



Memorandum

Date: August 3, 2022

To: Civil Service Commission

From: Levi Sinkler, Personnel Analyst

Subject: COVID - 19 RELATED: REQUEST FOR THE EXTENSION OF NON-CAREER HOURS – MELISSA PALACIOS, PUBLIC HEALTH ASSOCIATE-NC

Correspondence has been received from Sandra Kennedy, Administrative Officer for the Department of Health and Human Services (DHHS), requesting Civil Service Commission approval to extend the non-career hours for Melissa Palacios, currently employed as a Public Health Associate – NC with the DHHS. 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."
- Melissa Palacios was hired as a Public Health Associate - NC on September 7, 2021, to join the Public Health Emergency Management (PHEM) team in support of the City's COVID-19 response operations. The role of Public Health Associate Non-Career is crucial in maintaining efficient staffing levels for drive-thru testing, contact tracing, vaccination PODs, and logistical support.



- As a result of the ongoing COVID-19 response, many of the Public Health Associate Non-Careers have been working a full-time schedule, which has depleted the allocated 1600 non-career hours.
- The chart below outlines Ms. Palacios' current hours expended as of July 15, 2022, and the extension requested.

Employee Name	Current Hours	Hours Left before 1600	Original Hire Date	Anniversary Date	Extension Requested
Melissa Palacios	1461	139	9/7/2021	9/7/2022	230

- Granting the additional hours to Ms. Palacios will allow the department to continue its critical work supporting the City's COVID-19 response operations.

Ms. Palacios 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: July 12, 2022

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer

Subject: **Request for Extension of Non-Career Hours**

The Department of Health and Human Services (DHHS) is requesting Civil Service Commission approval to extend the following Public Health Associate non-career hours, in accordance with Civil Service Rules and Regulations Section 49 and Civil Service Policy Section 2.32.

Employee Name	Classification	Current Hours	Hours Left	Original Hire Date	Anniversary Date	Extension Requested
Jorge Martinez	Public Health Associate - NC	1428.5	171.5	11/22/2021	11/22/2022	750
Vanessa Nappi	Public Health Associate - NC	1424.5	175.5	8/9/2021	8/9/2022	150
Lizbeth Orozco	Public Health Associate - NC	1424.1	175.9	9/7/2021	9/7/2022	310
Vivian Magallanes	Public Health Associate - NC	1400.5	199.5	9/7/2021	9/7/2022	285
Melissa Palacios	Public Health Associate - NC	1421	179	9/7/2021	9/7/2022	230

The above-mentioned staff member was hired as a Public Health Associate Non-Career to join the Public Health Emergency Management (PHEM) team in support of COVID-19 response operations. The role of a Public Health Associate Non-Career is crucial in maintaining efficient staffing levels for drive thru testing, contact tracing, vaccination PODs and logistical support including PPE management. Due to the needs of the department's COVID-19 response, many of the Public Health Associate Non-Careers have been working a full-time schedule, which has depleted the allocated 1600 non-career hours.

DHHS is requesting the Civil Service Commission approve the additional requested hours. This will allow continued support for PHEM in the COVID-19 response.

Thank you for your consideration of this request. If you have any questions or if you need any additional information, please contact me at extension 8-4016.

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If you have any questions, please contact me at (562) 570-3304.

ATTACHMENTS

CC: HUMAN RESOURCES
PERSONNEL FILE



Civil Service Department

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: 7/8/2022 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Melissa Palacios, Public Health Associate-NC

Summary of employee's work history specifying all classification titles and dates:

9/7/2021 to current Public Health Associate- NC

Summary of duties performed by employee: Supports Health's role in the COVID response, including but not limited to drive thru testing, contact tracing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

Anniversary Date (date when employee reaches 1600-hour threshold): 9/7/2022

Number of hours left to reach 1600 hours: 179

Number of additional hours requested: 230

Explain why the additional hours are needed for the department to function.

As a Public Health Associate-NC, the employee serves as a crucial part of the COVID response team. The response has taxed our workforce and requires full time work as well as frequent overtime. We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.

If applicable, is there a permanent appointment being recruited?

☐ Yes ☒ Not applicable (new recruitment not required)

If yes, what is the requisition number? [Click or tap here to enter text.](#)

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:** 7/12/2022
- ☐ **Anticipated recruitment timeframe (if applicable, include requisition number):** [Click or tap here to enter text.](#)
- ☒ **Non-career hours completed as of the last recorded pay period:** 1,461
- ☒ **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.