



# 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.

<b>Human Resources Approval</b>	
Director or Designee:	Date: 02/04/21

Effective Date: 10/10/2018

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**

**DATE:** 2/1/2021

**DEPARTMENT:** Police Department

**POSITION:** Storekeeper II **REQUISITION NUMBER:** PD21-022

**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.

A vacancy in this position causes strain on the remaining Finance staff to maintain all duties necessary to ensure day-to-day operations of maintaining the Department's supplies and equipment, which can potentially increase the use of overtime to complete tasks.

**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 and Internal Job Announcement

What is the length of your recruitment?

2 weeks

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

Interview

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

(\*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 attachments for items 1 – 4.



# Civil Service Department

## 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.

Does a promotional list exist?  YES  NO

The date the vacancy occurred and circumstances surrounding vacancy. **The vacancy occurred on 12/22/2020, the previous Storekeeper retired unexpectedly. There is not a current eligible list to hire from.**

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. **To maintain a vacancy at this level, effects the ability of all PD build to operate sufficiently. Without this position, the department will not have a designated person to manage purchase orders and coordinate deliveries of supplies.**

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) **Yes, the finance division is utilizing an intern for basic functions to keep operations afloat.**

### 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 PD 21-022 ON 1/26/21
- Include requisition number and date received by Civil Service: [REDACTED] NONE
- No existing promotional, priority or eligible list exists for this classification. [REDACTED]
- If there is an eligible list, when does it expire? [REDACTED] NONE
- Is any other department impacted? If yes, which department? [REDACTED] NONE
- 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.](#)



**Date:** February 17, 2021  
**To:** Civil Service Commission  
**From:** Sheree Valdoria, Personnel Analyst  
**Subject:** **RECOMMENDATION TO REQUEST PROVISIONAL APPOINTMENT FOR STOREKEEPER**

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On February 4, 2021, the Civil Service Department received correspondence from Ken Walker, Acting Personnel Administrator, from the Long Beach Police Department's Personnel Division, requesting Civil Service Commission approval for the provisional appointment of a Storekeeper. Staff has reviewed the request and recommends approval of the provisional appointment in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.

**Facts for Consideration**

- The provisional request for a Storekeeper will help the Police Department temporarily fill a vacancy in their Finance Division. This vacancy is due to an unexpected retirement in December 2020.
- The Storekeeper position is essential to the daily functions and operations of the Finance Division. Without this position, the Department will not have a designated person to manage purchase orders and coordinate delivery of supplies. Also, there is currently a strain on the remaining Finance Division staff to ensure day-to-day operations of maintaining the Department's supplies and equipment.
- The recruitment for this provisional appointment will be available for two weeks to both internal employees and external candidates who meet the minimum qualifications. Applicants who meet the minimum qualifications will be interviewed by the Police Department to determine the best candidate for the provisional Storekeeper position.
- Civil Service Department has received requisition PD 21-022 for this provisional request on January 26, 2021.
- There is no eligible list or priority list for this position and staff has a tentative plan to start the recruitment for the Storekeeper position in April 2021.
- If Commission approves this request, the Police Department will begin their recruitment process for the provisional appointment. Once they have made their selections for the provisional appointment, the name of the provisional appointee and his/her application will be sent for Commission approval.
- A representative from the Police Department will be available to answer any questions the Commission may have regarding this request.



**Date:** February 1, 2021  
**To:** CIVIL SERVICE COMMISSION  
**From:** Ken Walker, Acting Personnel Administrator, Personnel Division  
**Subject:** REQUEST FOR PROVISIONAL APPOINTMENT - STOREKEEPER

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The Police Department respectfully requests that the Commission approve the Provisional Appointment of one (1) Storekeeper in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.

Civil Service Commission approval of a provisional appointment would ensure that essential business functions and operations are efficient and cost effective in the department's Finance Bureau.

Our proposed recruitment process is captured in the attached Provisional Appointment package.

Thank you for your consideration of this request. If you have any additional questions or require additional information, please contact me at 570-7310.

KAW;dm  
Request for Provisional Appointment

<b>Human Resources Approval</b>	
	02/04/21
_____ Director or Designee	_____ Date

*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.*

The Long Beach Police Department Finance Division is seeking a self-motivated, high energy candidate to immediately fill the role of Storekeeper II.

### **EXAMPLES OF DUTIES**

- Participates in and/or supervises the ordering, stocking, issuing, and recording of materials, supplies and equipment
- Initiates purchase requisitions and purchase orders within the City's computerized purchasing and inventory systems
- Searches for providers of materials and services and conducts informal bids to determine appropriate vendor
- Determines physical procedures and oversees physical maintenance of storage areas
- Determines proper accountability and quality of goods received for conformity to purchase orders and specifications
- Assumes responsibility for orderliness, cleanliness, and conformance with storage and accounting procedures
- Prepares inventories and other detailed reports
- May operate forklift and other warehouse equipment for maneuvering and storage of heavy objects
- Performs duties with minimum supervision
- Performs other duties as assigned

### **REQUIREMENTS TO FILE:**

Two years (full-time equivalent) experience receiving, inspecting, storing, issuing, and accounting for a wide variety of supplies and equipment.

Proficiency with computers, including word processing, spreadsheet and inventory applications.

Ability to: Read and interpret purchase orders and specifications; prepare and maintain inventories.

Lift and carry heavy objects up to 50 lbs. and over 50 lbs. with assistance.

Effectively communicate orally and in writing.

Manage different work assignments simultaneously.

Operate computerized or automated database management systems used for stock and inventory control and for the purchase of materials.

Willingness to work weekends, holidays and shift work as necessary.

A valid driver's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

**Please note:** All Police Department employees are required to undergo and successfully complete an extensive background investigation. May require overtime, weekend and/or holiday hours.

**Provisional supplemental questions:**

**INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. Be specific and detailed in your responses. Do not leave any questions unanswered. Resumes will not be considered as part of the application process and may not be substituted in lieu of the completed application or supplemental applications.

- a. Do you understand the information stated in the "Instructions" section above?
- b. Do you possess two years (full-time equivalent) experience receiving, inspecting, storing, issuing, and accounting for a wide variety of supplies and equipment.
- c. Are you able to communicate effectively both verbally and in writing?
- d. Are you willing to work weekends, holidays and shift work as necessary?
- e. I understand that if I am offered employment, I will be required to successfully complete a Department of Justice LiveScan fingerprint background check, a reference check, and a pre-employment physical conducted by the City of Long Beach's Occupational Health Division, as well as submitting to an Oath of Allegiance.