



Memorandum

Date: November 16, 2022

To: Civil Service Commission

From: Tarsha Moses, Personnel Analyst

Subject: REQUEST FOR THE EXTENSION OF NON-CAREER HOURS – JESSE HIEMSTRA, ADMINISTRATIVE INTERN-NC

On November 3, 2022, the Civil Service Department received correspondence from Christopher J. Garner, General Manager for the Water Department, requesting Civil Service Commission approval to extend the non-career hours for Jesse Hiemstra, currently employed as an Administrative Intern – NC with the Water Department. 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."
- Jesse Hiemstra was hired as an Administrative Intern – Non-Career on January 4, 2021 to join the Public Affairs Division of the Long Beach Water Department and has remained in the classification.
- The role of Administrative Intern, Non-Career, in the Public Affairs Division includes the following: designing flyers, posters, and signs for all Department Divisions; designing critical Department reports; designing promotional items for community outreach; creating animated video for social media and movie theater advertising; designing print and digital ads; creating graphics and content for social media



posts/campaigns; assisting with marketing campaigns; designing maps and other graphics for executive presentations; and working on special projects.

- The Public Affairs Division currently has a vacancy in the Community Information Specialist II classification (Req W22-38). Due to this vacancy, the Department is requesting that the non-career hours for Ms. Hiemstra be extended by 200 hours until the permanent Community Information Specialist vacancy can be filled. The recruitment is scheduled to close on Friday, November 11, 2022. A new eligible list is expected in early December 2022.
- The chart below outlines Ms. Hiemstra's current hours expended as of October 21, 2022, and the extension requested.

Employee Name	Current Hours	Hours Left before 1600	Original Hire Date	Anniversary Date	Extension Requested
Jesse Hiemstra	1437	163	1/4/2021	1/4/2023	200

- Granting the additional hours to Ms. Hiemstra will allow the department to continue its essential work by sending critical messages about water conservation, promoting Department programs, and meeting conservation requirements from the state and Metropolitan Water District (MWD).

Ms. Hiemstra 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.






Long Beach Water

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M E M O R A N D U M

Date: November 3, 2022

To: Civil Service Commission

From: Christopher J. Garner, General Manager, Water Department 

Subject: **Request to Extend Non-Career Hours – Jesse Hiemstra, Administrative Intern NC**

The Water Department requests the extension of the non-career hours for Jesse Hiemstra, Administrative Intern – NC, in accordance with Section 49 of the Civil Service Rules and Regulations.

On January 4, 2021, Jesse Hiemstra was hired as an Administrative Intern – NC in the Public Affairs Division of the Long Beach Water Department and has remained in that classification. Her anniversary date is January 4, 2023, and the date she will reach 1,600 hours is approximately November 22, 2022.

Ms. Hiemstra's duties include designing flyers, posters, and signs for all Department Divisions, designing critical Department reports, designing promotional items for community outreach, creating animated video for social media and movie theater advertising, designing print and digital ads, creating graphics and content for social media posts/campaigns, assisting with marketing campaigns, designing maps, and other graphics for executive presentations, and special projects.

These duties are essential for the Department to send critical messaging about water conservation, promote Department programs, and meet conservation requirements from the state and Metropolitan Water District (MWD).

The Public Affairs Division currently has a vacancy in the Community Information Specialist II classification (Req W22-38). Due to this vacancy, the Department is requesting that the non-career hours for Ms. Hiemstra be extended by 200 hours to allow time for the permanent Community Information Specialist recruitment.

If you need additional information, please contact Meg Rau, Administrative Officer, at extension 8-2375.

cc: B. Anatole Falagan, Assistant General Manager
Meg Rau, Administrative Officer
Lauren Gold Howland, Public Information Officer



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:** 11.2.22 **DEPARTMENT:** Water**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Jesse Hiemstra, Administrative Intern NC**Summary of employee's work history specifying all classification titles and dates:**

Hired January 4, 2021, as an Administrative Intern – NC. She remains in that classification.

Summary of duties performed by employee: Duties include designing flyers, posters, and signs for all department divisions, designing critical department reports, designing promotional items for community outreach, creating animated video for social media and movie theater advertising, designing print and digital ads, creating graphics and content for social media posts/campaigns, assisting with marketing campaigns, designing maps and other graphics for executive presentations, and special projects.

Anniversary Date (date when employee reaches 1600-hour threshold): 11.22.22**Number of hours left to reach 1600 hours:** 160.5 as of 10.21.22 (last payroll closing)**Number of additional hours requested:** 200**Explain why the additional hours are needed for the department to function.**

These duties are essential for the Department to send critical messaging about water conservation, promote Department programs and meet conservation requirements from the state and Metropolitan Water District (MWD). In addition, this position assists with meeting the needs of the Board of Water Commissioners with graphics and materials critical to conducting the Department's business. Finally, this position is responsible for flyers and promotional items used for community events, an essential effort to foster a relationship with residents and get out information about Department programs.

If applicable, is there a permanent appointment being recruited?

☒ Yes ☐ Not applicable (new recruitment not required)

If yes, what is the requisition number? W22-38 (Community Information Specialist)

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:** November 3, 2022
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** Yes, Community Information Specialist W22-38
- ☒ **Non-career hours completed as of the last recorded pay period:** October 21, 2022
- ☒ **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.