



The Port of  
**LONG BEACH**

## Memorandum

Agenda Item No. **6**

**Date:** September 3, 2014  
**To:** Civil Service Commission  
**From:** Margaret Huebner, Director of Human Resources *M. Huebner*  
**Subject:** **PROVISIONAL APPOINTMENT OF ERIC WOODSON TO THE POSITION OF MAINTENANCE PLANNER**

2014 AUG 28 PM 3:29  
CIVIL SERVICE DEPT  
RECEIVED

In accordance with the provisions of the Civil Service Rules and Regulations, Article V, Section 43, the Harbor Department is requesting the Commission's approval to provisionally appoint Mr. Eric Woodson to the position of Maintenance Planner.

The Harbor Department has an immediate need in the Maintenance Division to fill a Maintenance Planner position. This position has been vacant since December, 2013 with the retirement of the previous incumbent, Ron Schmidt. In January, 2014, the Harbor Department conducted a provisional recruitment to select a new candidate. Interviews were conducted, and shortly after that process, the manager to whom the Maintenance Planner reported left the Port, and our focus shifted to filling that position, while temporarily redistributing the responsibilities of the Planner. With the manager position now filled, it is critical to the Harbor Department's operations that we fill the Maintenance Planner with a provisional appointment position pending the certification of the eligible list.

Currently, the Maintenance Planner is responsible for the planning of maintenance and repair projects, assignment of work orders to crews based on work to be performed, and the estimation of materials equipment and labor requirements for specified work orders. The Maintenance division currently has a large workload which is slated to increase significantly following the start of the fiscal year when a number of new projects will be initiated, and the Maintenance Planner will be an essential part of making sure that the materials and staff be allocated properly to these projects. It is critical to our operations to have this position filled promptly.

Mr. Woodson was identified through a recruitment process, which included advertising resources such as the Harbor Department and other industry related websites. The Harbor Department received 46 applications, five candidates were interviewed. Two internal finalists were identified; these two candidates subsequently performed a rotation in the Maintenance Planner position, for which they received Higher Class Pay. Following a final interview, Mr. Woodson was the selected candidate.

Mr. Woodson is currently a Motor Sweeper Operator. He is responsible for operating street sweepers on a predetermined schedule throughout the Harbor district. In addition, he has spent the past several years leading and directing crews in the absence of his supervisor, which includes the planning, assigning, and scheduling of work. He is aware of, and in agreement with the terms of the provisional assignment. He possesses the required minimum qualifications of a Maintenance Planner. He understands that the

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provisional appointment is temporary and provides no guarantee of a permanent appointment.

An application packet and Requisition HD 14-010 for a provisional appointment are on file with the Civil Service Department. Thank you for your consideration of this request. Should you any questions, please contact Stacey Lewis, Assistant Director of Human Resources, at (562) 283-7500.

CIVIL SERVICE DEPARTMENT  
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

**REQUEST FOR PROVISIONAL APPOINTMENT  
(Promotional Classifications)**

Civil Service Rules and Regulations    Section 43  
Civil Service Commission Policy        Section 1.02

Form completed by: Sheryl Bender, Senior HR Representative  
Name/Title/Department

Date 08/27/14

**Section 1: To be completed by requesting department.**

To be completed  
by department

Civil Service Dept.  
Verification

<p>A requisition is required. The requisition number is: # HD 14-010 Has the requisition been received in the Civil Service Department?</p>	<p>Yes No</p>	<p>In transit.</p>
<p>Does an promotional list or priority list exist for the classification and, if not, when did the list expire. 2012 Is any other department impacted? If yes, which department: _____</p>	<p>Yes No Yes No</p>	<p>Promotional list expired 8/2/13.</p>
<p>Have all required documents been submitted to the Civil Service Department?</p> <ul style="list-style-type: none"> <li>• Completed provisional application.</li> <li>• Copies of any documents required on the last job bulletin such as proof of license, education, certificate, etc.</li> <li>• Copy of most recent job opportunity bulletin.</li> </ul>	<p>Yes No Yes No Yes No</p>	<p>Verified.</p>

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

<p>Candidate's name and current duties.</p>		
<p>Title of classification – brief description of duties.</p>		
<p>Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.</p>		<p>Verified.</p>
<p>How the position, if left unfilled, would create a clear and substantial loss of revenue, a substantial curtailment of City services or create a City hazard.</p>		<p>Verified.</p>
<p>The date the vacancy occurred and circumstances surrounding vacancy.</p>		<p>Verified.</p>
<p>Does the proposed appointee meet the minimum qualifications for the classification?</p>	<p>Yes No</p>	<p>Verified.</p>
<p>An explanation of the recruitment plan used to select the proposed appointee.</p>		<p>Verified.</p>
<p>Avenues investigated for filling the vacancy including rotation, use of higher class pay, etc.</p>		<p>Verified.</p>

**CIVIL SERVICE DEPARTMENT  
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES**

How employees in the "feeder" classifications have had an equal and fair opportunity to demonstrate their abilities to function in the promotional position.		Verified.
The employee has been notified of the conditions of a provisional appointment.	Yes   No	Verified.
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> <li>• Requesting department.</li> </ul>		
<b>Notes:</b> Robert Pfingsthorn, Administrative Analyst 8/28/14.		