



Memorandum

Date: August 3, 2022

To: Civil Service Commission

From: Stephanie Herrera, Personnel Analyst

Subject: **REQUEST FOR PROVISIONAL APPOINTMENT OF RECREATION ASSISTANT : MARIA GUTIERREZ**

On July 20, 2022, the Civil Service Department received correspondence from Sheryl Bender, Personnel and Training Superintendent - Parks, Recreation and Marine Department, requesting Civil Service Commission approval of their provisional appointee, Maria Gutierrez to the classification of Recreation Assistant. 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 July 19, 2022, the Civil Service Department approved a request from the Parks, Recreation and Marine Department for a Provisional Appointment for the classification of Recreation Assistant for two (2) positions.
- The Recreation Assistant position supports the Community Recreation Services Bureau. The Recreation Assistant will be responsible for work that includes oversight of operations and programs, including the WRAP program which works in conjunction with the Long Beach Unified School District to provide after school program assistance to students. This position oversees 4 direct-reports and 32 indirect supports, and ensures all staff are following policies and procedures, especially with respect to the strict health orders and protocols currently in place for staff and community participants.



- The Parks, Recreation and Marine Department posted the bulletin for the provisional Recreation Assistant position for two weeks. Applicants were screened to determine if they met the minimum qualifications for the classification, interviewed by a panel, and participated in a writing assessment. Ms. Gutierrez was ultimately selected for the position.
- On July 20, 2022, the Civil Service Department received the Provisional application packet for Ms. Gutierrez. The application was reviewed by staff who confirmed that Ms. Gutierrez meets the minimum requirements for the Recreation Assistant classification.
- Ms. Gutierrez has signed the Provisional Appointment of Conditions which outlines the conditions of a Provisional Appointment including that the provisional appointment is temporary, and that she has no guarantee of a permanent appointment. She is aware that she must also apply and compete in the Civil Service examination process and be placed in a selectable position on the eligible list to be considered for permanent appointment as a Recreation Assistant.
- Requisition PR 22-078 has been approved for this provisional request.
- The recruitment planning meeting with the hiring department is scheduled for August 2, 2022 and an eligible list is expected on October 26, 2022, tentative to union and Civil Service Commission approval.

The Parks, Recreation and Marine Department has been informed that this request is on today's agenda. A department representative is present to respond to any questions from the Civil Service Commission.



Memorandum

Date: July 19, 2022

To: Civil Service Commission

From: Sheryl Bender, Personnel and Training Superintendent

Subject: **REQUEST FOR PROVISIONAL APPOINTMENT – MARIA GUTIERREZ,
MICHAEL QUIJADA, AND JASMINE SMITH**

Parks, Recreation and Marine (PRM) is requesting Civil Service Commission approval for Provisional Appointments of Maria Gutierrez, Michael Quijada, and Jasmine Smith to the classification of Recreation Assistant in accordance with Article V, Section 43 and Article IV, Section 27 of the Civil Service Rules and Regulations. The Department has approved requisitions (PR 22-078, PR 22-051, and PR 22-080) to fill these vacancies on a provisional basis in the absence of a Civil Service eligible list. The requisitions are on file with the Civil Service Department.

The Department requested to fill the first vacancy and had an approved requisition on file since April 4, 2022. Subsequently, a second and third vacancy became available on June 4, 2022, which the Department also requested to fill and has had approved requisitions on file since July 14, 2022. The duties of these positions have been performed on a temporary basis by Recreation Leader staff while the requests for these Recreation Assistant positions were in the process of being approved.

Following the receipt of approval from the Civil Service Commission to recruit for the first provisional appointment in the position, the Department conducted an open recruitment for Recreation Assistant. The Department posted the bulletin for the provisional Recreation Assistant for 2 weeks and screened applicants to determine if they met minimum qualifications. Ms. Gutierrez, Mr. Quijada, and Ms. Smith were interviewed by an interview panel, participated in a writing assessment, and were ultimately selected as well qualified and meeting the minimum qualifications of the classification.

Ms. Gutierrez, Mr. Quijada, and Ms. Smith all understand their provisional appointments are temporary and have no guarantee of permanent employment in these positions. The employees meet the minimum qualifications of the positions and are aware that they must apply through the Civil Service examination process in order to be considered for permanent employment as Recreation Assistants.

If you have any questions, please contact me at (562)570-3188.



City of Long Beach Employment Opportunity

RECREATION ASSISTANT (PROVISIONAL)

Job Number: PR 22-051

SALARY: \$19.68 - \$26.85 Hourly
\$41,074.97 - \$56,039.79 Annually

OPENING DATE: 04/07/22

CLOSING DATE: 04/21/22 11:59 PM

DESCRIPTION:

The Department of Parks, Recreation and Marine is a nationally recognized and award-winning organization with 1,100 full-time/part-time staff and a budget of \$58 million. The Department oversees facilities and programs that reflect the needs and interests of a culturally diverse community, including: 170 parks with more than 3,200 acres devoted to open space and recreation, 27 community centers, 3 public pools, 6 miles of beaches, and 3 marinas.

The Department's Community Recreation Services Bureau provides free and fee-based recreational programs and leisure opportunities, both self-directed and organized, for people of all ages and cultures. Youth programs include free youth sports for ages 5 to 14 serving nearly 10,000 participants annually, summer and vacation day camps, 2,100 recreational and educational classes, sailing and aquatics instruction, teen center activities, skateboarding opportunities, and supervised afterschool and weekend activities at parks and schools.

The Department of Parks, Recreation and Marine, Community Recreation Services Bureau, is seeking qualified candidates interested in applying for a full-time Recreation Assistant (Provisional) position. This position will work 40 hours per week, including weekends and holidays. Scheduled hours may vary by week.

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.

EXAMPLES OF DUTIES:

- Performs skilled recreation work requiring specialized recreational knowledge;
- Assists in the development and implementation of recreational programs for youth, teens and/or seniors;
- Assists in the coordination and implementation of service programs;
- Implements and directs specialized recreational classes for the community;
- Assists in the coordination of City funded and cosponsored multi-service programs within an assigned geographic area;
- Supervises part-time and seasonal staff;
- Receives program funds, reconciles accounts, and makes deposits;
- Prepares oral and written reports;
- Works with community organizations;
- Performs other related duties as required.

REQUIREMENTS TO FILE:

This position is open to all candidates meeting the following minimum qualifications:

- Education equivalent to two years of college from an accredited college or university with major coursework in Recreation, Sociology/Social Work, Education, Gerontology, Physical Education, Kinesiology, or a closely related field **(proof required- college transcripts)***. Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis

AND

- One year of paid (full-time equivalent) work experience in a lead capacity in recreation or a related field.

Desirable Qualifications:

- Bilingual skills in Tagalog, Khmer and Spanish is highly desirable;
- Standard first aid and CPR certificates are desirable and may be required after appointment.

The successful candidate will possess the following:

- Knowledge of recreational programs, services, facilities and equipment;
- Willingness to work an irregular schedule including nights, holidays and weekends as needed;
- Willingness to work with a diverse community;
- Ability to deal effectively with the public, follow directions and effectively communicate both orally and in writing;
- Must possess a valid motor vehicle operator's license at the time of selection.

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

***Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degrees must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

SELECTION PROCEDURE:

All candidates must submit a complete application, including a cover letter and resume, **no later than Thursday, April 21, 2022**. The most qualified applicants will be invited to continue in the selection process, which may be an examination and/or interview.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-3181. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public. The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

For technical issues with your application, please call (877) 204-4442.

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>

Position #PR 22-051
RECREATION ASSISTANT (PROVISIONAL)
JM

2760 Studebaker Road
Long Beach, CA 90815
(562) 570-3100

RECREATION ASSISTANT (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 the the information stated in the statement above?
 - ☐ Yes
 - ☐ No
- * 2. The City of Long Beach requires all new employees to be vaccinated prior to their first day of employment, unless a medical or religious reasonable accommodation request has been approved. Do you acknowledge this requirement?
 - ☐ Yes
 - ☐ No
- * 3. Do you have a valid driver's license?
 - ☐ Yes
 - ☐ No
- * 4. Please select the highest level of education obtained.
 - ☐ High school diploma or equivalent
 - ☐ Some college
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree
- * 5. Please list any higher education degrees, including level and field of study. Ex: Bachelor's in Public Administration. (If none, please type N/A.)
- * 6. How many years of FULL-TIME, paid professional experience do you possess working in a lead capacity in recreation or a related field? (Note: one year full-time = 2,088 hours)
 - ☐ Less than 1 year
 - ☐ 1 year or more, but less than 2 years
 - ☐ 2 years or more, but less than 3 years
 - ☐ 3 years or more, but less than 4 years
 - ☐ 4 years or more, but less than 5 years
 - ☐ 5 years or more
- * 7. Please describe your FULL-TIME, paid professional experience working in recreation or a

related field. (If none, please type N/A.)

- * 8. Do you speak any language(s) other than English?
☐ Yes
☐ No
- * 9. Please list any language(s), other than English, that you are proficient in speaking. Please describe your level of proficiency. (If none, please type N/A.)
- * 10. ADDITIONAL INFORMATION: Do you have any relatives employed by the City of Long Beach?
☐ Yes
☐ No
- 11. If you have any relatives that work for the City of Long Beach, please indicate their name, department, position title and relationship.
- * 12. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. I understand that if I am offered this position, I may be required to successfully pass a medical examination.
☐ Yes
☐ No
- * Required Question

**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: **07/12/2022** Requesting Department: **Parks, Rec & Marine – Community Recreation Services Bureau**

Provisional appointment position classification: **Recreation Assistant**

Number of provisional appointments being requested: **1**

Approved requisition number(s) for **provisional** appointment(s): **PR 22-078**

Approved requisition number(s) for **permanent** appointment(s): **PR 22-077**

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

This position was vacated by Veronica Ortega who was promoted to the Community Services Supervisor (Provisional) position effective 6/4/22.

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:

This provisional recruitment for this critical position that needs to be filled immediately to maintain operations within the Community Recreation Services Bureau. The current Recreation Assistant vacancy position is impacting the Community Recreation Services Bureau operations because it does not allow us to provide proper supervision to the staff and programs. The Recreation Assistant is essential in providing onsite direction and supervision as well as be the liaison of information to all subordinate staff. Communication of current information is key to ensure all staff are following policies and procedures. The Recreation Assistant serves as the liaison to the Community to address issues and concerns. Lack of qualified staff will have a negative impact to our programs and services.

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

None at this time.

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?

No.

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.)

Governmentjobs.com, Indeed, CPRS.org (California Parks & Recreation Society), NRPA.org (National Recreation and Park Association), social media

Length of time recruitment will be open for filing: **14** ☒ Days ☐ Weeks

Describe the selection process you will use for the provisional recruitment (i.e. interview or other testing):

Interview and writing assessment, followed by a second interview.

Note: A recruitment was already conducted in regard to a previous RA provisional position (see PR 22-051). PRM would like to utilize this same recruitment to fill this second provisional position.

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

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:

Jessica Martinez, 562-570-3181, Jessica.Martinez@longbeach.gov

Sheryl Bender, 562-570-3188, Sheryl.Bender@longbeach.gov

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): **PR 22-078**

☒ 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: **Stephanie Herrera**

This request to recruit is: ☒ Approved ☐ Not Approved

Date: **07/19/2022**

**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: 7/20/22 Requesting Department: Parks, Recreation & Marine

Provisional appointment position classification: Recreation Assistant

Requisition number(s) for **provisional** appointment(s): PR 22-078

Requisition number(s) for **permanent** appointment(s): PR 22-077

Name of applicant(s) selected for provisional appointment(s): Maria Gutierrez

Does the appointment of this applicant impact another department; if yes, which department? No

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

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

Jessica Martinez, 562-570-3181, Jessica.Martinez@longbeach.gov

Sheryl Bender, 562-570-3188, Sheryl.Bender@longbeach.gov

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: **7/27/2022**
- ☒ 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: **Stephanie Herrera**

Provisional appointment staff recommendation: ☒ Approved ☐ Not Approved

Date: **07/27/2022**



Long Beach Civil Service Commission

PROVISIONAL APPOINTMENT

Statement of Conditions

Position Title: Recreation Assistant

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.


Signature

7/20/2022
Date