly skilled worker and an essential member of our team. At the present time, he is working on the \$123 million dollar Middle Harbor, Phase 1 Stage 1 project. He is currently supporting the project construction management staff under supervision of the Project Construction manager with a variety of duties. These include but are not limited to: preparing weekly construction meeting minutes, preparing cost estimates for changed/deleted work (up to \$127,000 in value), tracking bid item quantities for progress payments averaging \$5 million per month, coordinating the review of pile driving logs and determination of pile acceptance, and verifying that all extra work tickets match approved equipment and labor rates. He is an asset to the Construction Management Division; his knowledge, responsibilities and involvement is vital to the project; his departure would have an adverse effect on the Division.

The Harbor Department was in the process of opening a provisional recruitment to fill an Engineering Aide position, to which we were encouraging Mr. Cho to apply. At present, Civil Service is scheduled to open a recruitment for a permanent Engineering Aide. Mr. Cho will be applying for the position, however, in the interim, we would like to request that his non-career hours be extended so as to cover the time until a recruitment may be completed. To date, he has accrued more than 1500 non-career hours, and will exhaust his hours very quickly. We would like to request an extension of 240 hours for Mr. Cho. Extending non-career hours for Mr. Cho 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. Cho 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: Sheral Bender / Senior 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>Austin Cho, Administrative Intern</u>	✓	✓
Summary of employee's work history, specifying all classification titles and dates.	✓	✓
Anniversary Date: <u>7/5/12; Hired on 7/5/11 - Admin Intern. No prior Service.</u> <sup>see attached</sup>	✓	✓
Explanation as to why the additional hours are necessary for the department to function. <u>See attached memo</u>	✓	✓
Brief summary of the duties performed by the employee. <u>See attached memo</u>	✓	✓
The number of additional hours requested. <u>240</u>	✓	✓
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:**

*No requisition is currently on file in Civil Service for Engineering Aide.*

*The additional 240 non-career hours should be retroactive to May 29, 2012.*

*Form Verified by: Donna de Araujo, Assist. Admin. Analyst*