

Civil Service Commission  
City of Long Beach  
333 W. Ocean Blvd. 7<sup>th</sup> Floor  
Long Beach, CA 90802

December 13, 2012

Dear Commissioners,

My name is Julie Anderson. I have been a Long Beach Police Officer for over 19 years and have been a Sergeant for 8 of those years. I am writing this to respectfully request your approval to file a late application for the Police Lieutenant's exam.

I have been on medical leave for the last two months receiving treatment for thyroid cancer. I was not notified of the filing date for the exam. Today I was made aware that I missed the announcement and the deadline. I was also informed that there will be a make-up exam given on December 27<sup>th</sup> for another Sergeant who is currently out of the country.

My treatments have been concluded and I have been given authorization to return to work, full duty, on Monday December 17<sup>th</sup>. It is my hope that you will allow me to file a late application and participate in the make-up exam scheduled for the 27<sup>th</sup>.

I thank you for your consideration in this matter.

Respectfully,

Sergeant Julie Anderson

RECEIVED  
2012 DEC 13 PM 3:05  
CIVIL SERVICE DEPT.

1 **DATE:** December 19, 2012  
2 **TO:** Civil Service Commission  
3 **FROM:** Caprice McDonald, Personnel Analyst  
4 **SUBJECT: REQUEST TO FILE LATE APPLICATION FOR POLICE LIEUTENANT**  
5 **EXAMINATION – JULIE ANDERSON**

6 Correspondence has been received from Ms. Julie Anderson, Police Sergeant,  
7 requesting the Civil Service Commission's approval to allow her to file a late  
8 application for the Police Lieutenant examination. The facts are presented below for  
9 your consideration.  
10

11 Facts for Consideration:

- 12 • As background, on November 14, 2012, the Civil Service Commission approved  
13 the job opportunity bulletin for Police Lieutenant. The Police Department and the  
14 Long Beach Police Officers Association were present at the Commission meeting  
15 in support of this examination being administered during this time period due to the  
16 need to fill vacancies as soon as possible.  
17
- 18 • In preparation for the recruitment process for Police Lieutenant, the Police  
19 Department notified all Sergeants that the recruitment was forthcoming and a  
20 tentative examination schedule was provided.  
21
- 22 • The bulletin was posted November 26 through December 10, 2012 on the City's  
23 Internet and Intranet sites as well as City Hall locations. Applications were available  
24 for both distribution and return during this time period. Two candidate orientation  
25

1 sessions were also held. All applications were due in the Civil Service Department  
2 by 4:30 p.m., December 10, 2012.

- 3  
4 • During the filing period, 34 applications were filed for Police Lieutenant and  
5 screened into the examination process. Among the 34 applications filed during the  
6 filing period, there was one special accommodation request due to previously  
7 arranged travel plans. That request was granted and will be administered  
8 immediately, following the applicant's return on December 27, 2012. Those  
9 applicants currently in the process were scheduled to participate in the  
10 Standardized Management In-basket examination on Friday, December 14, 2012.  
11
- 12 • Sgt. Anderson states that she was not aware of the job opportunity because of her  
13 absence due to medical leave. Sgt. Anderson further states that she was not  
14 notified of the filing dates for the exam and became aware that she missed the  
15 opportunity on December 13, 2012. Once she was aware of the opportunity, she  
16 contacted the Police Department and was referred to Civil Service staff.  
17
- 18 • Today's request falls under Civil Service Rules and Regulations, Article II, Section  
19 6 (1), regarding late applications, which clearly states that the Commission may  
20 refuse to examine, or after an examination may remove from any eligible list,  
21 disqualify, and/or refuse to certify any person who fails to submit a completed  
22 application and/or related supplemental documents to the Civil Service office on or  
23 before an examination announcement's established closing date; and Civil Service  
24 Commission Policy 1.05, clearly states that the Civil Service Commission may  
25 consider a late application due to a death of an immediate family member, a

1 catastrophic natural disaster, or an error by Civil Service Department staff. Based  
2 on the aforementioned policy, Sgt. Anderson's request does not meet the criteria to  
3 allow a late application.  
4

5 Therefore, in accordance with Civil Service Rules and Regulations, Article II, Section 6  
6 (1) and Civil Service Commission Policy 1.05, staff recommends denial of her request.  
7

8 Should the Commission approve today's request, staff will be able to accommodate  
9 Sgt. Anderson into the current testing process and will administer the Standardized  
10 Management In-basket exam as soon as possible on December 20, 2012.  
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12 Sgt. Anderson has been informed that this request is on today's agenda and invited to  
13 attend and speak on her own behalf.  
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15 CM SR121912 - FILE LATE APPLICATION POLT  
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