



**Agenda Item No.**

**6**

2013 SEP 24 AM 9:35

CIVIL SERVICE DEPT.

**Date:** September 19, 2013  
**To:** Civil Service Commission  
**From:** Deborah R. Mills, Director of Human Resources  
**Subject:** **REQUEST FOR PROVISIONAL APPOINTMENT - SAFETY SPECIALIST**

The Department of Human Resources is requesting the provisional appointment of Ms. Natalie McCartney to the classification of Safety Specialist I in accordance with Article V, Section 43 and Article IV, Section 27 of the Civil Service Rules and Regulations.

There is currently one budgeted Safety Specialist II vacancy in the Risk Management Bureau/Safety Division, which will be under filled with the Safety Specialist I provisional appointment. Examples of the Safety Specialist I duties include, assisting in the administration of the Citywide Safety Program, assisting in developing and evaluating safety goals and standards; advising employees, supervisors on injury prevention and safety related matters, conducting ergonomic evaluations, recommending plans to reduce losses (people, property, environment, and process) in the City, and providing on-site or classroom type training and instruction on a wide range of safety related matters.

The current Civil Service eligible list for the Safety Specialist I has expired and the position has been vacant for three months. Ms. McCartney is currently an Ergonomic Specialist and has six years of experience. Due to the backlog of work, the City Safety Office is not able to conduct preventive ergonomic evaluations and is contracting out the work. With Ms. McCartney's educational background and work experience, she can provide instant savings. She will be responsible to fully support the City's early intervention program involving identifying and minimizing ergonomic risk factors, promptly attending to employee's experiencing signs and symptoms of musculoskeletal disorders, working with the supervisors to recommend modifications to workstation design for injury prevention, assisting with Workers' Compensation administrative activities, monitoring and correcting employee improper ergonomic behaviors, and conducting comprehensive ergonomic risk assessments.

Ms. McCartney is not a current employee and she understands that the provisional appointment is temporary and that there is no guarantee of permanent employment. She's also aware that she must apply and compete in the Civil Service examination process and place in a selectable position on the eligible list in order to be considered for permanent employment as a Safety Specialist I. Please do not hesitate to contact Ken Walker, Manager of Personnel Operations at 570-6243 with any additional questions you may have.

DRM:EZ:bgn

CIVIL SERVICE DEPARTMENT  
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

**REQUEST FOR PROVISIONAL APPOINTMENT**

**(Non-promotional classifications)**

**Civil Service Rules and Regulations    Section 43**  
**Civil Service Commission Policy        Section 1.02**

Form completed by: Beverly Bartlow-Nieris      Date: 9.26.13  
Name/Title/Department

Section 1: To be completed by requesting department.	To be Completed by department	Civil Service Dept. Verification
A requisition is required. The requisition number is: # <u>HL13-025</u> <i>* currently in the budget office.</i>	Yes <input type="radio"/> No <input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Has the requisition been received in the Civil Service Department? <i># HL13-022 - form for provisional Safety Specialist was approved and in civil service.</i>	Yes <input type="radio"/> No <input checked="" type="radio"/>	<input checked="" type="checkbox"/>
If an eligible list or priority list exists for the classification and, if not, when the eligible list expired? <u>Expired: 9/28/13 - list was established in 2010</u>	Yes <input type="radio"/> No <input checked="" type="radio"/>	<u>A.Q.</u>
Is any other department impacted? If yes, which department: _____	Yes <input type="radio"/> No <input checked="" type="radio"/>	<u>A.Q.</u>
Have all required documents been submitted to the Civil Service Department? <ul style="list-style-type: none"> <li>Completed provisional application.</li> <li>Copies of any documents required on the last job bulletin such as proof of license, education, certificate, etc.</li> <li>Copy of most recent job opportunity bulletin.</li> </ul>	Yes <input checked="" type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/>	<u>A.Q.</u>
<b>Section 2: Points to be addressed in request.</b>		
Candidate's Name <u>Natalie McCartney</u>		
Is the candidate a current City employee?	Yes <input type="radio"/> No <input checked="" type="radio"/>	<u>A.Q.</u>
Title of classification - brief description of duties. <u>Safety Specialist - Administration of Citywide Safety programs and training in</u>		<u>A.Q.</u>
Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly. <u>Safety related matters.</u>	Yes <input checked="" type="radio"/> No <input type="radio"/>	<u>A.Q.</u>
Does the proposed appointee meet the minimum qualifications for the classification?	Yes <input checked="" type="radio"/> No <input type="radio"/>	<u>A.Q.</u>
An explanation of the recruitment plan used to select the proposed appointee. <u>Review of existing eligible City employees did not</u>		<input checked="" type="checkbox"/>
The employee has been notified of the conditions of a provisional appointment.	Yes <input checked="" type="radio"/> No <input type="radio"/>	<u>review qualified candidates.</u> <u>A.Q.</u>
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> <li>Requesting department. - <u>Emilyn Zuriga or Michael Hio</u></li> </ul>		