



Civil Service Department

Request for Extension of Non-Career Hours Form

PURPOSE:

To request the extension of hours for a non-career position. A non-career position is an unclassified position in which duties are of a temporary or as needed nature and does not exceed 1600 hours within their twelve-month anniversary period.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 49 and [Civil Service Policy Section 2.32:](#)

“The termination dates of provisional appointees and of appointees to non-career positions may be extended at the discretion of the Commission if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions which are, in fact, permanent, are being actively pursued.”

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Extension of Non-Career Hours 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.
- Non-Career Hours Request Form emailed to Civil Service Department Executive Assistant.
- Non-Career Hours Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

Human Resources Approval	
	
_____ Director or Designee	_____ Date

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: February 10, 2021 **DEPARTMENT:** Development Services

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Dylan Bent, Combination Building Inspector Aide II - NC

Summary of employee’s work history specifying all classification titles and dates:

Combination Building Inspector Aide – NC – 06/15/2020 to Current

Summary of duties performed by employee: The core responsibilities of the Combination Building Inspector Aide II are to conduct inspections and field investigations to ensure compliance with City, State and Municipal codes and regulations; investigate public complaints; research and gather case historical data; and performs other related duties as required.

Anniversary Date (date when employee reaches 1600-hour threshold): 06/15/2021

Number of hours left to reach 1600 hours: 476 as of 01/15/2021

Number of additional hours requested: 300 hours

Explain why the additional hours are needed for the department to function.

The Multi-Family Housing Inspections Division is short staffed with 3 vacancies. This position will allow us to continue to ensure compliance while we wait for a new Combination Building Inspector Aide list from Civil Service.

Since the stay at home order, this position has been instrumental in supporting the COVID-19 Venue Task Force. The individual conducts inspections of businesses to ensure compliance with the city health order, conducts educational outreach visits to businesses to assist them in getting into compliance and resolves citizen complaints.

Failure to fill this position will reduce the Division’s ability to enforce code enforcement health order regulations. Should Civil Service Commission approve the request for an additional 300 hours, this will allow us to continue maintaining appropriate compliance with various orders and regulations.

If applicable, is there a permanent appointment being recruited?

Yes Not applicable (new recruitment not required)

If yes, what is the requisition number? [Click or tap here to enter text.](#)

Was there a prior non-career extension requested for this employee? Yes No

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- Request received by Civil Service. Date Received:** February 11, 2021
- Anticipated recruitment timeframe (if applicable, include requisition number):**
- Non-career hours completed as of the last recorded pay period:**
- Provide notice to requesting department to attend Civil Service Commission Meeting.**
- Provide notice to employee of Request for Extension of Non-Career Hours scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.**
- Suggested Action:**



Date: March 3, 2021
To: Civil Service Commission
From: Sylvana Tamura, Personnel Analyst
Subject: COVID-19 RELATED- REQUEST FOR EXTENSION OF NON-CAREER HOURS-
Dylan Bent, Combination Building Inspector Aide II

On February 11, 2021, the Civil Service Department received correspondence from Francisco Davila, Administrative Officer, of the Development Services Department, requesting Civil Service Commission approval to extend the non-career hours for Dylan Bent, Combination Building Inspector Aide II, in the Multi-Family Housing Inspections Division.

Facts for Consideration:

- Article V, Section 49 of the Civil Service Rules & Regulations allows an appointing authority to request an extension of a non-career employee's appointment, "...if the extensions are deemed necessary in order for the appointing department to function".
- Ms. Dylan Bent was hired on June 15, 2021, as a non-career Combination Building Inspector Aide, with the Multi-Family Housing Inspections Division of the Development Service Department to assist with inspections and field investigations while the vacancies in the Multi-Family Housing Inspections Division are recruited for and filled in the coming months.
- On March 4, 2020, the Director of Public Health for the City of Long Beach and the County of Los Angeles declared a public health emergency in response to the threat of spread of the novel coronavirus commonly referred as COVID-19.
- The Multi-Family Housing Inspections Division has experienced a high volume of activity as a result of the Covid-19 Stay at Home Health Orders, which includes inspections of businesses for code compliance with health order, educational outreach to community businesses to assist them in meeting compliance standards and resolution of customer complaints. The Code Enforcement Bureau has relied upon Ms. Bent to assist with these activities.
- As of pay period ending 02/12/2021, Mr. Dylan Bent has a remaining 348 hours of the allotted 1600 non-career hours.

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- The Development Services Department is requesting that an extension be granted for an additional 300 hours, which will allow him to continue perform his service through June 15, 2021.

RECOMMENDATIONS

Staff has reviewed all documentation in support of this request and in accordance with Article V, Section 49 of the Civil Service Rules and Regulations and Civil Service Policies and Procedures 2.32, recommends the approval of this request.

Development Services Department has been informed that this request is on today's agenda. A department representative is available to respond to any questions from the Civil Service Commission.

Date: February 11, 2021
To: Civil Service Commission
From: Francisco Davila, Administrative Officer, Development Services
Subject: **Extension of Non-Career Hours - Dylan Bent**

The Department of Development Services, Code Enforcement Bureau, Multi-Family Housing Inspections Division, is requesting Civil Service Commission approval to extend an additional 300 non-career hours for Dylan Bent, Combination Building Inspector Aide II – NC, in accordance with Civil Service Rules and Regulations Article V, Section 49 and Civil Service Policy Section 2.32.

Currently, the Multi-Family Housing Inspections Division has three vacancies: one Combination Building Inspector Aide II, one Combination Building Inspector, and one Combination Building Inspector Aide II – NC.

Mr. Bent was hired with the Department of Development Services as a Combination Building Inspector Aide II – NC on June 15, 2020 to assist with inspections and field investigations. As of January 15, 2021, Mr. Bent has used 1124.0 hours out of his allotted 1600 annual hours. His allotted hours are set to expire around April 21, 2021. In order to ensure adequate coverage, we are requesting an additional 300 hours to get him through his anniversary date of June 15, 2021.

Since the stay at home order went into effect, Dylan has been instrumental in supporting the Code Enforcement Bureau and the COVID-19 Venue Task Force. Dylan has conducted inspections of businesses to ensure compliance with the city health order, conducted educational outreach visits to businesses to assist them in getting into compliance and resolved customer complaints.

Should Civil Service Commission approve the request for an additional 300 hours, this will allow us to continue ensuring that businesses are compliant with the health order as well as respond to inquiries from community members.

Thank you for your consideration. Should you have any questions, please contact Francisco Davila, Administrative Officer at (562) 570-7744.

cc: Personnel File

Human Resources Approval	
	
_____ Director or Designee	_____ Date

