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Memorandum

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2012 MAY 17 AM

CIVIL SERVICE DEPT.

Agenda Item No.

9

Date: May 10, 2012
To: Civil Service Commission
From: JWC Squires, Manager, Finance and Administration
Subject: Request to Extend Non-Career Hours

In accordance with Section 49 of the Civil Service Rules and Regulations, the Airport Department is requesting the Commission's approval to extend the non-career hours for Maintenance Assistant I, Dennis Roubedeaux.

Mr. Roubedeaux is assigned to perform custodial duties throughout the Airport. Mr. Roubedeaux is fully trained and has shown himself to be a valuable employee.

Though considered to be one of the Airport's most crucial functions, staffing in the Airport's maintenance and custodial sections is difficult to hire for and retain due to the type of work and hours required. Therefore, the Department requests that Mr. Roubedeaux's non-career hours be extended by 300 hours. Mr. Roubedeaux's anniversary date is August 14, 2012.

Should you require any additional information, please contact Claudia Lewis, Administrative Officer, Airport on extension 82612. Thank you.

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF NON-CAREER HOURS

Civil Service Rules and Regulations Section 49
Civil Service Commission Policy Section 2.32

Form completed by: Claudia Lewis/AO/Airport
Name/Title/Department

Date 06 - 01 - 12

Section 1: *To be completed by requesting department.*

To be completed
by department

Civil Service Dept.
Verification

A requisition is not required.

Section 2: *Points to be addressed in request.*

Name and classification title of employee. Dennis Roubedeaux – MA I NC	✓	cm
Summary of employee's work history, specifying all classification titles and dates.	✓	cm
Anniversary Date: 08/14/12	✓	cm
Explanation as to why the additional hours are necessary for the department to function. Difficult to hire/retain custodial ee's due to shift work, short staffing.	✓	cm
Brief summary of the duties performed by the employee. Custodial/Janitorial	✓	cm
The number of additional hours requested. 450	✓	cm
Explanation as to if a permanent appointment is being pursued and requisition number.		

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

- Requesting department.

Notes:

Mr. Roubedeaux began his non career appointment as a seasonal/part time Maintenance Assistant I with the Airport Department effective 8/14/2011.

The Maintenance Assistant eligible list expired 3/25/11.

Per Suanne Swan, Sr. Payroll Personnel Assistant, CS, Mr. Roubedeaux worked 1415.5 hours as of 5/18/12.

The requested hours have been revised from 300 hours to 450 in order to accommodate the department's needs through Mr. Roubedeaux's anniversary date, 8/14/12.