



Date: October 13, 2017

To: Civil Service Commission

From: David Espinoza, Personnel Analyst

Subject: **REQUEST TO FILE LATE APPLICATION FOR WATER TREATMENT SUPERVISOR – CHARLES LANNING**

Correspondence has been received from Mr. Charles Lanning requesting the Civil Service Commission's approval to file a late application for the position of Water Treatment Supervisor. The facts are presented below for your consideration.

Facts for Consideration:

- As background, on September 20, 2017, the Civil Service Commission approved the promotional job opportunity bulletin for Water Treatment Supervisor. The job bulletin was posted and completed online applications were accepted beginning at 12:00 a.m., September 15, 2017, and due at 4:30 p.m., September 22, 2017.
- In order to qualify for the Water Treatment Supervisor position, candidate had to submit a completed application packet meeting the following Requirements to File:
 - Be a current classified City employee;
 - Possess a total of four (4) or more years in the classification of Water Treatment Operator with the City of Long Beach;
 - Submit proofs of a Valid Grade IV or higher Water Treatment Operator Certificate issued by California Department of Public Health;
 - Have working knowledge of supervision, safety, chemistry, and the principles of water distribution facilities; and
 - Have the ability to respond to emergency call-outs on a 24-hour basis and report to the Water Treatment Plant (2950 Redondo Avenue) within a 30-minute time frame.
- During the filing period, David Espinoza ("Staff") contacted Jessica Stoudenmire, Administrative Analyst III for the Water Department, two days prior to the recruitment closing. Staff indicated that there were 5 applications submitted and asked if the Department would like the recruitment extended for an additional week. Ms.

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Stoudenmire, stated she would discuss the number of applications with Water Department staff. Shortly after, Ms. Stoudenmire contacted Staff to indicate that the position did not need to be extended. The recruitment closed as scheduled at 4:30 p.m., September 22, 2017.

- On September 28, 2017, Staff sent out notices to four applicants regarding the Appraisal Examination scheduled for October 12, 2017. The eligible list should be available for the November 1, 2017, Commission meeting.
- On October 5, 2017, Ken Bott, Manager of Administration for the Water Department contacted Crystal Slaten, Deputy Director for the Civil Service Department, via electronic communication regarding Mr. Charles Lanning's inability to submit an online application for Water Treatment Supervisor during the application filing period. Specifically, Mr. Lanning stated he was on a pre-planned vacation from September 9th thru October 1st. He stated that he did not have access to the company intranet during that time, though he made himself available while out of town through personal email and cellphone. Mr. Lanning further stated that he had informed his Supervisor on several previous occasions that he was interested in the supervisor position, though no attempt was made to make him aware of the opening.
- The Civil Service Department advertises all job opportunities, including promotional, through the Internet via GovernmentJobs.com, not through the City's Intranet, as Mr. Lanning indicated not having access to while on vacation. Furthermore, the Civil Service Department sends out weekly job opportunities via email communication to City Department staff, including the Water Department. Each department is encouraged to share job bulletins to the employees and general public (if applicable). The Water Treatment Supervisor position was listed and the job bulletin was attached to the weekly job opportunities email communication to City Department staff, including the Water Department, on September 15, 2017.
- Mr. Lanning was advised of Commission policy surrounding filing late applications, as well as instructions on filing a formal request to to the Commission. Furthermore, he was advised that he would need to submit the formal request by October 11th to have it placed on the Commission agenda for October 18, 2017.

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- Mr. Lanning sent his formal request to the Civil Service Department on October 10, 2017, via email communication.
- This request falls under Civil Service Commission Policy 1.05, which states that the Civil Service Commission may consider a late application due to a death of an immediate family member, a catastrophic natural disaster, or an error by Civil Service Department staff.

Recommendation:

- Staff has determined that Mr. Lanning's request does not meet the criteria as outlined in Civil Service Policy 1.05. Mr. Lanning's vacation does not fall under one of the instances in which the Commission may consider under Policy 1.5. Furthermore, the job bulletin was posted as required on GovernmentJobs.com and the Civil Service Department sent out an email to the City to share information regarding job opportunities to its employees. Therefore staff recommends denial of Mr. Lanning's request.

Mr. Lanning has been informed that this request is on today's agenda and the possibility of allowing him to submit a late application will be pending Commission's approval. If the request is approved, Staff will set up a process to allow Mr. Lanning to submit an online application and a review his application to determine if he qualifies for the position. Since the Appraisal Examination for Water Treatment Supervisor is complete, Staff will contact outside raters to perform his examination.

In addition, representatives from the Water Department have been notified of this request.

DE: REQUEST TO FILE LATE APPLICATION 10/10/17 (WATER TREATMENT SUPERVISOR)