



Memorandum

Date: February 1, 2023

To: Civil Service Commission

From: Stephanie Herrera, Personnel Analyst

Subject: **COVID-19 RELATED: RECOMMENDATION TO EXTEND NON-CAREER HOURS
– JAMES O'BRIEN, LIFEGUARD-HRLY- NC**

Correspondence has been received from Sarah Green, Administrative Officer for the Fire Department, requesting Civil Service Commission approval to extend the non-career hours for James O'Brien, currently employed as a Lifeguard-Hrly – NC with the Fire 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."
- James O'Brien was hired as a Lifeguard-Hrly Non-Career on April 05, 1982, and in his career with the City has held the classification of Provisional Marine Safety Sergeant and Marine Safety Officer. On March 13, 2004, he joined the Marine Safety Division, Operations Bureau of the Fire Department as a Lifeguard-Hrly. and has remained in the classification.
- In his role of Lifeguard-Hrly Non-Career in the Marine Safety Division, Mr. O'Brien performs the duties of ocean life guarding and Marine Safety dispatch. Due to Mr. O'Brien's long tenure and experience, he is essential to the dispatch center as he is uniquely qualified to handle the required duties.
- Civil Service has determined that Mr. O'Brien has exceed his 1600 non-career hours on November 27, 2022. Staff is requesting permission to exceed the 1600-hour limit for the following reasons:
- As a result of the ongoing COVID-19 response and current staffing shortages, the use of non-sworn staff in critical positions has been necessary. Many of the Lifeguards have

been working a full-time schedule, which has resulted in many of these employees depleting the allocated 1600 non-career hours prior to reaching their 12-month reset. Agenda Item 10

- The Fire Department's Administrative Services Division is currently understaffed, and this affected administrative staff's duty to monitor non-career hours.
- The department is requesting an additional 500 hours for Mr. O'Brien due to his vital role and duties in the dispatch center, which includes handling all emergency calls to the center, as well as monitoring and allocating appropriate resources to all maritime calls over a Very High Frequency (VHF) marine radio.
- To avoid future overages, the Fire Department's Administrative Services staff will utilize a new threshold of 1,250 hours to begin their assessment of whether a request will be needed.
- The chart below outlines Mr. O'Brien's current hours expended as of January 13, 2023, and the extension requested.

Employee Name	Current Hours	Hours Left before 1600	Original Hire Date	Anniversary Date	Extension Requested
James O'Brien	1875.5	(275.5)	04/05/1982	03/13/2023	500

- Granting the additional hours to Mr. O'Brien will allow the department to continue critical work supporting the City's COVID-19 response and allow them to temporarily remedy the staffing shortage.

Mr. O'Brien 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.





Memorandum

Date: January 11, 2023

To: Civil Service Commission

From: Sarah Green, Administrative Officer, Fire Department

Subject: **Request to Extend Non-Career Hours – James O'Brien, Lifeguard, Non-Career**

The Fire Department requests the Civil Service Commission extend the non-career hours of James O'Brien, Lifeguard Non-Career, in accordance with Article V, Section 49 of the Civil Service Rules & Regulations.

Mr. O'Brien was hired as a Lifeguard, Non-Career in the Department's Operations Bureau on March 13, 2004. He is assigned to the Marine Safety Division, Operations Bureau where he performs ocean lifeguarding and Marine Safety dispatch.

Mr. O'Brien has worked 1,794.5 hours as of January 11, 2023. The extension of Mr. O'Brien's non-career hours will allow him to continue to provide lifeguarding and dispatch duties.

The Department requests the Commission grant Mr. O'Brien an additional 500 non-career hours through his anniversary date of March 13, 2023.

If you have any questions, please contact me at (562) 570-2551.

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:** 01/11/2023 **DEPARTMENT:** Fire Department**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** James O'Brien, Lifeguard**Summary of employee's work history specifying all classification titles and dates:**

Lifeguard 04/05/1982 – 06/03/2000

Marine Safety Sergeant, Provisional Appointment 06/15/2002 - 09/07/2002

Lifeguard 09/07/2002

Marine Safety Officer 02/08/2003

Lifeguard-Hrly 03/13/2004

Summary of duties performed by employee: Ocean lifeguarding & Marine Safety dispatch**Anniversary Date (date when employee reaches 1600-hour threshold):** 03/13/2023**Number of hours left to reach 1600 hours:** 0**Number of additional hours requested:** 500**Explain why the additional hours are needed for the department to function.**

Additional duties will be expected during offseason. Duties will include, but are not limited to, ocean lifeguarding & Marine Safety dispatching. Staffing shortages and the lack of trained personnel have necessitated the use of non-sworn staff in critical positions. O'Brien has a unique set of skills that make him highly desirable as a dispatcher.

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: 1/11/2023
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1875.5 as of 1/13/23
- ☒ 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.