



Memorandum

Date: May 11, 2022

To: Civil Service Commission

From: Stephanie Herrera, Personnel Analyst

Subject: **REQUEST FOR EXTENSION OF PROVISIONAL APPOINTMENT-SENIOR ACCOUNTANT KHANH KHIM DO**

Civil Service staff is requesting a 60-business day extension of the Senior Accountant provisional appointee Khanh Khim Do. On September 29, 2021, the Civil Commission approved the provisional appointment of Khanh Khim Do to the classification of Senior Accountant for the Financial Management Department. The provisional appointment term began on October 9, 2021, and will expire on May 17, 2022.

Staff is currently in the recruitment process for Senior Accountant. The extension will allow sufficient time for the eligible list to be established, candidates interviewed, background checks completed, and hired for a permanent position. Therefore, staff recommends approval for this extension of the provisional appointment for Khanh Khim Do, pursuant to Article V, Section 49 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.

Staff has informed the Financial Management Department and Khanh Khim Do that this request is on today's agenda. A representative from the Financial Management Department is present to respond to any questions from the Civil Service Commission.

