



The Port of
LONG BEACH

Agenda Item No.

Memorandum

2013 JUN 27 AM 9:10

CIVIL SERVICE DEPT.

Date: June 26, 2013

To: Civil Service Commission

From: Margaret Huebner, Director of Human Resources

**Subject: PROVISIONAL APPOINTMENT OF RAFAEL FORGIONE TO THE
POSITION OF OFFICE AUTOMATION 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 Mr. Rafael Forgione to the position of Office Automation Analyst I.

The Harbor Department has an immediate need in the Information Management Division to fill an Office Automation Analyst I position. Filling this position pending the certification of the eligible list with a provisional appointment is critical to the Harbor department's operations. Currently, the Office Automation Analyst I is responsible for deploying computers, printers, mobile and desktop phones to all POLB users, including the additional 7 construction trailers added to offsite locations; answering help desk phones and assisting customers with technological issues; as well as preparing for the deployment of the IT infrastructure to the new temporary headquarters and new Maintenance building.

Mr. Forgione was identified through a recruitment process, which included advertising resources such as the Harbor Department and other industry related websites. The Harbor Department received 102 applications, three candidates were interviewed and Mr. Forgione was the selected candidate.

Mr. Forgione is aware of, and in agreement with the terms of the provisional assignment. He possesses the required minimum qualifications of an Office Automation Analyst I. He understands that the provisional appointment is temporary and provides no guarantee of a permanent appointment.

An application packet and Requisition HD 13-034 for a provisional appointment are on file with the Civil Service Department. Thank you for your consideration of this request. Should you 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: Sheryl Bender, Senior Human Resources Representative
Name/Title/Department Harbor

Date: 06/26/2013

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 13-034
Has the requisition been received in the Civil Service Department?

Yes No

✓

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

Yes No

✓

Is any other department impacted?

If yes, which department: _____

Yes No

✓

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

✓

Yes No

✓

Yes No

✓

Section 2: Points to be addressed in request.

Candidate's Name. Rafael Forgione

Is the candidate a current City employee?

Yes No

✓

Title of classification – brief description of duties. Office Automation 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.

See
Attached

✓

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

Yes No

✓

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

See
Attached

✓

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

Yes No

✓

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

- Requesting department.

✓

verified and completed by: Donuack Araujo, Personnel Analyst on 6/27/13