



Memorandum

Date: June 8, 2022

To: Civil Service Commission

From: Christina Pizarro Winting

Subject: REQUEST FOR PROVISIONAL APPOINTMENT – KA KI FIONA ROSTAD

On June 2, 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, Ka Ki Fiona Rostad to the classification of Housing Assistance Coordinator. 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 Assistance Coordinator in February 2022. The Department of Health and Human Services conducted a recruitment for this provisional appointment from April 6, 2022, through April 27, 2022. Panel interviews were conducted, and Ka Ki Fiona Rostad was selected.
- Staff has reviewed the application for Ms. Rostad, the selected candidate for the provisional appointment for Housing Assistance Coordinator and confirms that she meets the minimum qualifications for the position.
- The Department has approved requisition HE22-083 on file to fill a provisional Housing Assistance Coordinator vacancy. In addition, they have requisition HE22-082 on file to fill the permanent position once a new eligible list is available to select a permanent candidate.
- Ms. Rostad 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 Assistance Coordinator.

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

Date: June 2, 2022

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer 

Subject: **Request for Provisional Appointment – Ka Ki Fiona Rostad**

The Health and Human Services Department is requesting Civil Service Commission approval to provisionally appoint candidate Ka Ki Fiona Rostad to the position of Housing Assistance Coordinator 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 April 6, 2022 through April 27, 2022, conducted interviews by panel, and Ka Ki Fiona Rostad was determined to be among the best qualified.

The Department has approved requisition HE22-083 on file to fill a provisional Housing Assistance Coordinator vacancy until the establishment of a new classified eligible list. This requisition corresponds with approved requisition HE22-082 to fill a budgeted Housing Assistance Coordinator.

The Housing Assistance Coordinator classification is an essential programmatic and supervisory within the Health Department's Housing Authority Bureau and is needed to lead and monitor deliverables for operational units 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. Rostad has been informed and understands that provisional appointments are temporary and have no guarantee of permanent employment. Furthermore, Ms. Rostad 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 Assistance Coordinator

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: 6/2/2022 Requesting Department: Housing Authority Bureau

Provisional appointment position classification: Housing Assistance Coordinator

Requisition number(s) for **provisional** appointment(s): HE22-083

Requisition number(s) for **permanent** appointment(s): HE22-082

Name of applicant(s) selected for provisional appointment(s): Ka Ki Fiona Rostad

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