

CIVIL SERVICE DEPARTMENT
 REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF PROBATION
 Civil Service Rules and Regulations Section 41 (2)
 Civil Service Commission Policy Section 1.01

Form completed by: Jessica Stoudenmire Date: 2- 28- 19
 Name/Title/Department

Section 1: <i>To be completed by requesting department.</i>	To be completed by department	Civil Service Dept. Verification
A requisition is not required.		SV
Is any other department impacted? If yes, which department:	Yes <input type="radio"/> No <input checked="" type="radio"/>	SV
A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?	<input checked="" type="radio"/> Yes <input type="radio"/> No	SV

Section 2: *Points to be addressed in request:*

Formal name and current classification title of employee. Amber Huard, Water Communications Dispatcher I		SV
Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification. See memo		SV
The date the employee will complete probation. Date: <u>4/1/19</u> Request must be submitted 30 days prior to completion of probation.		SV
A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation. See memo		SV
Which policy criteria is being utilized and how the request meets the criteria required in the policy. A (1) – licensing is required prior to making permanent appointment		SV
Length of extension requested. 1 month (A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)		SV
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> • Requesting department. • The impacted employee's attendance is optional. 		SV

Notes:

SUGGESTED ACTION: Staff recommends approval of the Request for Extension of probation for Amber Huard. Please see notes below.

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Agenda Item No. 9

On February 28, 2019, the Civil Service Department received a Request for Extension of Probation from the Water Department for Amber Huard, Water Communication Dispatcher I, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedure.

Amber Huard was hired with the Energy Resources Department as a Customer Service Representative II Non-Career on July 13, 2015. She was hired as a Customer Service Representative III on October 3, 2015 and obtained permanent status on April 23, 2016. She later transferred to the Long Beach Water Department where she was hired as a Water Communications Dispatcher I on May 26, 2018.

Currently, the position of Water Communications Dispatcher I requires a valid Water Distribution Operator certification from the State Water Resources Control Board prior to passing probation.

This state test is offered twice a year. Ms. Huard was unsuccessful in passing the test on September 15, 2018 and will apply to take the next examination on March 16, 2019. Results are typically mailed out a month after the exam. Ms. Huard's first extension of 3 months (522 schedule hours) was approved by the Civil Service Commission on November 16, 2018 and is scheduled to conclude on approximately April 1, 2019. An extension of probation is requested for an additional one month (174 scheduled hours) to allow Ms. Huard to receive her results.

Ms. Huard has been notified that this request is on the Civil Service Commission agenda for March 20, 2019. A representative from the Water Department will be in attendance for any questions regarding the request. Staff recommends approval of Ms. Huard's request for extension of probation.

**Long Beach Water**

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Date: February 28, 2019
To: Civil Service Commission
From: Christopher J. Garner, General Manager, Water Department
Subject: Request to Extend Probation – Amber Huard, Water Communications Dispatcher I

The Water Department respectfully requests that the Commission grant a probationary extension to Amber Huard, Water Communications Dispatcher I, in accordance with Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Ms. Huard was hired with the Energy Resources Department as a Customer Service Representative II – Non Career on July 13, 2015. She was hired permanently as a Customer Service Representative III on October 3, 2015, and transferred to the Long Beach Water Department as a Water Communications Dispatcher I on May 26, 2018.

The position of Water Communications Dispatcher requires a valid Water Distribution Operator (any grade) certification from the State Water Resources Control Board prior to passing probation. This state test is offered twice per year. Ms. Huard was unsuccessful in passing the test on September 15, 2018, and will take the test again on March 16, 2019. The results are typically mailed out a month after the exam.

Ms. Huard's probationary period is scheduled to conclude on approximately April 1, 2019. It is requested that an extension be granted for an additional one month (174 scheduled hours) of probationary time to allow time to receive the results. This is the second extension for Ms. Huard. The first extension was for three months and was approved on November 14, 2018.

Thank you for your consideration of this request. If you have any questions or if additional information is needed, please contact Ken Bott, Director of Administration, at extension 8-2364.

cc: B. Anatole Falagan, Assistant General Manager, Water Department
Tai Tseng, Assistant General Manager, Water Department
Ken Bott, Director of Administration, Water Department

