



Memorandum

Date: June 22, 2022

To: Civil Service Commission

From: Shellie Goings, Personnel Analyst

Subject: **RECOMMENDATION TO EXTEND NON-CAREER HOURS – EDDIE MEDRANO, AMBULANCE OPERATOR-NC**

Correspondence has been received from Sarah Green, Administrative Officer of the Fire Department, requesting Civil Service Commission approval to extend the non-career hours for Eddie Medrano, Ambulance Operator-NC. Staff has reviewed the request and recommends approval in accordance with Article V, Section 49 of the Civil Service Rules and Regulations and Civil Service Policy Section 2.32.

Facts for Consideration:

- Article V, Section 49 of the Civil Service Rules and Regulations allows an appointing authority to request an extension of a non-career employee's appointment "...if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions which are, in fact, permanent, are being pursued."
- Mr. Medrano was hired as an Ambulance Operator in the Fire Department's Operations Bureau, on November 14, 2020.
- Mr. Medrano provides basic medical care and transport to the ill and injured within the scope of an Emergency Medical Technician. He also transports patients to hospitals or other emergency care facilities.
- Mr. Medrano is currently working in a full-time role in addition to assisting his peers by working fire call backs to maintain critical staffing levels.
- Mr. Medrano will return to working in a part-time capacity effective July 16, 2022.
- The chart below outlines Mr. Medrano's current hours expended as of June 3, 2022, and the extension requested.

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Employee Name	Current Hours	Hours Left before 1600	Original Hire Date	Anniversary Date	Extension Requested
Eddie Medrano	1,541	59	11/14/2020	11/14/2022	600

- Granting the additional hours will allow Mr. Medrano to assist with maintaining critical staffing levels for ambulance service within the City of Long Beach.

Ms. Medrano has been informed that this request is on today's agenda. A representative from the department will be present to respond to any questions from the Civil Service Commission.



Date: May 31, 2022

To: Civil Service Commission

From: Sarah Green, Administrative Officer, Fire Department

Subject: **Request to Extend Non-Career Hours – Eddie Medrano, Ambulance Operator, Non-Career**

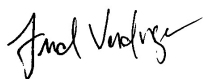
The Fire Department requests the Civil Service Commission extend the non-career hours of Eddie Medrano, Ambulance Operator, Non-Career, in accordance with Article V, Section 49 of the Civil Service Rules & Regulations.

Mr. Medrano was hired as an Ambulance Operator, Non-Career in the Department's Operations Bureau on November 14, 2020. He is assigned to the Operations Bureau where he performs basic medical care and transport within the scope of an Emergency Medical Technician.

Mr. Medrano has worked 1,468 hours as of May 31, 2022. The extension of Mr. Medrano's non-career hours will allow him to continue to provide Basic Life Saving (BLS) duties especially in a time of significant staff impacts due to critical staffing levels in the Ambulance Operator ranks.

The Department requests the Commission grant Mr. Medrano an additional 600 non-career hours through his anniversary date of November 14, 2022.

If you have any questions, please contact me at (562) 570-2551.

HUMAN RESOURCES APPROVAL_____
Director or Designee

6/3/2022

Date

Request for Extension of Non-Career Hours Form

PURPOSE:

To request the extension of hours for a non-career position. A non-career position is an unclassified position in which duties are of a temporary or as needed nature and does not exceed 1600 hours within their twelve-month anniversary period.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 49 and [Civil Service Policy Section 2.32](#):

“The termination dates of provisional appointees and of appointees to non-career positions may be extended at the discretion of the Commission if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions which are, in fact, permanent, are being actively pursued.”

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Extension of Non-Career Hours Form.
 - Electronic version of the form is submitted to Human Resources for initial approval.
 - The requesting department completes Section I of this form. Civil Service completes Section II of this form.
- Non-Career Hours Request Form emailed to Civil Service Department Executive Assistant.
- Non-Career Hours Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**DATE FORM COMPLETED:** May 30, 2022 **DEPARTMENT:** Fire Department**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Eddie Medrano, Ambulance Operator - NC**Summary of employee's work history specifying all classification titles and dates:**

11/14/2020 – Present - NC

Summary of duties performed by employee: Under general supervision, provides basic medical care and transport to the ill and injured within the scope of an Emergency Medical Technician; transports patients to hospitals or other emergency care facilities.**Anniversary Date (date when employee reaches 1600-hour threshold):** November 14th**Number of hours left to reach 1600 hours:** 132**Number of additional hours requested:** 600**Explain why the additional hours are needed for the department to function.****To assist with maintaining critical staffing levels for ambulance service.**


- Six hundred hours will be adequate until Medrano's hours reset on December 19th, 2022
- He is currently working as a part-time Ambulance Operator in a full-time role at BLS 16A in addition to assisting his peers by working fire call backs to maintain critical staffing levels.
- Effective July 16, Medrano will only work in a part-time role. He could potentially work up to six 24-hour shifts monthly.

If applicable, is there a permanent appointment being recruited?☒ Yes ☐ Not applicable (new recruitment not required)**If yes, what is the requisition number?** FD21-004**Was there a prior non-career extension requested for this employee?** ☐ Yes ☒ No**SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:**

- ☒ **Request received by Civil Service. Date Received:** Click or tap here to enter text.
June 6, 2022
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** Click or tap here to enter text.
Eligible list established March 2022. Req# FD21-004
- ☒ **Non-career hours completed as of the last recorded pay period:** Click or tap here to enter text.
1,541 hours as of June 3, 2022
- ☒ **Provide notice to requesting department to attend Civil Service Commission Meeting.**
Yes, requesting department has been notified.
- ☒ **Provide notice to employee of Request for Extension of Non-Career Hours scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.**
Employee has been notified of request to CSC.
- ☒ **Suggested Action:** Please select action.
Staff recommends approval.

Human Resources Approval

Director or Designee:



Date: 6/3/2022