



City of Long Beach
Working Together to Serve

Agenda Item No. **8** Memorandum

Date: September 10, 2014
To: Ken Campbell, Personnel Officer
From: Andrew Nakamura, General Maintenance Assistant
Subject: Interest in Carpenter Position

A handwritten signature in black ink, appearing to read "Andrew Nakamura".

This memorandum is to inform you that I am interested in the Carpenter position and hoping that I may qualify for the test. I currently work for the City of Long Beach as a General Maintenance Assistant in the Marine Maintenance division of the Parks, Recreation & Marine Department. I have been involved in doing journey level carpentry work on a daily basis for the past thirty years. Thank you for taking my memorandum into consideration.

If you have any further questions or concerns regarding this matter please contact me at (562) 570-1582.

09/05/2014

To Whom It May Concern:

I Raul Romero current city employee with the parks department would like to request an opportunity to apply for the Carpenter position. Thanks in advance for the opportunity.

Raul Romero 9-5-14

09/05/2014

To Whom It May Concern:

I Oscar Alaniz current city employee with the parks department would like to request an opportunity to apply for the Carpenter position. Thanks in advance for the opportunity.

Oscar Alaniz 9/10/14

09/05/2014

To Whom It May Concern:

I Everardo Sanchez current city employee with the parks department would like to request an opportunity to apply for the Carpenter position. Thanks in advance for the opportunity.

Everardo Sanchez

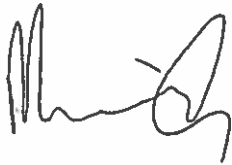
En lo Suo

09-08-14

09/05/2014

To Whom It May Concern:

I Marvin Cruz current city employee with the parks department would like to request an opportunity to apply for the Carpenter position. Thanks in advance for the opportunity.

A handwritten signature in black ink, appearing to read 'Marvin Cruz', with a stylized flourish at the end.

9/9/14

09/05/2014

To Whom It May Concern:

I Luis Oviedo current city employee with the parks department would like to request an opportunity to apply for the Carpenter position. Thanks in advance for the opportunity.

Luis Oviedo 09-09-14

1 **DATE:** September 17, 2014
2 **TO:** Civil Service Commission
3 **FROM:** Lourdes Ferrer, Personnel Analyst
4 **SUBJECT: REQUEST TO FILE LATE APPLICATIONS FOR CARPENTER –**
5 **OSCAR ALANIZ, MARVIN CRUZ, ANDREW NAKAMURA, LUIS**
6 **OVIEDO, RAUL ROMERO & EVERARDO SANCHEZ**

7 Correspondence has been received from Messrs Oscar Alaniz, Marvin Cruz, Andrew
8 Nakamura, Luis Oveido, Raul Romero, and Everardo Sanchez requesting the Civil
9 Service Commission's approval to file late applications for the Carpenter examination.

10 The facts are presented below for your consideration.

11 **Facts for Consideration:**

- 12 • As background, on July 16, 2014, the Civil Service Commission approved the job
13 opportunity bulletin for Carpenter. The bulletin was posted July 18, 2014 through
14 August 1, 2014. Applications were available for distribution and return during that
15 time. All completed application packets were due in the Civil Service Department
16 by 4:30 p.m., August 1, 2014. In order to qualify for the Carpenter written
17 examination, candidates had to submit a completed application packet.
- 18 • During the filing period 61 applications were filed for Carpenter. Of that number, 52
19 candidates were invited to the administration of the written examination.
- 20 • On August 20, 2014, Civil Service Department staff received communication from
21 Long Beach Parks, Recreation & Marine department staff indicating that the job
22 opportunity bulletin for Carpenter was not received electronically during the filing
23 period. As a result, both administrative management and other staff members
24 were unaware of the job posting, which may have potentially eliminated internal
25 candidates who may rely and depend on the department's notification of the job
opportunity.

- 1 • Following discussions between Civil Service and Parks, Recreation and Marine, it
2 was determined that Parks, Recreation and Marine staff would assist in
3 coordinating any requests from employees who were interested in, but missed, the
4 opportunity to apply for Carpenter. As such, on Thursday, September 11, 2014,
5 Messrs Alaniz, Cruz, Nakamura, Oveido, Romero, and Sanchez submitted
6 communication to the Civil Service Department requesting to file late applications.
7 They are all current City employees in the Department of Parks, Recreation and
8 Marine.
- 9 • As standard procedure, the Civil Service Department sends out weekly electronic
10 mailings to City departments with an attached document that lists current job
11 opportunities. The electronic mailing also states, "We ask that you print the current
12 employment opportunities attachment and post in an area where employees and
13 the public are able to view the information. Additionally, please forward it to others
14 within your organization as appropriate."
- 15 • Communication with Parks, Recreation and Marine Department staff revealed that
16 the Citywide transition to Microsoft Office 365, specifically from Lotus Notes to
17 Microsoft Outlook, might have altered electronic distribution lists resulting in names
18 being dropped from the email distribution. Neither Civil Service nor Parks,
19 Recreation and Marine were aware that the distribution was not being received.
20 Therefore, the department did not receive the standard notification that the
21 Carpenter job opportunity bulletin was posted and that applications were available
22 and this information did not get passed on to their employees.
- 23 • As part of the examination development process, Civil Service staff had met with
24 Parks, Recreation and Marine Department Subject Matter Experts (SMEs) prior to
25 the filing period to review the examination process, including the exam schedule.
At the start of the filing period, staff sent electronic communication to SMEs

1 reminding them of the Carpenter filing period; however, it is apparent that this
2 information did not get communicated throughout the department as anticipated.

- 3 • There are several methods for applicants, both City employees and the public, to
4 personally find out about job opportunities. Applicants can check the 24-hour
5 phone line, use personal Internet, interest cards, and/or cable to find out about job
6 openings. Employees are encouraged to take responsibility for their own careers.
- 7 • Should the Commission approve Messrs Alaniz, Cruz, Nakamura, Oveido,
8 Romero, and Sanchez's request, staff can provide applications for the Carpenter
9 examination, screen applications and administer the written examination later this
10 week for those that meet the minimum qualifications.
- 11 • Today's request falls under Civil Service Commission Policy 1.05, which states that
12 the Civil Service Commission may consider a late application due to a death of an
13 immediate family member, a catastrophic natural disaster, or an error by Civil
14 Service Department staff.
- 15 • While staff has concerns over the personal responsibility of potential applicants,
16 staff believes that the possibility of a technical error with the Outlook 365 transition
17 resulted in the failure of job bulletins to get distributed as expected and would
18 recommend the Commission approve the requests for late applications. Civil
19 Service staff would like to partner with Parks, Recreation and Marine to prevent this
20 situation from reoccurring and to offer their staff training and assistance on filing
21 applications as well as other career options.
- 22 • The Parks, Recreation and Marine Department supports allowing the employees to
23 file late applications.

24
25 Messrs Alaniz, Cruz, Nakamura, Oveido, Romero, and Sanchez's have been informed
that this request is on today's agenda and the possibility of their participation in the

1 examination process pending Commission's approval. In addition, representatives
2 from the Parks, Recreation and Marine Department have been notified of today's
3 request.

4
5 Based on the preceding information, staff recommends approval of the requests for
6 late applications.

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8 LF: REQUEST TO FILE LATE APPLICATION 09/17/14 (CARPENTER)