



Civil Service Department

Request for Extension of Non-Career Hours Form

PURPOSE:

To request the extension of hours for a non-career position. A non-career position is an unclassified position in which duties are of a temporary or as needed nature and does not exceed 1600 hours within their twelve-month anniversary period.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 49 and [Civil Service Policy Section 2.32](#):

“The termination dates of provisional appointees and of appointees to non-career positions may be extended at the discretion of the Commission if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions which are, in fact, permanent, are being actively pursued.”

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Extension of Non-Career Hours Form.
 - Electronic version of the form is submitted to Human Resources for initial approval.
 - The requesting department completes Section I of this form. Civil Service completes Section II of this form.
- Non-Career Hours Request Form emailed to Civil Service Department Executive Assistant.
- Non-Career Hours Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 12.3.2020 **DEPARTMENT:** Water

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Serjay Karabanov, Accounting Clerk III – Non Career

Summary of employee’s work history specifying all classification titles and dates:

Hired March 23, 2020, as Accounting Clerk III – Non Career

Summary of duties performed by employee: handles SCE, CIP contractors’ and consultants’ payments, customer refunds and education reimbursements; prepares monthly Department bond journal entries, general ledger string corrections; assists in year-end process & audit and special projects

Anniversary Date (date when employee reaches 1600-hour threshold): estimated 1/15/2021

Number of hours left to reach 1600 hours: 272 as of 11.20.2020

Number of additional hours requested: 350

Explain why the additional hours are needed for the department to function.

This position is critical for processing vendor payments and assisting with the annual audit. Without this position, vendor payments and the audit will be delayed, resulting in the stoppage of services and material deliveries.

If applicable, is there a permanent appointment being recruited?

Yes Not applicable (new recruitment not required)

If yes, what is the requisition number? W20-41

Was there a prior non-career extension requested for this employee? Yes No

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- Request received by Civil Service. Date Received:** 12/07/2020
- Anticipated recruitment timeframe (if applicable, include requisition number):**
- Non-career hours completed as of the last recorded pay period:** 1328 hours as of 11/20/2020 PPE
- Provide notice to requesting department to attend Civil Service Commission Meeting.**
- Provide notice to employee of Request for Extension of Non-Career Hours scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.**
- Suggested Action:** Staff recommends approval.



Date: December 16, 2020
To: Civil Service Commission
From: Sylvana Tamura, Personnel Analyst
Subject: **REQUEST FOR EXTENSION OF NON-CAREER HOURS-SERJAY KARABANOV, ACCOUNTING CLERK III**

On December 7, 2020, the Civil Service Department received correspondence from Christopher Garner, General Manager, of the Water Department, requesting Civil Service Commission approval to extend the non-career hours for Serjay Karabanov, non-career Accounting Clerk III (NC), in the Finance Division.

Facts for Consideration:

- Article V, Section 49 of the Civil Service Rules & Regulations allows an appointing authority to request an extension of a non-career employee's appointment, "...if the extensions are deemed necessary in order for the appointing department to function".
- Mr. Serjay Karabanov was hired on March 23, 2020, as a non-career Accounting Clerk III, with the Finance Division of the Water Department to serve and support the Finance Division with accounting functions while the vacancy for Accounting Technician is recruited for and filled in the coming months.
- As of pay period ending 11/20/2020, Mr. Serjay Karabanov has a remaining 272 hours of the allotted 1600 non-career hours.
- The Water Department is requesting that an extension be granted for an additional 350 hours, which will allow him to perform his service through March 23, 2021.
- Granting the additional hours will ensure administrative oversight coverage with customers inquiries, resolution to issues with payments, customer refund transactions, Southern California Edison accounting transactions, general ledger corrections and other year-end processes including audits and special projects. In addition, granting this request will enable Mr. Karabanov to continue to provide excellent customer service to the Water Department and its customers.

RECOMMENDATIONS

Agenda Item No. 8

December 16, 2020
Civil Service Commission

In accordance with Article V, Section 49 of the Civil Service Rules and Regulations and Civil Service Policies and Procedures 2.32, staff recommends the approval of this request and confirms that staff has reviewed all documentation in support of this recommendation.

Water Department has been informed that this request is on today's agenda. A department representative is available to respond to any questions from the Civil Service Commission.



Long Beach Water

Exceptional Water • Exceptional Service

Christopher J. Garner

General Manager

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Date: December 7, 2020

To: Civil Service Commission

From: Christopher J. Garner, General Manager, Water Department

Subject: Request to Extend Non-Career Hours – Serjay Karabanov, Accounting Clerk III - Non-Career

The Water Department requests the extension of the non-career hours for Serjay Karabanov, Accounting Clerk III – NC, in accordance with Section 49 of the Civil Service Rules and Regulations.

On March 23, 2020, Serjay Karabanov was hired as an Accounting Clerk III – NC in the Finance Division of the Long Beach Water Department and has remained in that classification. His anniversary date is March 23, 2021.

Duties performed as an Accounting Clerk III – NC include processing Southern California Edison, CIP contractors' and consultants' payments, customer refunds, and education assistance reimbursements; preparing monthly Department bond journal entries and general ledger string corrections; and assisting in year-end process, audits, and special projects.

The Finance Division currently has a vacancy in the Accounting Technician classification (Req W20-41.) Due to this vacancy, the Department is requesting that the non-career hours for the above-mentioned employees be extended by 350 hours to allow time for the permanent Accounting Technician.

If you need additional information, please contact Ken Bott, Director of Administration, at extension 8-2364.

cc: B. Anatole Falagan, Assistant General Manager
Ken Bott, Director of Administration