



Memorandum

Date: June 8, 2022

To: Civil Service Commission

From: Levi Sinkler, Personnel Analyst

Subject: REQUEST FOR PROVISIONAL APPOINTMENTS OF GAS CONSTRUCTION WORKER I-III: DERRICK WALKER

On May 25, 2022, the Civil Service Department received correspondence from Sandra Aguilar, Personnel Officer—Energy Resources Department, requesting Civil Service Commission approval of their provisional appointee, Derrick Walker, to the classification of Gas Construction Worker I-III. Staff has reviewed the request and recommends approval in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Civil Service Policy 1.02.

Article V, Section 43 of the Civil Service Rules and Regulations allows an appointing authority to request a provisional appointment of an employee “When no priority or eligible list exists for a classification, which has been requisitioned and should no priority or eligible lists exist for comparable or allied classifications suitable for alternate list certification, the Commission may, after review, certify the names of individuals it considers to be qualified for provisional appointment to the classification.”

Facts for Consideration:

- On February 8, 2022, Civil Service Department Executive Director, Christina Pizarro Winting approved a Request from the Energy Resources department to conduct a Provisional Appointment recruitment for four vacancies in the Gas Construction Worker I-III classification.
- On April 25, 2022, the Civil Service Commission approved names for to fill the eight vacancies in the Gas Construction Worker I-III classification.
- On June 2, 2022, Civil Service Department Executive Director, Christina Pizarro Winting approved a Request from the Energy Resources department to utilize one of the candidates from the previously administered provisional recruitment to replace Brandon Nieves’ and approved appointment due to his withdraw from the provisional process.

- The Gas Construction Worker I-III position is critical for the performance of construction, operation, and maintenance tasks on natural gas pipelines in accordance with U.S. Department of Transportation pipeline safety regulations.
- Derrick Walker's application has been screened by Civil Service staff and it is determined that selected candidates meet the minimum qualifications for the classification.
- Mr. Walker interviewed and has been selected to fill one of the eight vacancies on a provisional basis.
- Mr. Walker 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. They are aware that they must apply and compete in the Civil Service examination process and place in a selectable position on the eligible list to be considered for permanent appointment as a Gas Construction Worker I-III position.
- Requisition ER22-052 has been approved for this provisional request.

Mr. Walker has been notified that this request is on today's Agenda. Additionally, the Energy Resources Department has been informed that this request is on today's agenda and a department representative is present to respond to any questions from the Civil Service Commission.



ENERGY RESOURCES
2400 EAST SPRING STREET • LONG BEACH, CA 90806
(562) 570-2000 • www.longbeach.gov

Date: June 2, 2022

To: Christina Winting, Civil Service Executive Director

From: Sandra Aguilar, Personnel Officer, Energy Resources Department

Subject: **REQUEST FOR PROVISIONAL APPOINTMENT – GAS CONSTRUCTION WORKER**

The Energy Resources Department (Department) is requesting the provisional appointment of Derrick Walker to the classification of Gas Construction Worker in accordance with Article V, Section 43 and Article IV, Section 27 of the Civil Service Rules and Regulations.

The Department has approved requisition ER22-052 on file to fill the vacancy on a provisional basis in the absence of a Civil Service eligible list and approved requisition ER22-051 on file with the Civil Service Department to fill the position on a permanent basis.

The Gas Construction Worker position is vital to the construction, repair, and maintenance tasks on natural gas pipelines in accordance with U.S. Department of Transportation pipeline safety regulations. If the position is not filled, the Department may not have sufficient personnel to support routine repair and maintenance tasks for the natural gas pipeline or respond to emergency incidents. In addition, failure to adhere to regulatory requirements would expose the City to civil and potentially criminal penalties. A provisional appointment to fill this vacancy in this position pending an exam process will provide critical support in the interim.

In February, the Civil Service Department approved a provisional appointment recruitment process for this classification. The Department conducted an open recruitment and a selection process by an interview panel for the candidates that met the minimum qualifications. In April, the Civil Service Commission approved the provisional appointment of eight candidates. Two of those eight candidates had initiated the onboarding process but have withdrawn their provisional application in pursuit of other employment opportunities. The Department would like to request the provisional appointment of Mr. Walker to replace one of the candidates that is not moving forward.

The candidate understands that the provisional appointment is temporary and has no guarantee of permanent employment in this position. The candidate meets the minimum qualifications of the position and is aware they must apply through the Civil Service examination process to be considered for permanent employment as a Gas Construction Worker.

If you have any questions, please contact me at (562) 570-2043.

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: 2/7/22 Requesting Department: Energy Resources

Provisional appointment position classification: Gas Construction Worker I

Number of provisional appointments being requested: **Eight (8) LS**

Approved requisition number(s) for **provisional** appointment(s): **ER22-034, ER22-038, ER22-042, ER22-051, and ER22-053 (pending approval) LS**

Approved requisition number(s) for **permanent** appointment(s): **ER22-032, ER21-039, ER22-033, ER22-043, ER22-052, and ER22-054 (approved) LS**

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

The **eight** vacancies arose in 2021 and 2022, and are a result of promotions, a resignation, and a position control number change. The eligible list was certified to several of the requisitions; however, the Department has since exhausted the list and has requested a new exam. **LS**

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:

The Gas Construction Worker position is vital for the performance of construction, operating and maintenance tasks on natural gas pipelines in accordance with U.S. Department of Transportation pipeline safety regulations. If the positions are not filled, the Department will experience significant delays in construction and compliance activities of natural gas pipelines and related distribution system facilities. In addition, failure to adhere to regulatory requirements would expose the City to civil and potentially criminal penalties.

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

The Department obtained approval via requisition ER22-007 to recruit for the position of Maintenance Assistant III-Non- Career; however, have been unable to move forward with the recruitment process as the meet and confer process has not been completed.

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?

The eligible list was certified to several of the requisitions; however, the Department has since exhausted the list and has requested a new exam.

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.)

The job bulletin will be posted through NEOGOV.

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):

Interview by a selection panel.

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

See attached job bulletin.

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:

Sandra Aguilar, Personnel Officer

Email: Sandra.Aguilar@longbeach.gov

Phone: (562)570-2043

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): ER22-032, ER21-039, ER22-033, ER22-043, ER22-052, and ER22-054 (approved) LS

☐ 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: Levi Sinkler

This request to recruit is: ☒ Approved ☐ Not Approved

Date: 04/18/22

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: 5/24/22 Requesting Department: Energy Resources **LS**

Provisional appointment position classification: Gas Construction Worker I

Requisition number(s) for **provisional** appointment(s): ER22-054, ER22-066 **LS**

Requisition number(s) for **permanent** appointment(s): ER22-053, ER22-065 **LS**

Name of applicant(s) selected for provisional appointment(s): William Richburg – Department of Parks, Recreation and Marine employee & Dereck Walker

Does the appointment of this applicant impact another department; if yes, which department? Department of Parks, Recreation and Marine

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) **LS**
- ☒ Provisional Request Form 1B **LS**
- ☒ Job Opportunity Bulletin with supplemental questions **LS**
- ☒ NEOGOV application submitted by candidate **LS**
- ☒ Provisional Appointment Statement of Conditions Form signed by appointee **LS**

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

Sandra Aguilar, Personnel Officer

Email: Sandra.Aguilar@longbeach.gov

Phone: (562)570-2043

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: 5/20/2022 & 6/01/2022
- ☒ 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: Levi Sinkler

Provisional appointment staff recommendation: ☒ Approved ☐ Not Approved

Date: 6/2/2022



City of Long Beach Employment Opportunity

GAS CONSTRUCTION WORKER I - PROVISIONAL

Job Number: ER22-032

SALARY: \$21.02 - \$28.73 Hourly

OPENING DATE: 02/11/22

CLOSING DATE: 03/06/22 11:59 PM

DESCRIPTION:

The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department.

The Energy Resources Department, Construction and Pipeline Maintenance Bureau has several openings for the position of Gas Construction Worker I - Provisional to support natural gas pipeline construction and maintenance operations. Under general supervision, the position performs semi-skilled construction and repair work on gas pipelines and related facilities. The positions will report to a Gas Maintenance Supervisor I/II.

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 apply 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:

- Under general supervision, performs semi-skilled construction and repair work on gas pipelines and related facilities;
- Sets up and operates tapping and pressure control equipment;
- Installs valves, clamps and fittings;
- Greases plug valves;
- Operates combustible gas indicator, "Holiday" detector, pipe locator, soil reads and similar devices;
- Bends and threads pipes;
- Prepares and applies pipe protective coatings in field and shop;
- Operates, oils, cleans and makes minor repairs to assigned departmental equipment such as earth boring equipment, pneumatic tools, compressors, etc.;
- Works as a skilled trades helper;
- Observes safety rules and regulations;
- May be assigned to cleaning and painting meters, regulators and related apparatus in field and shop;
- May drive vehicles transporting crews and equipment;
- Performs other related duties as required.

REQUIREMENTS TO FILE:**MINIMUM REQUIREMENTS:**

- One year paid, full time equivalent (2088 hours) experience in the construction, maintenance, or repair of natural gas or oil pipeline systems or closely related work that requires experience in the operation of earth borers, electronic pipe locators, pipe tapping machines, any other pipe related tools/equipment, or other similar construction equipment.

Additional Requirements:

- Ability to regularly lift to 60 pounds and perform strenuous manual labor on a daily basis (dig by hand, operate jackhammers, etc.);
- Ability to exercise good judgment, tact, and initiative when dealing with the public;
- Willingness to work an alternative work schedule and standby rotation, weekends, holiday and overtime hours as required;
- Ability to comply with the Federal Department of Transportation Pipeline and Hazardous Material Safety Administration's (PHMSA) Anti-Drug & Alcohol Misuse/Prevention Program;
- Ability to comply with the Energy Resource Department Operator Qualification Program based on department standards and maintain qualification(s) on an ongoing basis;
- A valid California Class C Driver License.

Desirable Qualifications:

- Experience with heat fusion-type plastic piping for natural gas pipeline systems;
- A valid California Class A driver license; and,
- A Transportation Worker Identification Card (T.W.I.C).

SELECTION PROCEDURE:

Interested candidates must complete an online application with responses to the supplemental application by the close of filing on **Sunday, March 6, 2022, at 11:59 p.m. (Pacific Time)**. Those candidates determined to be best suited for the position will be invited to participate in the selection process, which will include an interview by a selection panel. Applications that do not meet the minimum requirements will not be considered.

This information is available in an alternate format by request to the Energy Resources Personnel Services Division at (562) 570-2063. If you require an accommodation because of a disability to participate in any phase of the selection process, please contact the Personnel Division.

THE ENERGY RESOURCES DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES & ENCOURAGES DIVERSITY IN ITS WORKFORCE.

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>

2400 E. Spring Street
Long Beach, CA 90806
(562) 570-2000

Position #ER22-032
GAS CONSTRUCTION WORKER I - PROVISIONAL
RB

GAS CONSTRUCTION WORKER I - PROVISIONAL 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 qualifying candidates for advancement into the selection process. Do you understand these instructions?
- ☐ Yes
☐ No
- * 2. **REQUIREMENTS TO FILE:** One year paid, full time equivalent (2088 hours) experience in the construction, maintenance, or repair of natural gas or oil pipeline systems or closely related work that requires experience in the operation of earth borers in electronic pipe locators, pipe tapping machines, any other pipe related tools/equipment, or other similar construction equipment is required. Please indicate the total amount of paid, full-time, equivalent experience you have performing duties in the areas described above (or closely related).
- ☐ No paid experience
☐ Less than 1 year
☐ 1 - 2 years
☐ More than 2 years
3. One year paid, full time equivalent (2088 hours) experience in the construction, maintenance, or repair of natural gas or oil pipeline systems or closely related work that requires experience in the operation of earth borers in electronic pipe locators, pipe tapping machines, any other pipe related tools/equipment, or other similar construction equipment is required. **This question is required. If you do not complete this question, as directed, your application will be incomplete and you may not receive credit for gained experience.** If you have no experience, state "none". Please describe your experience, in detail, providing the following information: 1) Employer Name; 2) Title; 3) Dates of employment; 4) Hours worked per week; 5) Total number of employees you supervised. 6) Detailed description of the duties performed.
- * 4. **KNOWLEDGE SKILLS AND ABILITIES:** The ability to regularly lift to 60 pounds and perform strenuous manual labor on a daily basis (dig by hand, operate jackhammers, etc.) is required. Do you have the ability to do so?
- ☐ Yes
☐ No
- * 5. If you answered "yes" to the question above, please briefly describe your experience performing strenuous manual labor on a daily basis. If this does not apply to you, please type N/A.
- * 6. The ability to exercise good judgment, tact, and initiative when dealing with the public is required. Do you have the ability to do so?
- ☐ Yes
☐ No
- * 7. If you answered "yes" to the question above, please briefly describe an example when on the job, you had to exercise good judgment, tact, and initiative when dealing with the public. If this does not apply to you, please type N/A.

- * 8. Are you willing to work an alternative work schedule and standby rotation, weekends, holiday, and overtime hours as required?
☐ Yes
☐ No
- * 9. Candidates will be required to participate in random drug testing in accordance with Pipeline and Hazardous Materials Safety Administration (PHMSA) regulation 49 CFR Part 199 and Department of Transportation (DOT) regulation. Do you understand and are willing to comply with this requirement?
☐ Yes
☐ No
- * 10. Candidates must comply with the Energy Resource Department Operator Qualification Program based on department standards and maintain qualification(s) on an ongoing basis. Do you understand and are willing to comply with this requirement?
☐ Yes
☐ No
- * 11. Do you have a valid California Driver License?
☐ Yes
☐ No
- * 12. **DESIRABLE QUALIFICATIONS:** Experience with heat fusion-type plastic piping for natural gas pipeline systems is desirable for some positions. If you have no experience, state "none". If you possess this experience, please describe in detail, providing the following information: 1) Employer Name; 2) Title; 3) Dates of employment; 4) Hours worked per week; 5) Total number of employees you supervised. 6) Detailed description of the duties performed.
- * 13. A valid California Class A driver license at the time of filing is desirable. Do you currently have a Class A license?
☐ Yes
☐ No
- * 14. A valid Transportation Worker Identification Card (T.W.I.C) at the time of filing is desirable for some positions. Do you currently have this ID card?
☐ Yes
☐ No
- 15. **ADDITIONAL QUESTIONS (to derive more information about the related experience you possess):** Describe any experience you have with joining pipe? If you do not have experience in this area, you may skip this question.
- 16. List any certifications that you currently have such as, a forklift certification, crane certification, etc.
- 17. Describe any plumbing experience you possess, if any. If you do not have experience in this area, you may skip this question.
- 18. Describe any experience you possess with trenching and shoring. If you do not have experience in this area, you may skip this question.
- 19. Check all tools/equipment you have experience using in the field, if any. If you do not

have experience with any tools, you may skip this question.

- ☐ Jack hammer
- ☐ Air compressor
- ☐ Trencher
- ☐ Generator
- ☐ Earth Borer
- ☐ Electronic pipe locator
- ☐ Pipe tapping machine
- ☐ Other tools not listed

20. List any related tools you have experience with, but not shown in the list above. If you do not have additional tools to list, you may skip this question.
21. Describe any experience you possess working near heavy equipment (i.e., dump truck, backhoe, crane, etc.)? If you do not have experience in this area, you may skip this question.
22. Describe any experience you possess assisting with or working around welding activities. If you do not have experience in this area, you may skip this question.
23. You may use this area to describe any other related experience or qualifications that would enable you to be successful in this position.

* Required Question



Long Beach Civil Service Commission

PROVISIONAL APPOINTMENT

Statement of Conditions

Position Title: Gas Construction Worker I

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 be 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.

Derek Walker

Signature

06-01-2022

Date