



Long Beach Water Department

The Standard in Water Conservation &
Environmental Stewardship

Agenda Item No. 6

Date: October 23, 2015

To: Civil Service Commission

From: Christopher J. Garner, General Manager – Water *BAF
R. CSG*

Subject: Request for Selective Certification – Clerk Typist

The Water Department requests selective certification of the Clerk Typist Eligible List, in accordance with Article IV, Section 28, of the Civil Service Rules and Regulations. The Department is requesting selective certification of candidates with bilingual English/Spanish speaking skills.

The Administrative Division has one vacancy for a Clerk Typist whose duties include relieving the front desk receptionist and being available from 9:30 a.m. to 3:30 p.m. to help any Spanish-only speaking callers and walk-in customers that come to the Department. The front desk staff fields calls and/or walk-in requests for service for water emergencies, and a variety of water related issues. The front desk staff handles approximately 13,000 calls per year and a substantial volume of walk-in customers with a significant number of them being Spanish-only speaking customers. Selective certification of candidates with bilingual English/Spanish speaking skills will allow the Division to select a candidate who meets the needs of the Division and allows continuity of service for the City's Spanish-only speaking customers.

The incumbent is a Clerk Typist III – Non Career and possesses bilingual Spanish speaking skills. Please note the budgeted position changed from a Clerk Typist III – Non Career to a Clerk Typist III permanent part-time effective October 1, 2015.

Approved requisition W16-01 for one Clerk Typist vacancy in the Administration Division of the Long Beach Water Department is on file in the Civil Service Department.

If you need additional information, please contact Ken Bott, Administrative Officer, at extension 8-2364.

cc: B. Anatole Falagan, Assistant General Manager
Ken Bott, Administrative Officer

Human Resources Approval

CA Stofford
Director or Designee

10/29/15
Date

CIVIL SERV.DEP.T.-RCVD.

OCT292015PM 4:45

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR SELECTIVE CERTIFICATION

Civil Service Rules and Regulations Section 28
 Civil Service Commission Policy Not Applicable

Form completed by: Jessica Stoudenmire/Administrative Analyst III, Water
 Name/Title/Department

Date: 10 - 15 - 15

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: #W16-01.
 Has the requisition been received in the Civil Service Department?

Yes No

Title of classification. Clerk Typist III

Number of vacancies to be filled by this selective certification request. 1

The specific skills that are being requested. Bilingual Spanish

The reason for the need for specific skill. Deals with the public (front desk reception)

If the specific skill has been assessed. Yes – skill pay and evidenced by effective communication with customers

When the need for the specific skill was identified. The need has always existed, but the permanent part-time position was approved with 10/1/15 budget.

Was the specific skill identified on the job opportunity bulletin as a desirable qualification?

Yes No

If the request will require generation of a new eligible list.

Yes No

Quantification of the need for the request.

(Do other employees in the work area have the requested skill? How much time will the employee be required to use the skill? Will this replace an employee with the same skill?) See memo

Attendance at the Civil Service Commission

- Requesting department. A representative from the Water Department will be present at the meeting.

Notes:

Notes: Civil Service staff has reviewed the request and recommends approval.

If the request is approved by the Civil Service Commission, staff will work with the Water Department to identify Clerk Typist candidates whom meet the bilingual skills outlined in this request.