



Memorandum

Date: June 22, 2022

To: Civil Service Commission

From: Stephanie Herrera, Personnel Analyst

Subject: **COVID-19 RELATED: REQUEST TO EXTEND PROBATION FOR CHRISTIAN HIGH, ANIMAL CONTROL OFFICER I**

Correspondence has been received from Sheryl Bender, Superintendent of Personnel & Training for the Parks, Recreation and Marine Department (PRM), requesting Civil Service Commission approval to extend the probationary period of Christian High, Animal Control Officer I, for three months or 522 scheduled work hours. Staff has reviewed the request and recommends approval in accordance with Article V, Section 41 (2) of the Civil Service Rules and Regulations and Civil Service Policy 1.01 Section A (2), in addition to the conditions imposed by the COVID-19 pandemic.

Facts for Consideration:

- On June 22, 2020, Mr. High was hired as a Maintenance Assistant I-NC with PRM.
- On January 01, 2022, Mr. High was appointed to the permanent classification of Animal Control Officer I with the PRM Department.
- The position of Animal Control Officer I requires completion of the following certifications prior to passing probation:
 - California POST PC 832- Laws of Arrest
 - Euthanasia Certificate
- Due to COVID and certified trainings being postponed during Mr. High's probationary period, he was unable to enroll in the required courses and trainings.
- Mr. High is currently enrolled in the POST PC 832 training course, which will conclude July 29, 2022. The Euthanasia training is conducted by a Long Beach Animal Care Services Veterinarian and is scheduled to be completed in the following months. The training consists of various study materials and concludes with a pass/fail exam.

- Mr. High is scheduled to pass probation on or around July 13, 2022. PRM is requesting a three-month extension (522 hours) of Mr. High's probation to provide him with enough time to obtain his California POST PC 832-Laws of Arrest certification and Euthanasia certificate.
- The request to extend probation was received on June 9, 2022 and it is in compliance with Commission Policy 1.01, which states that a request for an extension must be submitted at least one-month prior to the completion of the employee's initial probation period. The PRM Department has met this requirement.
- As of pay period ending June 3, 2022, Mr. High had 205 hours remaining of his probationary period having already completed 839 probationary hours.
- On June 8, 2022, an Employee Performance Appraisal was completed for Mr. High and is on file with the Civil Service Department.
- PRM has been informed that this request is on today's agenda. A department representative will be present to respond to any questions from the Civil Service Commission.

Date: June 9, 2022

To: Civil Service Commission

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

Subject: **REQUEST TO EXTEND PROBATIONARY PERIOD-CHRISTIAN HIGH, PERMANENT FULL TIME ANIMAL CONTROL OFFICER I**

The Department of Parks, Recreation and Marine respectfully requests that the Commission grant a probationary extension to Christian High, Animal Control Officer I, in accordance with Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. High was initially hired on June 22, 2020 as a Maintenance Assistant I-NC, and he was subsequently appointed as a full time Animal Control Officer I on January 1, 2022 . Due to COVID and certified trainings being postponed during Mr. High's probationary period, he was unable to enroll in the required courses and trainings. Mr. High is now enrolled in a POST training course (PC 832) that will conclude on July 29, 2022. He is also registered for the Euthanasia training which is scheduled to conclude in the following months.

The department has finalized Mr. High's probationary performance evaluation. This probationary period will conclude on or around July 13, 2022. It is requested that an extension be granted for an additional three months or 522 scheduled work hours. This will allow the department sufficient time to continue to closely monitor Mr. High's progress in completing his POST PC 832 and Euthanasia training.

Thank you for your consideration of this request. If you have any questions or require additional information, please contact me at (562) 570-3188.

CIVIL SERVICE DEPARTMENT
 REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF PROBATION
 Civil Service Rules and Regulations Section 41 (2)
 Civil Service Commission Policy Section 1.01

Form completed by: Sheryl Bender, Personnel Officer- PRM Date: 6 - 9 - 2022
 Name/Title/Department

Section 1: *To be completed by requesting department.* To be completed by department Civil Service Dept. Verification

A requisition is not required.		
Is any other department impacted? If yes, which department: _____	Yes No	
A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?	Yes No	SH

Section 2: *Points to be addressed in request:*

Formal name and current classification title of employee. <u>Christian High, Animal Control Officer I</u>		SH
Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification. <i>See attached</i>		SH
The date the employee will complete probation. Date: <u>July 13, 2022</u> Request must be submitted 30 days prior to completion of probation.		SH
A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation. <i>See attached</i>		See memo for more info SH
Which policy criteria is being utilized and how the request meets the criteria required in the policy. <u>Insufficient time period to complete necessary training.</u>		See memo for more info SH
Length of extension requested. 3 month extension requested (A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)		SH
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> • Requesting department. • The impacted employee's attendance is optional. 		SH

Notes:
See memos for additional information.

SUGGESTED ACTION:
Staff recommends approval of request.