LONG BEACH CIVIL SERVICE COMMISSION

Memorandum

Date: June 8, 2022

To: Civil Service Commission

From: Christina Pizarro Winting

Subject: REQUEST FOR PROVISIONAL APPOINTMENT – LILIAN ORTEGA

On May 18, 2022, the Civil Service Department received correspondence from Sandra Kennedy, Administrative Officer with the Department of Health and Human Services requesting the approval of their provisional appointee, Lilian Ortega to the classification of Housing Specialist II. Staff has reviewed this request and recommends approval in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Policy 1.02 of the Civil Service Policies and Procedures.

Facts for Consideration:

- Civil Service staff reviewed and approved the request for a provisional appointment for the position of Housing Specialist in February 2022. The Department of Health and Human Services conducted a recruitment for this provisional appointment from February 9, 2022, through February 22, 2022. Panel interviews were conducted, and Lillian Ortega was selected for one of their vacancies.

- Staff has reviewed the application for Ms. Ortega, the selected candidate for the provisional appointment for Housing Specialist II and confirms that she meets the minimum qualifications for the position.

- The Department has approved requisition HE22-092 on file to fill a provisional Housing Specialist I – III vacancy. In addition, they have requisition HE21-226 on file to fill the permanent position once a new eligible list is available to select a permanent candidate.

- Ms. Ortega has signed the Provisional Appointment of Conditions, which outlines the conditions of a Provisional Appointment including that the provisional appointment is temporary, and that they have no guarantee of permanent appointment. In addition, she has been made aware that she must apply and compete in the Civil Service examination process to be considered for permanent appointment as a Housing Specialist.

- Staff has notified the Department of Health and Human Services and the Provisional appointee that this request would be placed on the agenda today.

CITY OF LONG BEACH

Memorandum

Date: May 18, 2022

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer

Subject: **Request for Provisional Appointments – Lillian Ortega**

The Health and Human Services Department is requesting Civil Service Commission approval to provisionally appoint candidate Lillian Ortega to the position of Housing Specialist II in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Policies and Procedures.

In February 2022, the Civil Service Department granted approval to conduct a provisional recruitment for this classification. The Department held an open recruitment from February 9, 2022 through February 23, 2022, conducted interviews by panel, and Lillian Ortega was determined to be among the best qualified.

The Department has approved requisition HE22-092 on file to fill a provisional Housing Specialist I-III vacancy until the establishment of a new classified eligible list. This requisition corresponds with approved requisition HE21-226.

The Housing Specialist classification is an essential programmatic classification within the Health Department's Housing Authority Bureau and is needed to provide services to vulnerable members of the public in accordance with grant directives from the U.S. Department of Housing and Urban Development. Should this position remain vacant, the Department will be at risk of failure to adequately meet grant deliverables, including draw-down of available funding, likely resulting in grant audit findings and reductions to future funding allocations. Provisional appointments to fill this vacancy will alleviate current workload pressures on current staff and provide critical support for grant compliance until a new eligible list is established.

Ms. Ortega has been informed and understands that provisional appointments are temporary and have no guarantee of permanent employment. Furthermore, Ms. Ortega meets the minimum qualifications for the position and is aware that she must apply through the Civil Service examination process to be considered for permanent employment as a Housing Specialist.

If you have any questions, please contact me at x3304.

CC:
HUMAN RESOURCES

Request for Provisional Appointment
(For Selected Candidate)
Form 1B

INSTRUCTIONS:

Departments seeking to request a provisional appointment as authorized under Civil Service Rules and Regulations Article V, Section 43 and Civil Service Policy Section 1.02, are required to submit both forms 1A and 1B for the provisional request process. Departments shall complete the form in its entirety to ensure timely processing.

PROCESS STEPS:

1. Requesting department must have received approval by the Civil Service Department to conduct a Provisional Recruitment. Once a candidate has been selected for provisional appointment, the department will complete the Request for Provisional Appointment Form 1B (Form 1B) and attach the following documents to the request:
    a. Memo to Civil Service Commission from requesting department to include candidate information.
    b. Provisional Form 1 A
    c. Job bulletin with supplemental questions and provisional disclaimer language.
    d. NEOGOV application submitted by candidate.
    e. Provisional Appointment Statement of Conditions Form, signed by provisional appointee.
2. Once approved, the Request for Provisional Appointment will be placed on the upcoming agenda for the Civil Service Commission (CSC). Departments will be required to attend and respond to any questions that the commission may have regarding the request. Click here to access the CSC meeting schedule.

BACKGROUND AND VACANCY INFORMATION:

Date: 5/18/2022 Requesting Department: Housing Authority Bureau

Provisional appointment position classification: Housing Specialist II

Requisition number(s) for **provisional** appointment(s): HE22-092

Requisition number(s) for **permanent** appointment(s): HE22-226

Name of applicant(s) selected for provisional appointment(s): Lilian Ortega

Does the appointment of this applicant impact another department; if yes, which department? No

ATTACHMENTS:

The following attachments must be sent to Civil Service Commission for approval of the Request for Provisional Appointment:

- ☒ Memo from the department (Include CC to Human Resources) cpw
- ☒ Provisional Request Form 1B cpw
- ☒ Job Opportunity Bulletin with supplemental questions cpw
- ☒ NEOGOV application submitted by candidate cpw
- ☒ Provisional Appointment Statement of Conditions Form signed by appointee cpw

Provide name and contact information for the point of contact for this request for appointment:

Eliana Nieto ext. 4109 Eliana.Nieto@longbeach.gov or Brett Bruhanski ext. 4102 Brett.Bruhanski@longbeach.gov

NEXT SECTION TO BE COMPLETED BY CIVIL SERVICE DEPARTMENT

☒ Staff reviewed the provisional appointment request and supplemental forms including provisional appointee's application, signed Provisional Appointment Statement of Conditions, proof of license, education, certificate as applicable.

The provisional appointee: ☒ Meets the minimum requirements ☐ Does not meet the minimum requirements

If the candidate does not meet the minimum requirements, staff will notify the department.

☒ Requesting department has been informed that the request is scheduled to be on the Civil Service Commission agenda and meeting information has been provided

☒ Provisional appointee has been informed of the terms and conditions of the provisional appointment on: 6/3/22_____

☒ Provisional appointee has been informed that the request is scheduled to be on the Civil Service Commission agenda and meeting information has been provided.

☒ Staff has submitted the provisional appointee packet to the Civil Service Executive Assistant.

Personnel Analyst processing request: Christina Pizarro Winting_____

Provisional appointment staff recommendation: ☒ Approved ☐ Not Approved

Date: 6/3/22_____

Request for Provisional Appointment
(Request to Recruit)
Form 1A

INSTRUCTIONS:

Departments seeking to request a provisional appointment as authorized under Civil Service Rules and Regulations Article V, Section 43 and Civil Service Policy Section 1.02, are required to submit both forms 1A and 1B for the provisional request process. Departments shall complete the form in its entirety to ensure timely processing.

PROCESS STEPS:

1. Requesting department will complete Request for Provisional Appointment Form 1A (Form 1A) and attach the following documents to the request:
    a. Department memo to Civil Service Executive Director providing the reason for the request.
    b. Job bulletin with supplemental questions and provisional disclaimer language (see page 2 for disclaimer language).
2. Upon approval from the Civil Service Department, the requesting department shall conduct their provisional recruitment utilizing the NEOGOV platform.
3. Once a candidate has been selected for provisional appointment, the department will complete the Request for Provisional Appointment Form 1B.
4. Upon Civil Service Staff review and recommendation for approval, the Request for Provisional Appointment will be placed on the upcoming agenda for the Civil Service Commission (CSC). Departments will be required to attend and respond to any questions that the commission may have regarding the request. Click here to access the CSC meeting schedule.

BACKGROUND AND VACANCY INFORMATION:

Date of Request: 1/18/22 Requesting Department: Health and Human Services

Provisional appointment position classification: Housing Specialist

Number of provisional appointments being requested: 6

Approved requisition number(s) for **provisional** appointment(s): N/A (HE22-090, HE22-091, HE22-092, HE22-093, HE22-094, and HE22-095 Pending)

Approved requisition number(s) for **permanent** appointment(s): HE21-223, HE21-224, HE21-225, HE21-226, HE21-227; HE22-040 (Pending)

Provide the date the vacancy began and circumstances surrounding the vacancy (i.e. retirement, separation etc.):

HE21-223: 7/31/18 due to resignation; HE21-224: 6/21/19 due to resignation; HE21-225: 10/31/19 due to resignation; HE21-226: 7/23/21 due to resignation; HE21-227: 3/28/20 due to promotion; HE22-040: New unbudgeted position.

Include an explanation of the operational necessity to fill the position and the consequences of this position remaining vacant. Include impacts such as loss of revenue, substantial curtailment of City services and/or City hazards that may present without this position:

These positions are needed to reduce the risk of failure to meet grant deliverables, including draw-down of grant funding. Should the current staffing shortage in this position persist, the Housing Authority would be at risk of reduced services to the public and audit findings, jeopardizing future grant funding allocations.

Describe alternatives, if any, that have been used to fill the vacancy (i.e. rotation, use of higher class pay, etc.):

The Housing Specialist is a certified programmatic classification and staffing in these positions cannot be temporarily supported by contractors. Existing Housing Assistance Coordinators and Housing Specialists are currently supporting functions of these vacancies in an increasingly limited capacity.

Pursuant to CSR Article V, Section 43, was consideration given to candidates on an active eligible list of a comparable or allied classification deemed suitable through an alternate list certification? If yes, which classifications? Were dispositions provided for Civil Service staff review?

No, there is not a comparable or allied classification for the Housing Specialist. Dispositions for the Housing Specialist were submitted under requisition HE22-042.

RECRUITMENT PLAN STRATEGY:

Are you recruiting: ☐ internal candidates ☐ external candidates ☒ both

Is this a promotional recruitment? ☐ Yes ☒ No

If "yes", list feeder classifications for the promotional opportunity to be notified of the opportunity for the promotional position:

Does a promotional list exist? ☐ Yes ☒ No

Describe the advertising methods to be used to recruit for this position (i.e. job flyers, websites, etc.)

A minimum two week open recruitment on NeoGov with Department-wide announcements for recruitment and outreach to Public Housing Authority recruitment resources.

Length of time recruitment will be open for filing: 2+ ☐ Days ☒ Weeks

Describe the selection process you will use for the provisional recruitment (i.e. interview or other testing):

Internet-based interview process with at least one interview round.

Provide the provisional appointment recruitment bulletin information including: 1.) Job duties 2.) Minimum qualifications 3.) Provisional supplemental questions 4.) Copy of most recent job bulletin. If including an attachment, please check here: ☒ See bulletin attachment

DISCLAIMER LANGUAGE:

All provisional recruitment bulletins must contain the following Disclaimer Language in the beginning of the bulletin:

"This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment."

ATTACHMENTS:

The following attachments must be sent to Human Resources for approval of the Request for Provisional Appointment:

- ☒ Memo from the department
- ☒ Provisional Request Form 1A
- ☒ Job Opportunity Bulletin with supplemental questions

Provide name and contact information for the point of contact for this request:

Brett Bruhanski, Administrative Analyst II, (562) 570-4102 or brett.bruhanski@longbeach.gov

NEXT SECTIONS TO BE COMPLETED BY HUMAN RESOURCES AND CIVIL SERVICE DEPARTMENTS

HUMAN RESOURCES DEPARTMENTAL APPROVAL:

This provisional request is: ☐ Approved ☐ Not Approved

Signature of Human Resources Director or Designee: _____ Date: _____

CIVIL SERVICE STAFF REVIEW:

☐ Staff has confirmed the following requisition number(s) to fill this vacancy(ies): _____

☐ Is there is an existing promotional, priority or eligible list that exists for this classification? ☐ Yes ☐ No

If "yes", when does it expire? _____

☐ Are other departments impacted? ☐ Yes ☐ No

If "yes", please include impacted department(s): _____

☐ If a promotional classification, was there an active eligible list concurrent with the vacancy and allowed to expire during the vacancy, with no attempt to appoint from that list, or an active certification that awaits disposition.

☐ Yes ☐ No ☐ NA

☐ If for a promotional classification, has the position been left vacant for at least 60 days? (Exceptions will be made for those promotional positions unable to be filled because of a City Manager imposed hiring freeze.)

☐ Yes ☐ No ☐ NA

☐ Staff provided notice to requesting department to attend the Civil Service Commission Meeting.

Personnel Analyst processing request: _____

This request to recruit is: ☐ Approved ☐ Not Approved

Date: _____

City of Long Beach Employment Opportunity

HOUSING SPECIALIST I-III (PROVISIONAL APPOINTMENT)
Job Number: HE22-090-095

SALARY: $20.18 - $32.01 Hourly
$1,619.94 - $2,569.59 Biweekly

OPENING DATE: 02/09/22

CLOSING DATE: 02/23/22 04:30 PM

DESCRIPTION:

The City of Long Beach, Department of Health and Human Services is recruiting for 6 full-time, classified, provisional* Housing Specialist I-III positions in the Housing Authority Bureau. These positions may be filled at one of three grade levels based on the qualifications of the selected candidates, with salary ranges as follows:

- Housing Specialist I: $20.176 - $27.559 hourly
- Housing Specialist II: $21.767 - $29.682 hourly
- Housing Specialist III: $23.636 - $32.010 hourly

Reporting to a Housing Assistance Coordinator, these positions will perform case management functions for the Housing Choice Voucher (HCV) and/or special housing programs and may work on rotation across programs within the Housing Authority Bureau. This position is located at City of Long Beach Housing Authority, 1500 Hughes Way, Suite A, Long Beach CA 90810.

***This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.**

EXAMPLES OF DUTIES:

- Conducts group and individual interviews and briefing sessions at the housing authority, off-site, and in client homes to provide information on program enrollment, moves, and other program-related topics;
- Interviews applicants for their program eligibility and advises them of applicable rules, policies, and procedures governing eligibility and occupancy;
- Mitigates and resolves conflicts and challenges, which may involve owners and/or tenants;
- Calculates housing assistance payments and rents in accordance with HUD guidelines and discusses rent and payments with program clients and participating property owners;
- Reviews and verifies eligibility information and/or violations of tenant obligations and responsibilities to determine continued eligibility for existing program clients;
- Inspects prospective housing to ensure conformance with U.S. Department of Housing and Urban Development (HUD) standards and determines necessary corrections;
- Conducts file reviews, audits, and research for Housing Assistance Programs;
- Investigates possible fraud cases;
- Represents the Housing Authority in small claims or other court cases;
- Enters data into the Housing Authority Database (ELITE);

- Performs special studies and projects related to housing programs, policies, and procedures;
- Prepares various reports, documents, and correspondence;
- Prepares and executes leases and contracts as needed;
- Maintains updated knowledge of all aspects of the Housing Choice Voucher Program and/or special housing programs, including leasing, rent calculations, executing contracts, and case management;
- May train program staff and partner agencies on Housing Authority program operations and applicable rules, policies, and/or procedures;
- May serve in a lead capacity over housing program staff;
- May work on rotation across programs within the Housing Authority Bureau; and,
- Performs other related duties are assigned.

REQUIREMENTS TO FILE:

- Two or more years of increasingly responsible experience providing services to the public, particularly low-income individuals, in fields such as public housing, public health, vocational guidance, social service, or property management;
- Ability to understand and operate computers and complete various calculations accurately with a calculator or computer software;
- Ability to comprehend written information, deal tactfully and effectively with the general public, and effectively communicate orally and in writing;
- A valid California Class C motor vehicle operator license;
- **PLEASE NOTE: The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department.**

DESIRABLE QUALIFICATIONS:

- Certification in Housing Quality Standards and/or Housing Choice Voucher Specialist;
- Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, or a closely related field;
- Knowledge of Veterans Affairs Supportive Housing (VASH), Continuum of Care/Shelter Plus Care (CoC/SPC), Project Based Vouchers (PBV), Housing Opportunities for Persons with AIDS (HOPWA), and/or Family Self-Sufficiency programs.

SELECTION PROCEDURE:

This recruitment will close at 4:30 p.m. (Pacific Time) on Wednesday, February 23rd, 2022. To be considered, please apply under "Current Openings" with your Cover Letter and Resume at: www.longbeach.gov/jobs

Applications will be reviewed for depth and breadth of experience, and for level and relatedness of education (if applicable). The most qualified candidates will be invited to participate in further selection procedures. The selected candidate will be required to go through a background check and a physical examination prior to appointment if they are an external candidate. Applicants who do not meet the minimum requirements, including submission of all required attachments, will not be considered.

EQUAL OPPORTUNITY:
The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce. The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is

desired, or if you would like to request this information in an alternative format, please call (562) 570-4102 or email HE-PersonnelServices@longbeach.gov.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.governmentjobs.com/careers/longbeach

Position #HE22-090-095
HOUSING SPECIALIST I-III (PROVISIONAL APPOINTMENT)
EN

2525 Grand Avenue
Long Beach, CA 90815
(562) 570-4102

HOUSING SPECIALIST I-III (PROVISIONAL APPOINTMENT) Supplemental Questionnaire

* 1. INSTRUCTIONS - The purpose of these supplemental questions is to derive more specific information about the qualifications of applicants for this position. Applicants must clearly demonstrate their qualifying experience. These questions will serve as the basis for determining qualifying candidates and their advancement in the recruitment process. I understand that these questions will serve as the basis for determining qualifying candidates and their advancement in the recruitment process.

- ❑ Yes
- ❑ No

* 2. PROVISIONAL APPOINTMENT NOTICE: This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by the Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.

- ❑ I understand and am willing to pursue a provisional appointment.
- ❑ I am not willing to pursue a provisional appointment.

* 3. MINIMUM REQUIREMENT - Please select the total amount of experience you have providing increasingly responsible services to the public, particularly low-income individuals, in fields such as public housing, public health, vocational guidance, social service, or property management.

- ❑ 5 or more years of experience
- ❑ 4 years of experience
- ❑ 3 years of experience
- ❑ 2 years of experience
- ❑ 1 year of experience
- ❑ Less than 1 year of experience

* 4. MINIMUM REQUIREMENT - In 200 words or less, please describe your experience providing increasingly responsible services to the public, particularly low-income

individuals, in fields such as public housing, public health, vocational guidance, social service, or property management:

* 5. MINIMUM REQUIREMENT - Are you able to understand and operate computers and complete various calculations accurately with a calculator or computer software?

- ❑ Yes
- ❑ No

* 6. MINIMUM REQUIREMENT - Are you able to comprehend written information, deal tactfully and effectively with the general public, and effectively communicate orally and in writing?

- ❑ Yes
- ❑ No

* 7. MINIMUM REQUIREMENT - Do you have a valid Class C motor vehicle operator license?

- ❑ Yes
- ❑ No

* 8. MINIMUM REQUIREMENT - I understand that the candidate selected for this position will be required to provide the Department with a copy of their DMV K4 Driver License Information Report during the onboarding process if they are a California resident.

- ❑ Yes
- ❑ No

* 9. DESIRABLE QUALIFICATION - Are you certified in Housing Quality Standards and/or as a Housing Choice Voucher Specialist?

- ❑ Yes
- ❑ No

* 10. DESIRABLE QUALIFICATION - Do you possess a Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, or a closely related field?

- ❑ Yes
- ❑ No

* 11. DESIRABLE QUALIFICATION - Do you have knowledge of Veterans Affairs Supportive Housing (VASH), Continuum of Care/Shelter Plus Care (CoC/SPC), Project Based Vouchers (PBV), Housing Opportunities for Persons with AIDS (HOPWA), and/or Family Self-Sufficiency programs?

- ❑ Yes
- ❑ No

* 12. REQUIRED ATTACHMENTS NOTICE - I understand that required documents, such as resumes, cover letters, degrees, transcripts, certificates, or licenses, must be uploaded to my online application in PDF format at the time of filing. I also understand that any proofs submitted must contain either my name or other identifying characteristic on the form, that proof of education for academic degrees must indicate degree conferral, and that proof of education for degrees or units outside the United States must include proof of educational equivalency.

- ❑ Yes
- ❑ No

* 13. CERTIFICATION STATEMENT - I hereby certify that all information provided in my online application, including the Supplemental Questionnaire, is true and complete to the best of my knowledge. I acknowledge that the department may contact my current and past employers or educators to verify the information that I have provided in my application. I understand that any falsification or omission of material facts disqualifies me from further consideration for this recruitment. To certify the above statement, please type your full name below.

* Required Question

Long Beach Civil Service Commission

PROVISIONAL APPOINTMENT

Statement of Conditions

Position Title: Housing Specialist (Provisional)

You are being considered for employment under the provisions of Section 43 of the Civil Service Rules and Regulations, which read in part:

> "All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission."

If appointed to this position, you will not accrue seniority in this classification for any Civil Service promotional examination. Your pay will be the same as that of a permanent City employee in this classification, however, you should check with the hiring department as to your eligibility for other (fringe) benefits. If you are currently a permanent, full-time City employee, your benefits will not change.

If you receive authorization from the Civil Service Commission to be appointed to the provisional position, you must file a new application during the open filing period in order to compete in the examination process. You must file a new application before the announced closing date of filing.

If the provisional application will be filled on permanent basis, a competitive examination to fill the position will be administered by the Civil Service Department prior to the expiration of the provisional appointment. In order to the eligible for selection for permanent appointment to the position, your examination must be among the top scores achieved.

If after you are appointed to fill a provisional position, you do not satisfactorily perform or if you are not selected from the eligible list to fill the position on a permanent basis, your appointment will be terminated. If you are a present classified City employee who holds permanent status in another classification, you will be reinstated to the position you held prior to provisional appointment without loss to status or seniority (Section 44, Civil Service Rules and Regulations).

Should you have any questions regarding your provisional appointment, you may call the Civil Service Department office at (562) 570-6058.

If appointed, I hereby certify that I understand and agree with the above conditions of employment as a "provisional" employee for the City of Long Beach.

Lillian Ortega
Signature

05/04/2022
Date