

From: Tristan Balsillie <trisbal40@yahoo.com>
Sent: Wednesday, November 05, 2014 4:04 PM
To: CivilService; Lourdes Ferrer
Subject: Request to participate in The Marine Safety Sergeant Boat Operator Exam

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Civil Service Commission,

Thank you for your time this morning. During the application process for the Marine Safety Sergeant Boat Operator Exam I mistakenly thought I had enough service time required to file. Unfortunately, I learned of my miscalculation when I received a disqualification E-mail on November 4th. Realizing I was up against the deadline of the exam orientation on November 6th, I thought my only course of action was to plead my case before the Civil Service Commission on November 5th. I am asking the Commission to allow me to further participate in the exam process for Marine Safety Sergeant Rescue Boat Operator. The issue at hand is that I am only four months, 33 shifts, away from the 24 month required time served, in the Marine Safety Officer position. Again, I apologize for the late notice in bringing my issue to your attention at this morning's meeting. However, due to the rapid succession of the testing process deadlines, I felt I had no other choice but to come before the Commission.

For the past 10 years I have worked aboard the Long Beach Fire Department Rescue Boats as a crew member, both part-time as a non-career employee, and now, as a Marine Safety Officer. It has long been my career goal, to become a Marine Safety Sergeant Rescue Boat Operator. The timing of this exam process is very pivotal to my career in that several people will be hired from this list. The opportunity for another exam will most likely be many years distant. To be denied the opportunity to participate in this exam cycle, would be damaging to my career goals and dreams. I hope the Civil Service Commission can help me achieve my goal by allowing me to participate in the coming exam process.

Thank you,

Tristan Balsillie
Marine Safety Officer
Trisbal40@yahoo.com
562-755-3747

1 **DATE:** November 19, 2014

2 **TO:** Civil Service Commission

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

4 **SUBJECT: REQUEST TO PARTICIPATE IN EXAMINATION – MARINE SAFETY**
5 **SERGEANT – BOAT OPERATOR**

6 Correspondence has been received from Mr. Tristan Balsillie, requesting the Civil
7 Service Commission's approval to participate in the Marine Safety Sergeant – Boat
8 Operator examination.

9 Facts for Consideration:

- 10 • As background, on October 15, 2014, the Civil Service Commission approved the
11 promotional job opportunity bulletin for Marine Safety Sergeant – Boat Operator.
12 The bulletin was posted October 17, 2014 through October 31, 2014. All
13 completed applications were due via online submittal by 4:30 p.m., October 31,
14 2014.
- 15 • During the filing period 7 applications were filed for Marine Safety Sergeant – Boat
16 Operator. Of that number, 6 candidates were accepted into the process and were
17 invited to the administration of the performance examination.
- 18 • On November 4, 2014 Mr. Balsillie was sent notification via e-mail that his
19 application was not accepted because he did not meet the minimum qualifications,
20 as stated in the job opportunity bulletin.
- 21 • On November 4, 2014 Mr. Balsillie contacted staff to inquire as to why his
22 application was not accepted; at that time, staff informed him that based on a
23 review of his work experience with the City of Long Beach, it was determined that
24 he did not meet the minimum requirements to file as outlined in the job opportunity
25 bulletin regarding work experience. Specifically, the job opportunity bulletin lists
the Requirements to File as follows: "Open to current City employees who have a

1 total of two or more years of seniority in the classification(s) of Marine Safety
2 Officer and/or Marine Safety Sergeant."

- 3 • In addition, staff informed Mr. Balsillie that his Lifeguard (non-career) experience is
4 not considered qualifying work experience to meet the promotional requirements.
5 Currently, Mr. Balsillie's qualifying work experience equals less than twenty
6 months; therefore, he does not meet the two-year experience requirement set as
7 minimum qualifications for this classification.
- 8 • The minimum requirements for Marine Safety Sergeant are specified in the Civil
9 Service Rules and Regulations Article III, Section 17 of the Civil Service
10 Commission Rules & Regulations: "All appointments to fill the position of "Marine
11 Safety Sergeant – Boat Operator" or "Marine Safety – Boat Operator" shall be
12 made from applications who have completed at least two years active service as a
13 Marine Safety Officer in the "permanent service" on or before the last day for filing
14 of applications to take the examination. The Commission shall establish
15 appropriate eligible lists as describe in these rules."
- 16 • The examination process includes a performance examination, weighted at 60%
17 and an appraisal interview, including writing exercise, weighted at 40%. The
18 performance examination was administered to 5 candidates on Thursday,
19 November 13, 2014 and the appraisal interview is scheduled for November 20,
20 2014.
- 21 • This examination is highly competitive and is a clear promotional opportunity for
22 Marine Safey Officers. Mr. Balsillie is not the only employee in this classification
23 who lacked sufficient time to meet the minimum requirement.

24 Staff recommends denial of Mr. Balsillie's request because he does not meet the
25 minimum requirements to file for the Marine Safety Sergeant – Boat Operator
classification, as established by Article III, Section 17 of the Civil Service Commission

1 Rules & Regulations.

2 Mr. Balsillie has been informed that this request is on today's agenda and the
3 possibility of his participation in the examination process will be pending Commission's
4 approval. The Fire Department has also been made aware of this request.

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6 LF-REQUEST TO PARTICIPATE IN EXAMINATION (BALSILLIE:MSS-BO)
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