

Agenda Item No. 10

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July 29th, 2015

Civil Service Commission
City of Long Beach
333 West Ocean Blvd., 7th Floor
Long Beach, CA 90802

JUL 29 2015 PM 2:28
CIVIL SERV. DEPT. - RCVD.

Dear Civil Service Commission,

The purpose of this letter is to request a late submission for the position of a Recreational Assistant. So I am aware that I do not fall under the three circumstances listed under your Civil Service Commission Policies. However I do believe that I have a solid case to prove that I should still be considered for the position with a late application. On Thursday July 16th I came across the job posting for the position. Then I immediately logged into my already existing Government Jobs profile to update my information with my current employer, The City Of Tracy. The only information I left to update for the closing date of July 17th, 2015 was my Supervisor and Coordinator's information. On Friday July 17th, 2015 I was on the Amtrak from Stockton, Ca and my final destination was Santa Ana, Ca. The departure time of the train was 7:35 AM and my arrival time was 4:45 PM. While I was on the train I received the necessary information to finish updating

my profile, via text. At this time I was attempting to login my profile , but the Amtrak WiFi was not working well enough for me to stay logged in long enough to submit the remaining information. There was several attempts to submit the application on my part, thereafter not having success my first attempt. When I arrived at my in-laws house in the evening, I was expecting to simply and quickly update my profile and submit my application, but to my surprise the job listing was no longer there. I refreshed the page several times hoping that it was just my eyes deceiving me. Then I realized that I did not happen to make the deadline for the job. On the site page there was a civil service number to call and being that it was late and the weekend, I decided to call this number on the next available business day. When I came back into town from my trip on Monday I called the number and spoke with Lori, she then transferred me to Lourdes Ferrer's line where I left a voicemail. On Thursday I attempted to follow up with Lourdes but Lori from Civil Service did tell me that Lourdes would be out of town for the remainder of the week, the following week I finally spoke with Lourdes regarding this application on July 28th, 2015. Lourdes then informed me of The Civil Service Commission Policies and the necessary to have my case viewed at the next meeting on August 5th. I would love to be considered for the position, I believe in the quality of my skills, and have already established myself as a City Employee. After reviewing my case I would hope that the efforts I made to apply within the initial deadline will be enough to be considered.

Sincerely,

Vanessa Lopez

1 **DATE:** August 5, 2015

2 **TO:** Civil Service Commission

3 **FROM:** Lourdes Ferrer, Administrative Analyst

4 **SUBJECT: REQUEST TO FILE LATE APPLICATIONS FOR RECREATION**
5 **ASSISTANT – VANESSA LOPEZ**

6 Correspondence has been received from Ms. Vanessa Lopez requesting the Civil
7 Service Commission's approval to file a late application for the Recreation Assistant
8 examination. The facts are presented below for your consideration.

9 **Facts for Consideration:**

- 10 • As background, on July 1, 2015, the Civil Service Commission approved the job
11 opportunity bulletin for Carpenter. The bulletin was posted July 1, 2015 through
12 July 17, 2015. All completed on-line applications were due by 4:30 p.m., July 17,
13 2015.
- 14 • In order to qualify for the Recreation Assistant position, candidates had to submit a
15 completed application packet.
- 16 • During the filing period 298 applications were filed for Recreation Assistant. Of that
17 number, 164 candidates met the Requirements to File and were placed on the
18 eligible list established July 29, 2015.
- 19 • On July 28, 2015, Civil Service Department staff spoke with Ms. Lopez regarding
20 her inability to submit an online application for Recreation Assistant during the filing
21 period; specifically, her inability to access her online application while traveling on
22 Amtrak. Staff advised her of Commission policy surrounding filing late applications
23 and advised her that in order to place her request to file a late application the
24 Commission agenda for August 5, 2015, she would need to submit an official
25 request by 12:00 p.m., on July 29, 2015. Staff followed up with Ms. Lopez via
electronic communication to provide her with instructions on how to proceed with

1 submitting her request.

- 2 • Today's request falls under Civil Service Commission Policy 1.05, which states that
3 the Civil Service Commission may consider a late application due to a death of an
4 immediate family member, a catastrophic natural disaster, or an error by Civil
5 Service Department staff.

6
7 Ms. Lopez has been informed that this request is on today's agenda and the possibility
8 of allowing her to submit a late application will be pending Commission's approval. If
9 he request is approved, staff will set up a process to allow Ms. Lopez to submit an
10 online application; a careful review of her application will determine if her name is
11 added to the eligibility list. In addition, representatives from the Parks, Recreation and
12 Marine Department have been notified of today's request.

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14 LF: REQUEST TO FILE LATE APPLICATION 08/05/15 (REC ASSISTANT)

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