



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 (Crystal Slaten: Crystal.Slaten@longbeach.gov) 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 (Rose Katsuki: Rose.Katsuki@longbeach.gov).
- 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 (hyperlink option)**, 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.

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SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE: 09/24/18 **DEPARTMENT:** Police Department

POSITION: Accounting Clerk III **REQUISITION NUMBER:** PD18-072

TYPE OF PROVISIONAL REQUEST: Provisional Appointment.

NUMBER OF VACANCIES: 1

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.

Fill a budgeted Accounting Clerk that is responsible for billing and revenue collection (including new fees that will begin Oct 1, 2018. If kept vacant, the city will lose out on a General Fund revenue stream

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.)

An internal Watch Report and posting the position on NeoGov to accept applications from internal candidates.

What is the length of your recruitment?

~ 2 weeks.

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

Application review followed by interviews with qualified candidates

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.") **We will once approved by Civil Service**

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

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. **New position**

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. **Directly responsible for billing of new fees and processing reimbursement billings from contract agencies. If left vacant, the City's General Fund risks losing cash as the current staff is unable to handle large scale workload. Also, the ERP will decentralize billing and collection functions, further straining existing staff.**

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) **No, reflects new additional workload. This new budgeted position is included in the proposed FY 19 budget. A requisition has been approved.**

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
- Include requisition number and date received by Civil Service: **PD18-072; Approved 9/4/18**
- No existing promotional, priority or eligible list exists for this classification. **No promotional, priority, or eligible list exists.**
- If there is an eligible list, when does it expire? **None exists. The last eligible list expired on 4/6/18.**
- Is any other department impacted? If yes, which department? **No other departments are impacted.**
- Provide notice to requesting department to attend Civil Service Commission Meeting.

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

- 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: 11/28/18**
- 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: 11/28/18**
- Provide notice to the department that the request is scheduled to be on the Civil Service Commission agenda. **11/29/18**

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PD18-072 - ACCOUNTING CLERK I-III

Contact Information -- Person ID: 26475254

Name: Robert L. Williams Address: [REDACTED]
 Home Phone: [REDACTED] Alternate Phone: [REDACTED]
 Email: [REDACTED]

Personal Information

Driver's License: Yes, California , [REDACTED] , Class C
 Can you, after employment, submit proof of your legal right to work in the United States? Yes
 What is your highest level of education? Bachelor's Degree

Preferences

Minimum Compensation: [REDACTED]
 Are you willing to relocate? [REDACTED]
 Types of positions you will accept: [REDACTED]
 Types of work you will accept: [REDACTED]
 Types of shifts you will accept: [REDACTED]

Objective

[REDACTED]

Education

College
California State University, Long Beach
<http://www.csulb.edu/>
 8/2007 - 12/2011
 Long Beach, California

Did you graduate: Yes
 College Major/Minor: Business Administration
 Units Completed: 130 Semester
 Degree Received: Bachelor's

High School
Cabrillo High School
<http://lbcabrillo.schoolloop.com/>
 9/1997 - 6/2001
 Long Beach, California

Did you graduate: Yes
 Highest Level Completed: 12
 Did you receive a GED? No
 Degree Received: High School Diploma

Work Experience

Program Assistant / Accountant
 8/2014 - Present

Hours worked per week: 40
 Name of Supervisor: [REDACTED]
 [REDACTED]
 May we contact this employer? [REDACTED]

Antioch Inc.
 1821 W. 32nd Street.
 Long Beach, California 90810
 (562)773-2569

Duties

- Responsible for residency, specializing in training materials in application, reporting, and evaluations.
- Coordinating logistical support in training, scheduling, events, and post client assessments.
- In charge of multimedia production including shooting, editing, producing, marketing, and

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social media.

- Program role includes project management, general office correspondence, minutes of officers, board, and staff meetings and correspondence.
- Responsible for project expense, accounting, reporting's, and reimbursements.

Accountant Clerk

8/2016 - Present

Long Beach Police Department
<http://www.longbeach.gov/police/>
 400 W. Broadway.
 Long Beach , California 90802
 (562)570-7260

Hours worked per week: 40
 # of Employees Supervised: 0
 Name of Supervisor: [REDACTED]
 May we contact this employer? [REDACTED]

Duties

- As part of the Financial Bureau, our team manages a \$200 million budget covering all operating expenses for The Long Beach Police Department.
- Accounts Payable – Responsible for all accounts payables for 14 Departments including Long Beach, Long Beach Airport, Port, Transit, and Colleges on a monthly basis of \$1,000,000.
- Accounts Receivable – Responsible for handling daily cash, checks, deposits receipts, impress cash, release of impounded cash, and billing for services.
- Grants – responsible for the accounting side of Port, Airport, Metro, SWAT, and several other smaller special policing / agencies use Grant money such as Measure A, Urban Area Sec Initiative, PSPG, Homeland Security money.

Reason for Leaving

[REDACTED]

Administrative Intern

8/2016 - 11/2018

Long Beach Police Dept.
 400 W. Broadway
 LONG BEACH, California 90802
 (562)570-5833

Hours worked per week: 40
 # of Employees Supervised: 0
 Name of Supervisor: [REDACTED]
 May we contact this employer? [REDACTED]

Duties

Daily Responsibilities include maintaining accounts payables.
 Processing monthly billings and invoices.
 Handling and coordinating employee reimbursements.
 Creation and completion of purchase orders.

Reason for Leaving

[REDACTED]

Athlete

6/2016 - 8/2016

Nike
http://www.nike.com/us/en_us/
 9560 Wilshire Blvd.
 Beverly Hills, California 90212
 (310) 275-9998

Hours worked per week: 40
 # of Employees Supervised: 0
 Name of Supervisor: [REDACTED]
 May we contact this employer? [REDACTED]

Duties

Manage marketing and planning for local events such as community Run Club, greater Los Angeles Nike Athlete classes, and Nike Training Club.
 Responsible for several departments in the second largest volume domestic store.
 Responsible for people, several operations, and environment.
 Also responsible to for daily sales, services, customer satisfaction. In addition to plans to minimize

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loss, and operational concerns.

Reason for Leaving
[REDACTED]

ACCOUNTANT / ADMINISTRATIVE ASSISTANT
6/2011 - 12/2011

Hours worked per week: 30
of Employees Supervised: 0
Name of Supervisor: [REDACTED]

Nienow & Tierney, LLP
17822 E. 17th Street, Suite 305
Tustin, California 92780
(714) 836-8300

May we contact this employer? [REDACTED]

Duties

For my accounting role, under the Senior Manager, my responsibilities included initiating financial reports, preparing documentation, and working papers. In addition, the responsibilities for our tax clients included initiating individual, and business tax files. Other Job functions included accounts payable, accounts receivables, payroll, and general bookkeeping. The administrative responsibilities included drafting client letters, office memos, and organizing office records.

Reason for Leaving
[REDACTED]**Certificates and Licenses****Skills**

Office Skills

Typing: 60
Data Entry: 0

Other Skills

Typing Intermediate - 9 years and 3 months

Languages

English - Speak, Read, Write

Additional Information**References**

[REDACTED]

[REDACTED]

Resume

Text Resume

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Attachment	File Name	File Type	Created By
resume.aaa.2018.pdf	resume.aaa.2018.pdf	Resume	Job Seeker

Agency-Wide Questions

1. Q: Are you a current or former City of Long Beach employee?

A: Current, non-career employment

2. Q: Have you ever been dismissed from the City of Long Beach?

A: No

3. Q: I will accept positions offering...(you may select more than one)

A: Part time
Temporary
Full time

4. Q: I will accept positions offering...(you may select more than one)

A: Day shift (e.g. 7:30 am - 5:30pm)
Evening shift (e.g. 4:00 pm - 12:00am)
Night shift (e.g. 12:00 am - 8:00 am)
Weekends (e.g. Saturday and/or Sunday)
Holidays

5. Q: Are you able to speak and understand the following foreign languages? Leave blank if none apply to you.

A:

6. Q: How did you **FIRST** hear of this job opportunity?

A: City of Long Beach employee

7. Q: If you indicated **none of the above**, please tell us how you first learned about this job opportunity?

A: N/A

8. Q: I understand that application packets including all required documents must be complete at time of filing and received by the filing deadline.

I understand I will not have an opportunity to amend my application packet or submit additional supporting documentation after the application is initially submitted.

I understand that I must scan the required documents into a **PDF format**, and then upload and attach to my City of Long Beach job application. Each required document must be attached and identified separately.

I further understand that any document attached to my master record, **after** I have filed an application for a City of Long Beach job will not be viewable by City staff, as it is part of my GovernmentJobs.com master record and not part of my actual City of Long Beach job application.

A: Yes

Supplemental Questions

1. Q: Are you a current City of Long Beach Police Department employee?

A: Yes

2. Q: 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 the Civil Service Commission. If you want to be considered for this position permanently, you must go

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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. I understand that this recruitment is for a provisional appointment.

A: Yes



Long Beach Civil Service Commission

PROVISIONAL APPOINTMENT

Statement of Conditions

Position Title: Accounting Clerk III

You are being considered for employment under the provisions of Section 43 of the Civil Service Rules and Regulations, which read in part:

"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."

If appointed to this position, you will not accrue seniority in this classification for any Civil Service promotional examination. Your pay will be the same as that of a permanent City employee in this classification, however, you should check with the hiring department as to your eligibility for other (fringe) benefits. If you are currently a permanent, full-time City employee, your benefits will not change.

If you receive authorization from the Civil Service Commission to be appointed to the provisional position, you must file a new application during the open filing period in order to compete in the examination process. You must file a new application before the announced closing date of filing.

If the provisional application will be filled on permanent basis, a competitive examination to fill the position will be administered by the Civil Service Department prior to the expiration of the provisional appointment. In order to be eligible for selection for permanent appointment to the position, your examination must be among the top scores achieved.

If after you are appointed to fill a provisional position, you do not satisfactorily perform or if you are not selected from the eligible list to fill the position on a permanent basis, your appointment will be terminated. If you are a present classified City employee who holds permanent status in another classification, you will be reinstated to the position you held prior to provisional appointment without loss to status or seniority (Section 44, Civil Service Rules and Regulations).

Should you have any questions regarding your provisional appointment, you may call the Civil Service Department office at (562) 570-6058.

If appointed, I hereby certify that I understand and agree with the above conditions of employment as a "provisional" employee for the City of Long Beach.

[Handwritten Signature]
Signature

11.21.18
Date