



The Port of
LONG BEACH

Date: November 1, 2012
To: Civil Service Commission
From: Margaret Huebner, Director of Human Resources *M. Huebner*
Subject: **PROVISIONAL APPOINTMENT OF DAVINDER BADIAL TO THE POSITION OF PORT FINANCIAL ANALYST I**

In accordance with the provisions of the Civil Service Rules and Regulations, Article V, Section 43, the Harbor Department is requesting the Commission's approval to provisionally appoint Ms. Badial to the position of Port Financial Analyst I.

The Harbor Department has a budgeted vacancy (Port Financial Analyst I) in the Master Planning Division that needs to be filled as soon as possible. Filling this vacancy, pending the certification of the eligible list with a provisional appointment, is critical to the Harbor Department's operations. Currently, the Port Financial Analyst I position is responsible for consulting, regulatory support, technical/environmental documentation and remediation services to the Port divisions and tenants. Ms. Badial would be assigned the duties and responsibilities of the Port Financial Analyst position.

Ms. Badial was identified through a recruitment process, which included advertising resources such as the Harbor Department and other industry-related websites. The Harbor Department received over 73 applications, three candidates were interviewed and Ms. Badial was the selected candidate.

Ms. Badial is aware of, and in agreement with, the terms of the provisional assignment. She possesses the required minimum qualifications of a Port Financial Analyst I. She understands that the provisional appointment is temporary and provides no guarantee of a permanent appointment.

An application packet and Requisition HD 12-44 for a provisional appointment are on file with the Civil Service Department. Thank you for your consideration of this request. If you have any questions, please contact Stacey Lewis, Assistant Director of Human Resources, at (562) 283-7500.

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: Davinder Badial, Port Financial Analyst I
Name/Title/Department

Date: 10- 31-12

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: # HD- 12-044 ✓
Has the requisition been received in the Civil Service Department?

Yes No

CM

If an eligible list or priority list exists for the classification and, if not, when the eligible list expired?

Yes No

CM

Is any other department impacted?
If yes, which department: _____

Yes No

CM

Are you submitting all required documents the Civil Service Department?

- Completed provisional application.
- Copies of any documents required on the last job bulletin such as proof of license, education, certificate, etc.
- Copy of most recent job opportunity bulletin.

Yes No

CM

Yes No

CM

Yes No

CM

Section 2: Points to be addressed in request.

Candidate's Name: DAVINDER BADIAL

Is the candidate a current City employee?

Yes No

CM

Title of classification – brief description of duties. PORT FINANCIAL ANALYST I

Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.

Does the proposed appointee meet the minimum qualifications for the classification?

Yes No

CM

An explanation of the recruitment plan used to select the proposed appointee.

The employee has been notified of the conditions of a provisional appointment.

Yes No

CM

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

- Requesting department.

CIVIL SERVICE DEPARTMENT
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Notes:

How many candidates applied? 73

How many of these were interviewed? 3

Why did we choose this candidate? Ms. Badial has previous Port knowledge and experience.

Provisional package is complete.
AM