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**Memorandum**

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**Date:** November 9, 2022

**To:** Civil Service Commission

**From:** Maria Cano, Personnel Analyst

**Subject:** REQUEST FOR PROVISIONAL APPOINTMENT OF PORT RISK ASSISTANT: JULIE PONGOS

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On October 5, 2022, the Civil Service Department received correspondence from Sandy Witz, Director of Human Resources, Harbor Department requesting Civil Service Commission approval of their provisional appointee, Julie Pongos, to the classification of Port Risk Assistant in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Civil Service Policy 1.02.

**Facts for Consideration:**

- On October 12, 2022, Civil Service Department Executive Director, Christina Pizarro Winting approved a Request from the Harbor Department to conduct a Provisional Appointment recruitment for two Port Risk Assistants.
- Currently, the Harbor Department has two vacancies for Port Risk Assistants. They employ two temporary workers to do the work of the Port Risk Assistants, Ms. Julie Pongos serving in one of those positions. The contract for the temporary workers in these positions ends in December 2022 and they cannot be extended.
- Approval of this Provisional Appointment would fill one of two critical vacancies in the Division and ensure the continuity of essential business functions in the Risk Management Division. The role of a Port Risk Assistant is to protect Port assets by ensuring compliance with Port policy governing insurance and indemnification requirements in lease agreements, contracts, and permits. They also monitor insurance company ratings and policy deductibles, maintain databases, and educate vendors and contractors on insurance requirements.
- Ms. Pongos' application has been screened by Civil Service staff and it is determined that she does meet the minimum qualifications for the classification. Approval of Ms. Pongos' provisional appointment would allow for a seamless transition from the end of the temporary contracts into the provisional appointment ensuring the continuity of services while the department awaits an eligible list.
- Ms. Pongo 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 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 Port Risk Assistant.

- Requisition HD23-002 is on file to fill one of the Port Risk Assistant Provisional vacancies. Additionally, requisition HD23-003 is on file to fill the permanent position.
- A new eligible list for Port Risk Assistant is expected to be available for the selection of permanent candidates in April 2023.
- 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."
- Staff recommends approval of this request in accordance with Article V, Section 43 of the Civil Service Rules, and Regulations.



Ms. Pongos has been notified that this request is on today's Agenda. Additionally, the Harbor Department has been informed that this request is on today's agenda and a department representative is present to respond to any questions from the Civil Service Commission



## Memorandum

**Date:** October 5, 2022

**To:** Christina Pizarro Winting, Executive Director of Civil Service

**From:**  Sandy Witz, Director of Human Resources 

**Subject:** **REQUEST FOR PROVISIONAL APPOINTMENT – Two (2) Port Risk Assistant**

The Harbor Department, Risk Management Division is requesting Civil Service Commission approval for two (2) provisional appointments of Port Risk Assistant. The provisional Port Risk Assistant would temporarily fill the vacant Port Risk Assistant positions. The provisional appointments are critical and would ensure that essential business functions and operations are completed without operational delays.

The Department has two critical vacancies in the Division which provide essential business functions in the Risk Management Division: the roles protect Port assets through ensuring compliance with Port policy governing insurance and indemnification requirements in lease agreements, contracts, and permits. They also monitor insurance company ratings and policy deductibles, maintain databases, and educate vendors and contractors on insurance requirements.

Thank you for your consideration. Should you have any questions, please contact Michal Loving at [Michal.Loving@polb.com](mailto:Michal.Loving@polb.com).

SW:ml

ATTACHMENTS: Request for Provisional Appointment Form 1A  
Port Risk Assistant Bulletin



# PORT RISK ASSISTANT I-II

Class Code:  
N64AN

Bargaining Unit: None Assigned

CITY OF LONG BEACH  
Revision Date: Aug 17, 2012

## SALARY RANGE

\$1,830.88 - \$2,882.88 Biweekly

### DESCRIPTION:

**Click on the job title and subscribe to be notified when applications become available. Not applicable to promotional or currently open jobs. Check the [current job opportunities](#) page for open vacancies.**

**DEFINITION:** Under direction, provides analytical support to the Port Risk Manager with primary responsibility for ensuring compliance of insurance provisions for land leases, permits and contracts.

### EXAMPLES OF DUTIES:

- Drafts correspondence on routine and non-routine issues.
- Reviews and analyzes leases, contracts, and other agreements to determine insurance requirements.
- Reviews and analyzes insurance documents for compliance with contractual and indemnification obligations of Port lease, permits, contracts, and departmental directives.
- Monitors insurance company ratings, policy deductibles/self-insured retentions to ensure compliance of departmental standards.
- Maintains risk management database with current information pertaining to tenants' agreements and insurance policies.
- Prepares monthly insurance expiration reports and correspondences.
- Provides ongoing customer service and assists in establishing and maintaining communication and cooperation with individuals and organizations within the City, with Port tenants and Insurance brokers/agents.
- Assists with analysis of areas and activities subject to loss exposures and risk management special projects.
- Performs other related duties as required.

### REQUIREMENTS TO FILE:

- Three years of recent experience in the field of Insurance, Risk Management, or a closely related field.

-OR-

College coursework equivalent to two years from an accredited college or university -  
AND- one year of recent  
experience in the field of Insurance, Risk Management, or a closely related field.

- Ability to effectively communicate both orally and in writing, particularly with insurance-related technical documents and correspondence.
- Proof of a valid motor vehicle operator's license.

## SELECTION PROCEDURE:

*Please note that the selection procedure in the job opportunity bulletin is subject to change for the next recruitment.*

See the previous selection procedure, as stated on the [\(previous job opportunity bulletin\)](#).



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

For hearing impaired, call (562) 570-6638. An Equal Opportunity Employer.

## LAST ADMINISTERED:

April 2003

## HISTORY/APPROVAL DATES:

Classification Specification creation: Board of Harbor Commissioners - March 15, 1999

Civil Service Commission Approval - May 26, 1999

Classification comprised of grade level I and II, not defined.





# City of Long Beach Employment Opportunity



## **PORT RISK ASSISTANT**

Job Number: **28**

Salary Range: Grade I \$1,258.32 to \$1,704.40 Biweekly; \$2,736.00 to \$3,706.00 Monthly  
Grade II \$1,457.28 to \$1,981.44 Biweekly; \$3,168.00 to \$4,308.00 Monthly

**APPLICATIONS AVAILABLE: 7:30 A.M. to 4:30 P.M., MARCH 28 THROUGH APRIL 18, 2003.**

**FILING DEADLINE: 4:30 P.M., APRIL 23, 2003. APPLICATIONS WILL NOT BE ACCEPTED AFTER THAT DATE AND TIME. POSTMARKS WILL NOT BE ACCEPTED.**

**EXAMPLES OF DUTIES:** Under direction, provides analytical support to the Port Risk Manager with primary responsibility for ensuring compliance of insurance provisions for land leases, permits and contracts; drafts correspondence on routine and non-routine issues; reviews and analyzes leases, contracts, and other agreements to determine insurance requirements; reviews and analyzes insurance documents for compliance with contractual and indemnification obligations of Port leases, permits, contracts, and departmental directives; monitors insurance company ratings, policy deductibles/self-insured retentions to ensure compliance of departmental standards; maintains risk management database with current information pertaining to tenants agreements and insurance policies; prepares monthly insurance expiration reports and correspondences; provides ongoing customer service and assists in establishing and maintaining communication and cooperation with individuals and organizations within the City, with Port tenants and insurance brokers/agents; assists with analysis of areas and activities subject to loss exposures and risk management special projects; performs other related duties as required.

### **REQUIREMENTS TO FILE:**

Three or more years of recent experience in the field of insurance, risk management or a closely related field

OR

Two or more years of education from an accredited college or university and one year of recent experience in the field of insurance, risk management or a closely related field. (Proof of education is required at the time of filing.)

- Ability to communicate effectively, both orally and in writing.
- Ability to deal with others in a firm but tactful manner.
- Ability to read and interpret insurance policies, leases and related documents.
- ARM (Associate in Risk Management) certification is desirable.

**SELECTION PROCEDURE:** Screening of applicants will be conducted on the basis of applications and required supplemental applications submitted. Resumes will be accepted but may not be substituted in lieu of the required completed application and supplemental application forms. Only those candidates showing the strongest backgrounds on the basis of a comparative analysis will be invited to the next phase of the examination.

### **EXAMINATION WEIGHTS:**

Application and Supplemental Application.....	Qualifying
Evaluation of Writing Skills Exercise.....	Qualifying
Evaluation of Personal History including Education,	
Employment Record and Personal Qualifications by Oral Appraisal Interview .....	100%

A minimum rating of 70 must be attained in each part of the examination. Certification by score bands will be considered based on an analysis of test results.

THE EXAMINATION WILL BE SCHEDULED SHORTLY AFTER THE CLOSE OF FILING. IF YOU HAVE NOT RECEIVED NOTIFICATION BY MAY 7, 2003, CONTACT THE CIVIL SERVICE OFFICE AT (562) 570-6202.

This information is available in an alternative format by request to (562) 570-6202.

J.O.B 28-03 N64AN-03

03-26-03

DD PORT RISK ASST BULLETIN 2003

APPLY TO: LONG BEACH CIVIL SERVICE COMMISSION  
City Hall, 333 W. Ocean Blvd., 7th Floor  
Long Beach, CA 90802  
Phone (562) 570-6202

FOR RECORDED ANNOUNCEMENT OF OTHER JOBS AVAILABLE,  
Call (562) 570-6201 TDD (562) 570-6638 (for hearing impaired)  
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
[www.ci.long-beach.ca.us/civilservice](http://www.ci.long-beach.ca.us/civilservice)

Applicants with a disability are encouraged to notify the Civil Service Department, in advance, of any necessary test accommodations.

## 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: 10/05/22 Requesting Department: Harbor Department

Provisional appointment position classification: Port Risk Assistant

Number of provisional appointments being requested: 2

Approved requisition number(s) for **provisional** appointment(s): HD23-002

Approved requisition number(s) for **permanent** appointment(s): HD23-003

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

11/05/22 – separation

12/20/22 - separation

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:

These positions protect Port assets through ensuring compliance with Port policy governing insurance and indemnification requirements in lease agreements, contracts, and permits. If they remain unfilled, the Port will run the risk of non-compliance and experience operational delays.



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

Temps are currently filling the positions.

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 eligible list is available.

#### 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.)

Direct appointment of two contractors who meet the minimum requirements

Length of time recruitment will be open for filing: \_\_\_\_\_ ☐ Days ☐ Weeks

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

Two current contractors at Harbor meet the minimum qualifications and will be immediately appointed.

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:

Michal Loving, [Michal.loving@polb.com](mailto:Michal.loving@polb.com), 562.544.9976

**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): HD23-002, HD23-003

☒ 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: Maria Cano

This request to recruit is: ☒ Approved ☐ Not Approved

Date: 10/12/2022

**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: \_\_\_\_\_ Requesting Department: \_\_\_\_\_

Provisional appointment position classification: \_\_\_\_\_

Requisition number(s) for **provisional** appointment(s): \_\_\_\_\_

Requisition number(s) for **permanent** appointment(s): \_\_\_\_\_

Name of applicant(s) selected for provisional appointment(s): \_\_\_\_\_

Does the appointment of this applicant impact another department; if yes, which department? \_\_\_\_\_

**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 (Open recruitment not conducted, appointees are temps currently performing Port Risk Assistant duties.)
- ☐ 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:

**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: 10/27/2022
- ☒ 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: Maria Cano

Provisional appointment staff recommendation: ☒ Approved ☐ Not Approved

Date: 11/3/2022



## Long Beach Civil Service Commission

### PROVISIONAL APPOINTMENT

#### Statement of Conditions

Position Title: Port Risk 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.

Julie Pongos  
Signature

10/27/2022

Date

## JULIE PONGOS

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### PROFESSIONAL EXPERIENCE

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#### **PORT OF LONG BEACH – *Long Beach, California***

**February 2022 – Current**

##### ***Port Risk Consultant / Risk & Compliance Analyst Consultant***

- Consultant contracted with Port of Long Beach through LHH Recruitment Solutions dba Accounting Principles.
- Maintain crucial fiduciary responsibility to mitigate risk exposure with various Port Authority tenants, and other third-party vendors, and consultants by performing routine insurance compliance monitoring which includes, but not limited to, insurance company ratings, policy deductibles/self-insured retentions, and insurance policy provisions.
- Interpret and enforce insurance requirements compliance for various contracts including, but not limited to, construction, real estate, maintenance, informational technology, and security contracts, as well as, various permits (dive permits, catering permits, and hot work permits).
- Conduct intricate contract analysis, and review of legal terminology on submitted forms, endorsements, policies, and other documentation for compliance in accordance to the third party's contract with the Port, and the City's ordinance, rules and regulations which includes but not limited to contractual and indemnification obligations.
- Develop, maintain resources, and relationships with various parties including internal divisions within the Port of Long Beach administrative offices, City Attorney's Office, tenants and insurance brokers in order to build a support system and continuity for risk related tasks.
- Maintain CRM database system (risk management database) with an account's contract details, evidence of insurance, risk requirements, and various contact information to help centralize and streamline all pertinent information.
- Utilize CRM to generate reports, and various letters including non-compliance and insurance policy expiration letters.
- Strong adaptability and capacity to work in complex heavy workload environment while maintaining detailed attentiveness and exhibiting assertiveness to address and implement effective strategies and creative solutions to problem-solve various tasks required to meet the division's goals.

#### **SAG-AFTRA – *Los Angeles, California***

**November 2013 – May 2019**

##### ***Union/Business Representative, Entertainment Contracts***

**February 2015 – May 2019**

- Provided support to movie producers with the signatory process by interpreting SAG-AFTRA's Collective Bargaining Agreement & side agreements, California Labor Code, and various rules & regulations that is enforced for hiring SAG-AFTRA members/actors.
- "Cleared" movie producers upon completion of the signatory process to start movie production. This included an intricate process of analyzing a movie's complete financing structure, copyright ownership, and distribution structure in order to draft all required agreements needed.
- Intricate analyzation and research in the film's Chain of Title, Financing Agreements, Liens, Corporate Formation Documents, and drafted all required contracts for execution by authorized signers of which the task included, but was not limited to, performing business entity research, analyzing corporate by laws/operating agreement, corporate stocks reports, and identifying parent companies and their individual owners to ensure the signer is legally authorized to bind



the entity to SAG-AFTRA's liens, guaranty, subordination, and other agreements with the sole purpose of enforcing contractual obligations, and protecting the guild and its members.

- Assisted, supported and educated SAG-AFTRA members/actors with the fair working conditions rules and regulations so producers' stay in compliance.
- Calculated and secured monetary payroll deposit and residual reserve deposit for the film and utilized to enforce contractual enforcement and obligation.
- Monitored production payroll to ensure that actors were paid on time and enforced late penalties or mandated a production "shut down", if necessary.
- Responsible for informing agents, attorneys, and actors for a production "shut down" or "do not work/travel" notice if signatory Producers are in non-compliance with their agreements.
- Coordinated with Claims Representatives and the Legal Department for various issues on films and witness during mediation.
- Main Speaker for SAG-AFTRA Independent Workshops for producers with at least 60 producers in attendance. Provided useful advice, information and education on the signatory process and tips on how to remain in compliance with the union.

**SAG-AFTRA – Los Angeles, California**

***Administrative Assistant to National Director***

November 2013 - February 2015

- Provided support to the National Director, Managers, and Business Representatives.
- Liaison between National Director and Major Studio Labor Relations.
- Worked with the managers to assist improving the day-to-day operations and organization.
- Created policies and procedures of all incoming Signatory Applications of movie productions.
- Analyzed projects and determined the appropriate agreement the project should be bound to, and accurately entered the information into the Oracle database prior to assigning the movie to a Business Representative for enforcement.
- Managed, created and organized all of the signatory documents and contracts.
- Assisted in the development of SAG-AFTRA's Online Signatory Application platform with the IT department and also ensured that all online pdf applications and documents were current.
- Responsible for maintaining the internal StaffNet pages for the department.
- Maintained calendars, prepared expense reports, and coordinated travel arrangements.
- Set up various committee meetings and conducted roll calls, and meeting minutes.
- Volunteered for SAG-AFTRA Foundation with all the exclusive screenings followed by the Q&A panel of the actors.

**INNOVATIVE BRANDS CORPORATION – Culver City, California**

**May 2010 – June 2012**

***Executive Assistant to President/Owner/Inventor***

- Maintained President's day to day operations including, but not limited to calendar management, financial budget, and complicated international travel accommodations.
- Drafted agreements, monitored contracts, including Patent and Trademark applications.
- Coordinated and set up highly budgeted large-scale events and filming productions that included acquiring various vendors and obtaining their insurance documents to mitigate risk for claims while working the company's production studio facilities.
- Created the company's contact database using various SQL coding.
- Supervised Document Scanner/Runner/Office Assistant.
- Managed building renovations, furniture layout and design with Architects.
- Created trade show marketing materials and promotional items.

**WHITSETT HILL FILMS/RELIANT PICTURES – *Universal City*      March 2005 – October 2009**

***Office Manager/Executive Producer Assistant/Production Supervisor***

- Drafted legal documents (screenplay option agreement, shareholder agreements, and etc) filed corporate formation documents, created business plans, film slate proposals, finishing funds proposals, and issued company stock certificates.
- Supervised the day-to-day tasks of the Production Assistants, Producers, Line Producers, Production Designers, and assisted Production Accountant with production payroll.
- Managed office relocations and set up executive offices seamlessly without downtime.
- Technology skills included the computer network infrastructure installation, email accounts configuration, company website maintenance, and repair of computer workstations.
- Set up editing rooms with utilities, furniture, and editing equipment rentals for the editors. This task also included acquiring required insurance coverages for access to editing rooms on the premises of Major Studios.

**PEOPLESUPPORT – *Los Angeles, California***

**January 1999 – September 2004**

***Office Manager/Executive Assistant***

**May 1999 – September 2004**

- Provided administrative support to the executive team and all other employees.
- Assisted legal department with state corporate filings, drafting shareholders agreements, Securities and Exchange Commission (SEC) application and compiling various requirements for company's IPO success.
- Served as the primary liaison to all facility related vendors including property management, vending equipment, office equipment and security guard company. This task also included securing required insurance documentation from vendors, and consultant, as well as, analyzing their contract to ensure company's contractual obligation was minimal.
- Created an effective digital organizational and filing system with indexing and tracking.
- Prepared company reports, PowerPoint presentations and stock certificates for board members.
- Created marketing materials and sales presentations.
- Supervised Office Coordinators, Receptionists, 24-hr Security Officers, and Parking Attendant.
- Responsible for the seamless office relocations of a fully operating 24/7 call center.
- Tech skills included, but not limited to: ran wiring and programmed telephones, repaired computer workstations and office equipment. Acted as an IT HelpDesk technician.

***PeopleSupport - eRep (Customer Service Representative)***

**January 1999 – May 1999**

- Provided assistance with online orders, and product demonstration in a live help chat format.
- Performed administrative tasks during slow periods resulting in promotion to Office Manager.

**EDUCATION**

WEST LOS ANGELES COLLEGE, AA IN PARALEGAL STUDIES

*Candidate Fall 2022*

*Current GPA: 3.6*

*Associate of Arts in Paralegal (AA) GPA Achieved: 3.786*

*Dean's Honor List: June 2022, January 2021, June 2021*

*President's Honors: June 2022*

NATIONAL UNIVERSITY, BA IN PARALEGAL STUDIES

*Candidate Fall 2024*

*Accepted and enrolled to begin January 2023*

## N64AN-PROV - PORT RISK ASSISTANT I-II (PROVISIONAL)

**Contact Information -- Person ID:** [REDACTED]

Name: Julie Pongos

Address: [REDACTED]

Home Phone: [REDACTED]

Alternate Phone: [REDACTED]

Email: [REDACTED]

**Personal Information**

Driver's License:

Yes, California , [REDACTED] , Class C

Can you, after employment, submit proof of your legal right to work in the United States?

Yes

What is your highest level of education?

Some College

**Preferences**

Minimum Compensation:

\$33.00 per hour; \$68,000.00 per year

Are you willing to relocate?

No

Types of positions you will accept:

Regular

Types of work you will accept:

Full Time

Types of shifts you will accept:

Day

**Objective****Education****Professional**

West Los Angeles College

www.wlac.edu

1/2021 - 12/2022

Culver City, California

Did you graduate: Yes

Major/Minor: AA

Units Completed: 58 Semester (plus 8 from Santa Monica College total 66 units earned)

Degree Received: Professional

**Work Experience****Port Risk Consultant / Risk**

2/2022 - Present

LHH Recruitment Solutions dba Accounting

Principles, Ajilon Professional Staffing

445 S. Figueroa Street

Los Angeles, California 90071

213-270-2999

Hours worked per week: 40

# of Employees Supervised: 0

Name of Supervisor: Dona Blazis - Port Risk Manager

May we contact this employer? Yes

**Duties**

Port Risk Consultant / Risk &amp; Compliance Analyst Consultant

\* Consultant contracted with Port of Long Beach through LHH Recruitment Solutions dba Accounting Principles.

\* Maintain crucial fiduciary responsibility to mitigate risk exposure with various Port Authority tenants, and other third-party vendors, and consultants by performing routine insurance compliance monitoring which includes, but not limited to, insurance company ratings, policy deductibles/self-insured retentions, and insurance policy provisions.

\* Interpret and enforce insurance requirements compliance for various contracts including, but not limited to, construction, real estate, maintenance, informational technology, and security contracts, as well as, various permits (dive permits, catering permits, and hot work permits).

\* Conduct intricate contract analysis, and review of legal terminology on submitted forms, endorsements, policies, and other documentation for compliance in accordance to the third

party's contract with the Port, and the City's ordinance, rules and regulations which includes but not limited to contractual and indemnification obligations.

- \* Develop, maintain resources, and relationships with various parties including internal divisions within the Port of Long Beach administrative offices, City Attorney's Office, tenants and insurance brokers in order to build a support system and continuity for risk related tasks.

- \* Maintain CRM database system (risk management database) with an account's contract details, evidence of insurance, risk requirements, and various contact information to help centralize and streamline all pertinent information.

- \* Utilize CRM to generate reports, and various letters including non-compliance and insurance policy expiration letters.

- \* Strong adaptability and capacity to work in complex heavy workload environment while maintaining detailed attentiveness and exhibiting assertiveness to address and implement effective strategies and creative solutions to problem-solve various tasks required to meet the division's goals.

### Reason for Leaving

Currently still employed with Accounting Principles.

### Union Business Representative

11/2013 - 5/2019

SAG-AFTRA

sagaftra.org

5757 Wilshire Blvd

Los Angeles, California 90036

323-549-6007

Hours worked per week: 40

# of Employees Supervised: 0

Name of Supervisor: Joshua Vasquez - Manager,  
Theatrical Contracts

May we contact this employer? Yes

### Duties

Summary: Main responsibility as a Union Business Representative in the Theatrical Department was to make sure that movies that were produced with SAG-AFTRA members adhere to our contracts. In order to do this, it was our fiduciary duty to obtain all contracts and financial documents pertaining to the movie so that we know how to proceed with the signatory process. One we know who the true owner is of the film, I would draft contracts for them to sign which included filing a lien on the movie making SAG-AFTRA first in line in the event that the movie had any issues and SAG-AFTRA and its member would paid first before investors and the executive producers.

The second aspect of being a business representative was to have an idea of the scope of work they were doing on set, and require extra requirements to minimize risk during filming and also because it is required by law. For example, if minors are hired, we would require evidence that a Studio Teacher/Welfare worker was hired. Then I would reach out to confirm if they were employed and provided my information. If squibs or any gun powder type explosives are being used on set, I would require then to have a specialist onsite and would need various documents to prove that there would be a safety expert on set.

Once all requirements are received, I would then clear the movie to start production. Then would follow up consistently to make sure they submit all obligated documents in a timely manner, and that any claims were settled as well.

- \* Provided support to movie producers with the signatory process by interpreting SAG-AFTRA's Collective Bargaining Agreement & side agreements, California Labor Code, and various rules & regulations that is enforced for hiring SAG-AFTRA members/actors.

- \* ``Cleared" movie producers upon completion of the signatory process to start movie production. This included an intricate process of analyzing a movie's complete financing structure, copyright ownership, and distribution structure in order to draft all required agreements needed.

- \* Intricate analyzation and research in the film's Chain of Title, Financing Agreements, Liens,

Corporate Formation Documents, and drafted all required contracts for execution by authorized signers of which the task included, but was not limited to, performing business entity research, analyzing corporate by laws/operating agreement, corporate stocks reports, and identifying parent companies and their individual owners to ensure the signer is legally authorized to bind the entity to SAG-AFTRA's liens, guaranty, subordination, and other agreements with the sole purpose of enforcing contractual obligations, and protecting the guild and its members.

\* Assisted, supported and educated SAG-AFTRA members/actors with the fair working conditions rules and regulations so producers' stay in compliance.

\* Calculated and secured monetary payroll deposit and residual reserve deposit for the film and utilized to enforce contractual enforcement and obligation.

\* Monitored production payroll to ensure that actors were paid on time and enforced late penalties or mandated a production ``shut down", if necessary.

\* Responsible for informing agents, attorneys, and actors for a production ``shut down" or ``do not work/travel" notice if signatory Producers are in non-compliance with their agreements.

\* Coordinated with Claims Representatives and the Legal Department for various issues on films and witness during mediation.

\* Main Speaker for SAG-AFTRA Independent Workshops for producers with at least 60 producers in attendance. Provided useful advice, information and education on the signatory process and tips on how to remain in compliance with the union.

#### **Reason for Leaving**

Resigned to care for ill father

#### **Administrative Assistant to National Director**

11/2013 - 2/2015

SAG-AFTRA  
sagaftra.org  
5757 Wilshire Blvd  
Los Angeles, California 90036  
323-549-6009

Hours worked per week: 40

# of Employees Supervised: 0

Name of Supervisor: Olga Rodriguez-Aguirree -  
Executive National Director Entertainment Contracts

May we contact this employer? Yes

#### **Duties**

\* Provided support to the National Director, Managers, and Business Representatives.

\* Liaison between National Director and Major Studio Labor Relations.

\* Worked with the managers to assist improving the day-to-day operations and organization.

\* Created policies and procedures of all incoming Signatory Applications of movie productions.

\* Analyzed projects and determined the appropriate agreement the project should be bound to, and accurately entered the information into the Oracle database prior to assigning the movie to a Business Representative for enforcement.

\* Managed, created and organized all of the signatory documents and contracts.

\* Assisted in the development of SAG-AFTRA's Online Signatory Application platform with the IT department and also ensured that all online pdf applications and documents were current.

\* Responsible for maintaining the internal StaffNet pages for the department.

\* Maintained calendars, prepared expense reports, and coordinated travel arrangements.

\* Set up various committee meetings and conducted roll calls, and meeting minutes.

\* Volunteered for SAG-AFTRA Foundation with all the exclusive screenings followed by the Q&A

panel of the actors.

### Reason for Leaving

Promoted by supervising manager to business representative

### Executive Assistant to President

5/2010 - 6/2012

INNOVATIVE BRANDS CORPORATION  
instyler.com  
5826 Uplander Way  
Culver City, California 90230  
310-642-5212

Hours worked per week: 40  
# of Employees Supervised: 2  
Name of Supervisor: David Richmond - President, Owner  
May we contact this employer?

### Duties

- \* Maintained President's day to day operations including, but not limited to calendar management, financial budget, and complicated international travel accommodations.
- \* Drafted agreements, monitored contracts, including Patent and Trademark applications.
- \* Coordinated and set up highly budgeted large-scale events and filming productions that included acquiring various vendors and obtaining their insurance documents to mitigate risk for claims while working the company's production studio facilities.
- \* Created the company's contact database using various SQL coding.
- \* Supervised Document Scanner/Runner/Office Assistant.
- \* Managed building renovations, furniture layout and design with Architects.
- \* Created trade show marketing materials and promotional items.

### Reason for Leaving

Laid off due to budgetary reasons

### Office Manager

3/2005 - 10/2009

WHITSETT HILL FILMS  
whitsetthillfilms.com  
10 Universal City Plaza  
Universal City, California 91608  
818-209-0207

Hours worked per week: 40  
# of Employees Supervised: 4  
Name of Supervisor: Jamie Supervisor - VP  
May we contact this employer?

### Duties

- \* Drafted legal documents (screenplay option agreement, shareholder agreements, and etc) filed corporate formation documents, created business plans, film slate proposals, finishing funds proposals, and issued company stock certificates.
- \* Supervised the day-to-day tasks of the Production Assistants, Producers, Line Producers, Production Designers, and assisted Production Accountant with production payroll.
- \* Managed office relocations and set up executive offices seamlessly without downtime.
- \* Technology skills included the computer network infrastructure installation, email accounts configuration, company website maintenance, and repair of computer workstations.
- \* Set up editing rooms with utilities, furniture, and editing equipment rentals for the editors. This task also included acquiring required insurance coverages for access to editing rooms on the premises of Major Studios.

### Reason for Leaving

Business Closed due to financial economic problems



**Office Manager/Executive Assistant**

5/1999 - 9/2004

PeopleSupport  
peoplesupport.com  
1100 Glendon Blvd, 7th Floor  
Los Angeles, California 90024  
310-698-7427

Hours worked per week: 40  
# of Employees Supervised: 6  
Name of Supervisor: Lance Rosenzweig - 310-698-7427  
May we contact this employer? Yes

**Duties**

Provided administrative support to the executive team and all other employees.

Assisted legal department with state corporate filings, drafting shareholders agreements, Securities and Exchange Commission (SEC) application and compiling various requirements for company's IPO success.

Served as the primary liaison to all facility related vendors including property management, vending equipment, office equipment and security guard company. This task also included securing required insurance documentation from vendors, and consultant, as well as, analyzing their contract to ensure company's contractual obligation was minimal.

Created an effective digital organizational and filing system with indexing and tracking.

Prepared company reports, PowerPoint presentations and stock certificates for board members.

Created marketing materials and sales presentations.

Supervised Office Coordinators, Receptionists, 24-hr Security Officers, and Parking Attendant.

Responsible for the seamless office relocations of a fully operating 24/7 call center.

Tech skills included, but not limited to: ran wiring and programed telephones, repaired computer workstations and office equipment. Acted as an IT HelpDesk technician.

**Reason for Leaving**

Resigned

**eRep / Customer Service**

**Representative**

1/1999 - 5/1999

PeopleSupport  
peoplesupport.com  
1100 Glendon Ave., 7th Floor  
Los Angeles, California 90024  
310-406-5506

Hours worked per week: 40  
# of Employees Supervised: 0  
Name of Supervisor: Simin Myers - Sr. Director AP  
May we contact this employer? Yes

**Duties**

\* Provided assistance with online orders, and product demonstration in a live help chat format.

\* Performed administrative tasks during slow periods resulting in promotion to Office Manager.

**Reason for Leaving**

Promoted to Office Manager

**Certificates and Licenses**

**Skills**

Office Skills

Typing:

Data Entry:

Other Skills

Adobe Acrobat Expert - 23 years and 0 months

Microsoft Office (Word, Excel, Outlook, PowerPoint) Expert - 23 years and 0 months

Oracle Expert - 8 years and 0 months

CRM Database Intermediate - 0 years and 10 months

**Additional Information**

**References**

Professional  
**Myers, Simin**  
Sr. Director AP

[REDACTED]  
[REDACTED]

Professional  
**Badeo, Lorna**  
Executive, Signatories and Reports Compliance

[REDACTED]  
[REDACTED]

Professional  
**Vasquez, Joshua**  
Manager Entertainment Contracts

[REDACTED]  
[REDACTED]

Professional  
**Rodriguez-Aguirre, Olga**  
Executive National Director Entertainment Contracts

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
**Worlds, Jamie**  
VP

[REDACTED]  
[REDACTED]

**Resume**

**Text Resume**

**Attachments**

**Attachment**

**File Name**

**File Type**

**Created By**

Julie Pongos\_Exit Interview  
092922\_Reduced.pdf

Julie Pongos\_Exit Interview  
092922\_Reduced.pdf

**Transcripts  
Education**

Job Seeker

Pongos Santa Monica Transcript.pdf	Pongos Santa Monica Transcript.pdf	<b>Transcripts Education</b>	Job Seeker
National University Acceptance.pdf	National University Acceptance.pdf	<b>Other</b>	Job Seeker
Pongos, Julie 888821837 Petition to Graduate 2022.pdf	Pongos, Julie 888821837 Petition to Graduate 2022.pdf	<b>Other</b>	Job Seeker

#### Agency-Wide Questions

1. Q: Are you a current or former City of Long Beach employee?

A: None of the above.

2. Q: Have you ever been dismissed from the City of Long Beach?

A: No

3. Q: I will accept positions offering...(you may select more than one)

A: Full time

4. Q: I will accept positions offering...(you may select more than one)

A: Day shift (e.g. 7:30 am - 5:30pm)

5. Q: Are you able to speak and understand the following foreign languages? Leave blank if none apply to you.

A:

6. Q: How did you **FIRST** hear of this job opportunity?

A: None of the above.

7. Q: If you indicated **none of the above**, please tell us how you first learned about this job opportunity?

A: Was brought into Port of Long Beach through Temp Agency (Accounting Principles)

8. Q: **I understand that application packets including all required documents must be complete at time of filing and received by the filing deadline.**

I understand I will not have an opportunity to amend my application packet or submit additional supporting documentation after the application is initially submitted.

I understand that I must scan the required documents into a **PDF format**, and then upload and attach to my City of Long Beach job application. Each required document must be attached and identified separately.

I further understand that any document attached to my master record, **after** I have filed an application for a City of Long Beach job will not be viewable by City staff, as it is part of my GovernmentJobs.com master record and not part of my actual City of Long Beach job application.

A: Yes