



Memorandum

Date: June 22, 2022

To: Civil Service Commission

From: Stephanie Herrera, Personnel Analyst

Subject: **RECOMMENDATION TO EXTEND NON-CAREER HOURS – JASMINE SMITH, RECREATION LEADER SPECIALIST X - NC**

Correspondence has been received from Sheryl Bender, Superintendent of Personnel and Training for the Parks, Recreation and Marine (PRM) Department, requesting Civil Service Commission approval to extend the non-career hours for Jasmine Smith, Recreation Leader Specialist X-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."
- Ms. Smith was hired as a Recreation Leader Specialist I on July 13, 2013, and currently holds the classification of Recreation Leader Specialist X-NC where she is PRM's lead staff of Bixby Park. She oversees the various programs offered at the park, supervises staff, and is a vital part of the training team.
- The chart below outlines Ms. Olmos' current hours expended as of June 3, 2022, and the extension requested.

Employee Name	Current Hours	Hours Left before 1600	Original Hire Date	Anniversary Date	Extension Requested
Jasmine Smith	1536.6	63.4	07/13/2013	07/13/2022	160

- Granting the additional hours to Ms. Smith will allow the department to continue their critical work as it enters its busy summer season when staff and programs are at their peak.

Ms. Smith 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: June 1, 2022

To: Civil Service Commission

From: Sheryl Bender, Superintendent of Personnel and Training, Parks, Recreation and Marine

Subject: **Request to Extend Non Career Hours for Jasmine Smith, Recreation Leader Specialist X-NC**

The Department of Parks, Recreation and Marine (PRM) is requesting Civil Service Commission approval for the extension of non-career hours for Jasmine Smith, Recreation Leader Specialist X-NC in accordance with Article V, Section 49 of the Civil Service Rules and Regulations and Civil Service Policy 2.32.

Ms. Smith began her career with the city in 2013 as a Recreation Leader Specialist III and currently holds the classification of Recreation Leader Specialist X-NC. Ms. Smith is the leader in charge at Bixby Park and has been overseeing the park and programs in the absences of a supervisor. She oversees all programs at the park including Summer Fun, Summer Day Camp, Be Safe program, and Senior Programs. Ms. Smith is on the Recreation Training Team that trains non-career staff. She supervises staff and is needed onsite as a contact for residents.

As of pay period ending May 27, 2022, Ms. Smith has worked 1,540.4 hours. The extension of Ms. Smith's hours will allow PRM's Recreation Bureau to continue to provide community services needed to support daily operations.

PRM requests the Commission grant Ms. Smith an additional 300 non-career hours through her anniversary date of July 13, 2022.

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:** June 1, 2022 **DEPARTMENT:** Park, Rec & Marine**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Jasmine Smith, RLS X-NC**Summary of employee's work history specifying all classification titles and dates:**

06/2013 – 2/2021 RLS VII-NC, 02/2021 – present RLS X-NC

Summary of duties performed by employee: Jasmine Smith is the leader in charge at Bixby Park and has been overseeing the park and programs in the absences of a supervisor. Ms. Smith oversees all programs at the park including Summer Fun, Summer Day Camp, Be Safe program, and Senior Programs. Ms. Smith is on the Recreation Training Team that trains non-career staff. Ms. Smith supervises staff and is needed onsite as a contact for residents.

Anniversary Date (date when employee reaches 1600-hour threshold): July 13, 2022**Number of hours left to reach 1600 hours:** 59.6**Number of additional hours requested:** ~~300 hours~~ 300 hours not necessary, discussed with department and agreed on 160. SH**Explain why the additional hours are needed for the department to function.**

Ms. Smith role is critical in ensuring community programs are being lead appropriately. The Department's Recreation Bureau is entering its busy summer season when staffing and programs are at their peak and all hands are on deck.

If applicable, is there a permanent appointment being recruited? Yes Not applicable (new recruitment not required)**If yes, what is the requisition number?****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:** 06/01/2022
- Anticipated recruitment timeframe (if applicable, include requisition number):** NA
- Non-career hours completed as of the last recorded pay period:** 1536.6
- Provide notice to requesting department to attend Civil Service Commission Meeting.**
- 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.**
- Suggested Action:** Staff recommends approval.