



Long Beach Water Department

The Standard in Water Conservation &
Environmental Stewardship

Agenda Item No. 4

KEVIN L. WATTIER, General Manager

Date: September 25, 2014
To: Civil Service Commission
From: Kevin L. Wattier, General Manager, Water Department *BAP
RCKW.*
Subject: Request to Extend Non-Career Hours – Adam Klempke, Water Utility Worker NC

The Water Department requests the extension of the non-career hours for Adam Klempke, Water Utility Worker NC, in accordance with Section 49 of the Civil Service Rules and Regulations.

Mr. Klempke performs heavy manual, semi-skilled and skilled work in the installation, maintenance, and repair of wastewater collection system facilities and components. He cleans, repairs, and replaces sewer mains and laterals and also locates and clears sewer pipeline blockages.

On June 18, 2007, Mr. Klempke was hired as a Maintenance Assistant I NC in the Landscape Shop and was separated on April 18, 2008. He was rehired as a Maintenance Assistant II NC in the Landscape Shop on October 31, 2011. He worked in that capacity until March 9, 2013, when his classification was changed to Equipment Operator NC. Mr. Klempke was transferred to Sewer Operations into a Water Utility Worker NC position on December 28, 2013.

Due to vacancies in the Water Utility Mechanic (Req W14-07) classification, the Department is requesting that Mr. Klempke's non-career hours be extended by 480 hours. His anniversary date is December 28, 2014.

If you need additional information, please contact Ken Bott, Administrative Officer, at extension 82364.

cc: B. Anatole Falagan, Assistant General Manager
Tai Tseng, Director of Operations
Ken Bott, Administrative Officer

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: Jessica Stoudenmire/Administrative Analyst/Water
Name/Title/Department

Date 09 - 16 - 2014

Section 1: To be completed by requesting department

To be completed by Department: _____ Civil Service Dept. Function: _____

A requisition is not required

Section 2: Points to be addressed in request

Name and classification title of employee Adam Klempke - Water Utility Worker NC	✓	DM
Summary of employee's work history, specifying all classification titles and dates.	See memo	DM
Anniversary Date: 12/28/14	✓	DM
Explanation as to why the additional hours are necessary for the department to function	See memo	DM
Brief summary of the duties performed by the employee	See memo	DM
The number of additional hours requested: 480	✓	DM
Explanation as to if a permanent appointment is being pursued and requisition number	See memo	DM

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

- Requesting department

Notes

Effective payperiod ending 9/19/14, employee had reached 1,426 hours of the 1,600 hours allowed in a one year period. If hours aren't extended, employee maybe no longer able to continue in this capacity or maybe subject to layoff.