



Civil Service Department

Request for Provisional Appointment Form

PURPOSE:

To establish a process for the review and authorization of provisional appointments to classified positions.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 43 and [Civil Service Policy Section 1.02](#):

“When no priority or eligible list exists for a classification, which has been requisitioned and should no priority or eligible lists exist for comparable or allied classifications suitable for alternate list certification, the Commission may, after review, certify the names of individuals it considers to be qualified for provisional appointment to the classification. All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission.” (*Civil Service Rules and Regulations Section 43*)

“Extensions of provisional appointments may be approved by the Civil Service Commission, if an eligible list has not been established after the allotted 150 days. When an eligible list for the classification, in which the provisional employee is serving, is established the provisional appointee shall be removed from provisional status within a thirty day period.” (*Civil Service Policy Section 1.02*)

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Provisional Request Form.
 - Electronic version of the form is submitted to Human Resources for initial approval.
 - The requesting department completes Section I of this form. Civil Service completes Section II of this form.
- Provisional Request Form emailed to Civil Service Department Executive Assistant.
- Provisional Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department presents the need for a provisional appointment including: the recruitment bulletin/job flyer and recruitment plan.
- Commission Approves/Denies request.
- If approved, department conducts provisional recruitment as planned.
 - Provisional recruitments must be completed through Neogov (bulletin posting, job application, supplemental questions, and/or required proofs or certifications).
 - In creating your provisional bulletin, please reference past exam’s recruitment bulletins and include the provisional disclaimer language* below.
- **ONCE PROVISIONAL IS SELECTED, DEPARTMENT MUST CONTACT CIVIL SERVICE ANALYST AND SUBMIT THE FOLLOWING FOR ANALYST TO VERIFY MINIMUM QUALIFICATIONS ARE MET:**
 - Provisional appointee’s application, a signed [Provisional Appointment Statement of Conditions](#), and any required documents i.e. proof of license, education, certificate, etc.
 - NOTE: Please submit the above documents for each appointee separately.
- Civil Service will notify the candidate of the conditions of the provisional appointment.
- Once provisional appointee is hired, department completes HR1.
- Once HR1 is received by Civil Service, the provisional item will be placed on the Consent Calendar for approval.

Human Resources Approval

Director or Designee:

A handwritten signature in black ink, appearing to read "Joseph Amador".

Date: 6/2/21

Effective Date: 10/10/2018

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**DATE:** 05/26/2021 **DEPARTMENT:** Financial Management**POSITION:** Senior Accountant **REQUISITION NUMBER:** FM21-050 & FM21-051**TYPE OF PROVISIONAL REQUEST:** Provisional Appointment.**NUMBER OF VACANCIES:** 2

In the space below, please include an explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.

These positions are urgently needed to perform higher technical work in Special Accounting including: MTA audit, Cost Allocation Plan, and Single Audit. Additionally, a Senior Accountant is needed to assist in the implementation of American Rescue Plan Act (ARPA) regulations. The City is currently creating a Long Beach Recovery Act (LBRA) team to setup accounting structures, procedures, and trainings to manage \$207 million in ARPA COVID-19 recovery funding. Without Accounting oversight, the City is at risk of needing to return inappropriately spent federal funds.

RECRUITMENT PLAN/STRATEGY

Are you recruiting: Internal Candidates External Candidates Both

How are you advertising for the position? (i.e. job flyers, governmentjobs.com, etc.)

Governmentjobs.com

What is the length of your recruitment?

2 weeks

What exam process will be administered? (i.e. interview or other testing)

Most qualified candidates will be invited to participate in panel video interviews.

Did you include a provisional language disclaimer* on your provisional recruitment bulletin?

(*Disclaimer language to include in the beginning of your provisional bulletin: "This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.")

In the space below include the Provisional Recruitment bulletin. Include: 1.) Job duties 2.) Minimum qualifications 3.) Provisional supplemental questions 4.) Copy of most recent job bulletin (attachment or copy and paste)

See attached recruitment bulletin.

FOR PROVISIONAL APPOINTMENT – PROMOTIONAL

NOTE: Employees in the "feeder" classifications for the promotional opportunity should be given equal and fair opportunity to demonstrate their abilities to function in the promotional position.



Civil Service Department

Does a promotional list exist? YES NO

The date the vacancy occurred and circumstances surrounding vacancy. One Senior Accountant position was upgraded in FY21 to better aligned with operational needs. The second Senior Accountant is a new position requested as backfill for LBRA.

How the position, if left unfilled, would create a clear and substantial loss of revenue, a substantial curtailment of City services or create a City hazard. The 1st Senior Accountant (FM21-050) is linked to a FY21 restructuring of the Accounting Bureau that reduces positions overall. This upgrade is meant to align the position with higher level duties that, due to increased sophistication of Munis, require higher level skills. This position will be responsible for higher technical work in Special Accounting including: MTA audit, Cost Allocation Plan, and Single Audit. The 2nd Senior Accountant (FM21-051) is needed for the LBRA Financial Team to create the accounting structures and procedures that will ensure federal funds are spent appropriately. Without Accounting oversight, the City is at risk of needing to return inappropriately spent federal funds.

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) Upgrading FM21-050 is part of a cost-saving reorganization to the Accounting Bureau for FY21. The Senior Accountant requested under FM21-051 is necessary and funded by COVID-19 recovery funds.

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- A valid requisition to fill the subject vacancy was received by the Civil Service Department for the classification in question.** YES NO (Provisional Requests are in route to CS)
- Include requisition number and date received by Civil Service:** FM21-050 and FM21-051; Requisitions are in route to CS.
- No existing promotional, priority or eligible list exists for this classification.** No existing promotional, priority, or eligible lists.
- If there is an eligible list, when does it expire?** N/A
- Is any other department impacted? If yes, which department?** N/A
- Provide notice to requesting department to attend Civil Service Commission Meeting.**

Once the provisional appointee has been identified by the department, Civil Service will:

- Date initial provisional request was approved by Civil Service Commission:** Click or tap here to enter text.
- Verify that the provisional appointee meets the minimum qualifications by reviewing the following items: provisional appointee’s application; a signed Provisional Appointment Statement of Conditions; proof of license, education, certificate, etc. DATE COMPLETED:** Click or tap here to enter text.
- Provisional appointee(s) selected by the Department:** Click or tap here to enter text.

- Provide notice to the employee that the request is scheduled to be on the Civil Service Commission agenda. Notify the candidate of attendance options and of the terms and conditions of the provisional appointment. DATE COMPLETED:** [Click or tap here to enter text.](#)
- Provide notice to the department that the request is scheduled to be on the Civil Service Commission agenda. (If the candidate does not meet the minimum qualifications, Civil Service will notify the department.)**
- Civil Service Analyst will submit the verified form and other documents to Administrative Support Services and the Executive Assistant.**
- Civil Service Analyst Verification (First and Last Name):** [Click or tap here to enter text.](#)



Memorandum

Date: June 9, 2021

To: Civil Service Commission

From: Desiree Davalos, Personnel Analyst

Subject: **REQUEST FOR PROVISIONAL APPOINTMENT OF TWO SENIOR ACCOUNTANT POSITIONS**

Correspondence has been received from Sandra Kennedy, Administrative Officer of the Financial Management Department, requesting Civil Service Commission approval for a Provisional Appointment for two (2) Senior Accountant vacancies. Staff has reviewed the request and recommends approval in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Policy 1.02 of the Civil Service Policies and Procedures.

Facts for Consideration:

- These positions are responsible for various pertinent accounting functions which include citywide grant oversight, increasing controls, coordinating special audits, and conducting citywide training on accounting topics and system functionality. The Senior Accountant positions are also needed to assist in the implementation of American Rescue Plan Act (ARPA) regulations. The City is currently creating a Long Beach Recovery Act (LBRA) team to setup accounting structures, procedures, and trainings to manage \$207 million in ARPA COVID-19 recovery funding. Without accounting oversight through the support of these positions, the City would be at risk of needing to return inappropriately spent federal funds.
 - Position linked to requisition FM 21-050 is responsible for high level technical work in Special Accounting including: MTA audit, Cost Allocation Plan, and Single Audit.
 - Position linked to requisition FM21-051 is part of the LBRA Financial Team to create the accounting structures and procedures that will ensure federal funds are spent appropriately, as described above.
- Approval would ensure the Grants Accounting Officer is supported when preparing and reviewing complex fund and account reports to ensure strict compliance with City, State, and Federal regulations.
- Article V, Section 43 states that “When no priority or eligible list exists for a classification, which has been requisitioned and should no priority or eligible lists exist for comparable or allied classifications suitable for alternate list certification, the Commission may, after review, certify the names of individuals it considers to be qualified for provisional appointment to the classification.”
- Currently there is no priority list or eligible list for Senior Accountant.



- Financial Management staff will post the job bulletin and open the recruitment for the provisional appointment for two weeks for internal and external applications. Financial Management will screen applicants for minimum qualifications and interview the applicants who best meet the qualifications listed on the provisional bulletin.
- Civil Service staff will review the department's two selected candidates to determine that the individuals meet the minimum requirements of the Senior Accountant classification.
- Requisitions FM21-050 and FM21-051 are in route to the Civil Service Department for this provisional request.

The Financial Management Department has been informed that this request is on the Civil Service Commission Agenda on June 9, 2021. A department representative will be present to respond to any questions from the Civil Service Commission.



Date: May 26, 2021

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer *SK*

Subject: Request for Provisional Appointment – Senior Accountants

The Financial Management Department (FM) is requesting Civil Service Commission approval for Provisional Appointment of two (2) Senior Accountants in accordance with Article V, Sections 43 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.

These urgently needed Senior Accountant positions support the Grants Accounting Officer. The Senior Accountants will be responsible for work that includes citywide grant oversight, increasing controls, coordinating special audits, and conducting citywide training on accounting topics and system functionality. Further, a Senior Accountant is needed to assist in the implementation of American Rescue Plan Act (ARPA) regulations. The City is currently creating a Long Beach Recovery Act (LBRA) team to setup accounting structures, procedures, and trainings to manage \$207 million in ARPA COVID-19 recovery funding. Without Accounting oversight, the City is at risk of needing to return inappropriately spent federal funds.

Provisional Appointment Recruitment Process

- FM will post the job bulletin for (2) weeks for internal and external applicants.
- FM will screen applicants for minimum qualifications and interview the applicants who best meet the qualifications listed on the provisional bulletin.

Civil Service Commission approval of a provisional appointment would ensure that the Grants Accounting Officer has the support needed to prepare and review complex fund and account reports and to ensure strict compliance with City, State and Federal regulations.

Senior Accountant (Provisional)

Job number: FM21-050 & FM21-051

SALARY: \$ 34,991 - \$ 47,605 Hourly

OPENING DATE: TBD

CLOSING DATE: Two weeks from opening date

DESCRIPTION:

The Department of Financial Management has immediate openings for two provisional Senior Accountants. These positions are stationed on the 6th floor of City Hall and report to the Grants Accounting Officer. The first Senior Accountant position will be responsible for work that includes citywide grant oversight, increasing controls, coordinating special audits, and reporting. The second position will be responsible for work related to the American Rescue Plan Act (ARPA) federal funding allocated to the City, which includes developing appropriate accounting structures, preparing financial reports, providing training and support to departments on accounting entries and reconciliation issues, and managing reviews and audits by grantor agencies and others.

This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.

EXAMPLES OF DUTIES:

- Common Duties:
 - Assists in preparing reconciliations, audit schedules, and reports for the annual financial audit, Single Audit, and grant program audits.
 - Prepares and reviews complex fund and account reports to ensure strict compliance with City, State and Federal regulations.
 - Reviews and recommends changes to accounting processes and procedures.
 - Supervises, trains, and evaluates subordinate personnel.
- Financial Controls and Grant Oversight Duties:
 - Performs the most technical and complex accounting work related to grants and project accounting, including distribution of costs to complex multiple sources of funding.
 - Coordinates and manages audits of special revenue sources including the Los Angeles County Metropolitan Transportation Authority (MTA) audit.
 - Assists in the preparation of the indirect cost allocation plan and related allocation of charges to funds and departments.

- Assists in the research, interpretation, and implementation of GASB Pronouncements.
- Assists in the maintenance, modification, and operation of the Munis financial system including testing system modifications and recommending system enhancements.
- Coordinates and conducts citywide training on accounting topics and system functionality.
- American Rescue Plan Act (ARPA) Duties:
 - Assists in the interpretation and implementation of ARPA regulations.
 - Performs analysis of costs and prepares supporting documentation in compliance with ARPA funding requirements and regulations.
 - Processes financial transactions in the Munis financial system including use of the project and grants ledger.
 - Provides training, guidance and support to Departments regarding accounting entries, reconciliations, general and project ledger set up, and grant reporting.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college with a bachelor's degree in accounting or a current CPA certificate.
- A minimum of four years of professional level accounting experience including two or more years of responsibility for supervising a major accounting function.
- Knowledge of all duties of the classification and the principles of supervision.
- A valid motor vehicle operator license.

SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

Knowledge of:

- Principles, practices, and terminology of governmental accounting
- Theory and practice of governmental accounting in accordance with Generally Accepted Accounting Principles (GAAP)
- Single Audit and Schedule of Expenditures of Federal Awards requirements
- Techniques for training, instruction, and evaluation of subordinate work performance

Skill in:

- Verifying the accuracy of financial data and information
- Preparing clear, concise, and complete financial reports and statements
- Establishing and maintaining effective working relationships with others during the course of work

Ability to:

- Prepare or analyze financial documents, statements and reports
- Work with others with tact and good judgment
- Plan, coordinate and manage audits
- Plan and supervise the work of professional and clerical accounting personnel

SELECTION PROCEDURE:

This recruitment will close at 4:30 p.m. (Pacific Time) on DAY, MONTH X, 2021. To be considered, please apply online with your cover letter and resume as PDF attachments at: www.longbeach.gov/jobs

Applications will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements, including submission of all required attachments, will not be considered.

EQUAL OPPORTUNITY:

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce. The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-6781.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public. This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public. This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

Supplemental questions:

- **INSTRUCTIONS:** The purpose of these supplemental questions is to derive more specific information about the qualifications of applicants for this position. Applicants must clearly demonstrate their qualifying experience. These questions will serve as the basis for determining qualifying candidates and their advancement in the recruitment process. I understand that these questions will serve as the basis for determining qualifying candidates and their advancement in the recruitment process.
 - Yes / No
- Please describe the experience that has prepared you for the duties of this position.
 - Short Answer
- Do you possess a bachelor's degree in accounting, finance, business administration, or a closely related field?
 - Yes / No
- Do you possess at least four years of progressively responsible managerial experience in the areas of budgeting, accounting, financial analysis or management of financial operations in a government agency?
 - Yes / No
- Tell us about a time you were the lead on a project and you had to communicate the results verbally or in writing to management.

- If applicable, describe your experience with management and administration of grant or special revenue funds. Give examples of your knowledge of compliance and regulation requirements.
- I understand that all required documents must be submitted as PDF attachments to my online application at the time of filing. I also understand that failure to submit all required documents will result in the application being considered incomplete. Required documents for this position include: 1. Cover Letter, 2. Resume, and 3. Technical/Procedural Writing Sample. I understand the instructions and will submit the required documents as PDF attachments to my application at the time of filing.
 - Yes/No
- Sample. I understand the instructions and will submit the required documents as PDF attachments to my application at the time of filing.
 - Yes/No