

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: 11 - 17 - 2021
Name/Title/Department

Section 1: *To be completed by requesting department.* To be completed by department Civil Service Dept. Verification

A requisition is not required.

Is any other department impacted?
If yes, which department: _____

Yes ☒ No ☐ CS

A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?

☒ Yes ☐ No CS

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

Formal name and current classification title of employee. **Alexis Martinez, E & I Tech I**

CS

Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.

CS
(see memo)

The date the employee will complete probation. Date: **early February 2022**
Request must be submitted 30 days prior to completion of probation.

CS

A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.

CS
(see memo)

Which policy criteria is being utilized and how the request meets the criteria required in the policy. **Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 A (1), of the Civil Service Policies and Procedures.**

CS

Length of extension requested.
(A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)

CS

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

- Requesting department.
- The impacted employee's attendance is optional.

CS

Notes:

Please see attached staff report.

SUGGESTED ACTION:

Staff recommends approval.



Memorandum

Date: January 5, 2022

To: Civil Service Commission

From: Crystal A. Slaten, Deputy Director

Subject: **REQUEST TO EXTEND PROBATION FOR ALEXIS MARTINEZ, ELECTRICAL AND INSTRUMENTATION TECHNICIAN I**

Correspondence has been received from Chris J. Garner, General Manager for the Water Department, requesting Civil Service Commission approval to extend the probationary period of Mr. Alexis Martinez, Electrical and Instrumentation Technician I for three months or 522 scheduled work hours. Staff has reviewed the request and recommends approval in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Civil Service Policy 1.01.

Facts for Consideration:

- On August 24, 2014, Mr. Martinez was hired as a Telemetering Instrumentation Technician I with the Water Department and attained permanent status on March 5, 2015. He was then promoted to Electrical and Instrumentation Technician I on July 17, 2021.
- The position of Electrical and Instrumentation Technician I in the Water Department requires one of the following prior to passing probation:
 - California Water Environment Association (CWEA) Electrical Instrumentation Technologist Grade 2 or
 - Electrical Power Research Institute (EPRI) Instrumentation and Controls, Part A, such as that issued by IBEW-NECA, or
 - International Society of Automation (ISA) Certified Control System Technician (CCST) Level 1 certification in combination with one of the following:
 - Long Beach Journeyman Electrician's Certificate, or
 - State of California Electrical Contractor's License.
- Mr. Martinez submitted his application in September 2021 for the CWEA Electrical Instrumentation Technologist Grade 2 and is awaiting approval before he can schedule his exam between the dates of January 2022 and March 2022.



- Mr. Martinez is scheduled to pass probation on February 2, 2022. The Water Department is requesting a 3-month extension (522 hours) of Mr. Martinez's probation to provide him with enough time to obtain his CWEA Electrical Instrumentation Technologist Grade 2.
- The request to extend Mr. Martinez's probation was received on December 14, 2021. Mr. Martinez is tentatively scheduled to pass probation in early February 2022. Commission policy states that a request for extension must be submitted at least one month prior to the completion of the employee's initial probationary period. The department meets this requirement.
- As of the last pay period ending December 17, 2021, Mr. Martinez had 264.5 hours remaining of his probationary period having already completed 779.5 probationary hours.
- On November 18, 2021, an Employee Performance Appraisal was completed for Mr. Martinez and is on file with the Civil Service Department.
- The Water Department has been informed that this request is on today's agenda. A department representative will be present to respond to any questions from the Civil Service Commission.






Long Beach Water

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M E M O R A N D U M

Date: November 30, 2021

To: Civil Service Commission

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

Subject: Request to Extend Probation – Alexis Martinez, Electrical & Instrumentation Tech I

The Water Department respectfully requests that the Commission grant a probationary extension to Alexis Martinez, Electrical and Instrumentation Technician 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.

Mr. Martinez was hired with the Long Beach Water Department as a Telemetering Instrumentation Technician I on August 25, 2014, and attained permanent status on March 5, 2015. He was promoted to Electrical and Instrumentation Technician I on July 17, 2021, and is expected to pass probation the beginning of February 2022.

The position of Electrical and Instrumentation Technician I requires one of the following prior to passing probation:

1. California Water Environment Association (CWEA) Electrical Instrumentation Technologist Grade 2, or
2. Electrical Power Research Institute (EPRI) Instrumentation and Controls, Part A, such as that issued by IBEW-NECA, or
3. International Society of Automation (ISA) Certified Control System Technician (CCST) Level 1 certification in combination with one of the following:
 - a) Long Beach Journeyman Electrician's Certificate, or
 - b) State of California Electrical Contractor's License

Mr. Martinez submitted his application in September for the CWEA Electrical Instrumentation Technologist Grade 2 and is awaiting approval before he is able to schedule his exam between the dates of January and March 2022.

It is requested that an extension be granted for an additional three months (522 scheduled hours) of probationary time for Mr. Martinez to obtain his CWEA Electrical Instrumentation Technologist Grade 2 certification.

If you have any questions, please contact Meg Rau, Administrative Officer, at extension 8-2375.

Human Resources Approval



12/14/21

Director or Designee

Date