



Memorandum

Date: February 1, 2023

To: Civil Service Commission

From: Stephanie Herrera, Personnel Analyst

Subject: **COVID-19 RELATED: RECOMMENDATION TO EXTEND NON-CAREER HOURS – RYAN SPALDING, 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 Ryan Spalding, 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.”
- Ryan Spalding was hired as a Lifeguard-Hrly Non-Career on May 10, 2014, to join the Marine Safety Division, Operations Bureau of the Fire Department and has remained in the classification.
- In his role of Lifeguard-Hrly Non-Career in the Marine Safety Operations Division, Mr. Spalding performs ocean life guarding, Marine Safety dispatch and leads Covid test sites.
- The chart below outlines Mr. Spalding’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
Ryan Spalding	1404	196	05/10/2014	05/10/2023	700

- Granting the additional hours to Mr. Spalding will allow the department to continue critical work in their offseason and allow them to continue to operate the various Covid test site locations.

Mr. Spalding 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 – Ryan Spalding, Lifeguard, Non-Career**

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

Mr. Spalding was hired as a Lifeguard, Non-Career in the Department's Operations Bureau on May 10, 2014. He is assigned to the Marine Safety Division, Operations Bureau where he performs ocean lifeguarding, Marine Safety dispatch, Fire Department mail delivery.

Mr. Spalding has worked 1,331.5 hours as of January 11, 2023. The extension of Mr. Spalding's non-career hours will allow him to continue to provide lifeguarding and dispatch duties.

The Department requests the Commission grant Mr. Spalding an additional 700 non-career hours through his anniversary date of May 10, 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: 1/11/2023 **DEPARTMENT:** Fire Department

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Ryan Spalding, Lifeguard

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

Lifeguard May 10, 2014 - Present

Summary of duties performed by employee: Ocean lifeguarding, Marine Safety dispatch, and leading the Covid test sites.

Anniversary Date (date when employee reaches 1600-hour threshold): 05/10/2023

Number of hours left to reach 1600 hours: ~~268.5~~ 196 as of 1/13/23

Number of additional hours requested: 700

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 and Marine Safety dispatching. Mr. Spalding is also Covid test site team leader. Lifeguards have been heavily involved in the covid test site locations assisting with vaccination and testing.

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:** 01/11/202
- Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- Non-career hours completed as of the last recorded pay period:** 1404 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.