



Memorandum

Date: March 1, 2023

To: Civil Service Commission

From: Stephanie Herrera, Personnel Analyst

Subject: **HOMELESSNESS EMERGENCY RESPONSE RELATED:
RECOMMENDATION TO EXTEND NON-CAREER HOURS – DIEGO RAMIREZ,
RECREATION LEADER/SPECIALIST X-NC**

Correspondence has been received from Sheryl Bender, Personnel and Training Superintendent for the Parks, Recreation and Marine (PRM) Department, requesting Civil Service Commission approval to extend the non-career hours for Diego Ramirez, currently employed as a Recreation Leader/Specialist X - NC with the Parks, Recreation and Marine 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."
- Diego Ramirez was hired as a Recreation Leader/Specialist III Non-Career on June 24, 2017, and currently holds the classification of Recreation Leader/Specialist X Non-Career.
- In his role of Recreation Leader/Specialist X Non-Career in the Community Recreation Services Bureau, Mr. Ramirez provides recreation programs support.
- On February 8, 2023, Mr. Ramirez was reassigned to the Department of Health and Human Services to provide direct street outreach to people experiencing homelessness as a result of the City's state of emergency. This reassignment will be on a full-time (40 hours per week) basis during the duration of the state of emergency due to the needs of the Health and Human Services Department.

- The chart below outlines Mr. Ramirez's current hours expended as of February 10, 2023, and the extension requested. Agenda Item 10

Employee Name	Current Hours	Hours Left before 1600	Original Hire Date	Anniversary Date	Extension Requested
Diego Ramirez	1050	550	06/24/2017	06/24/2023	300

- Granting the additional hours to Mr. Ramirez will allow the department to continue critical work in operating key connection services initiatives supporting the City's state of emergency.

Mr. Ramirez 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: February 8, 2023

To: Civil Service Commission

From: Sherlyn Bender, Superintendent – Personnel and Training

Subject: **Request for Extension of Non-Career Hours**

The Department of Parks, Recreation, and Marine is requesting Civil Service Commission approval to extend the following Recreation Leader non-career hours on behalf of the Department of Health and Human Services in accordance with Civil Service Rules and Regulations Section 49 and Civil Service Policy Section 2.32.

Employee Name	Classification	Current Hours	Hours Left	Original Hire Date	Anniversary Date	Extension Requested
Diego Duarte Ramirez	Recreation Leader X - NC	991	609	06/24/2017	06/24/2023	300

The above-mentioned staff member was hired as a Recreation Leader Specialist X-Non-Career to join the Department of Parks, Recreation, and Marine on June 24, 2017, to provide support to recreation programs within the Community Recreation Service Bureau. Effective February 8, 2023, the employee will be reassigned to the Department of Health and Human Services to support the Department's street outreach programming to people experiencing homelessness and the City's Homelessness State of Emergency. This reassignment will be on a full-time (40 hours per week) basis during the duration of the state of emergency due to the needs of the Health Department. With this, the remaining non-career hours will be depleted prior to the employee's anniversary date.

Parks, Recreation, and Marine is requesting the Civil Service Commission approve the additional requested hours. This will allow continued support for the Health Department's Homeless Services Bureau in the emergency response.

Thank you for your consideration of this request. If you have any questions or if you need any additional information, please contact me at extension 8-3188.

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

ATTACHMENTS

CC: HUMAN RESOURCES
PERSONNEL FILE
DAVID THOMPSON, COMMUNITY PROGRAM SPECIALIST IV, HEALTH AND HUMAN SERVICES

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:** 2/7/23 **DEPARTMENT:** Park, Rec & Marine**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Diego Duarte Ramirez, Recreation Leader Specialist X-NC**Summary of employee's work history specifying all classification titles and dates:**

01/01/2022 to current - Recreation Leader X-NC, 08/03/21 to 01/01/2023 – Recreation Leader VII-NC, 06/24/2017 to 04/28/21 – Recreation Leader III-NC

Summary of duties performed by employee: Provides direct service to people experiencing homelessness with the homeless services street outreach team per the City's State of Emergency.

Anniversary Date (date when employee reaches 1600-hour threshold): June 24, 2023

Number of hours left to reach 1600 hours: 609

Number of additional hours requested: 300

Explain why the additional hours are needed for the department to function.

Employee has been reassigned effective February 8, 2023 to provide direct street outreach and intensive care to people experiencing homelessness (PEH) as a result of the City's State of Emergency. Employee has significant experience working with PEH and can step into the role quickly. Without this extension, employee will run out of existing hours in current Recreation Leader role and the Health Department will be unable to operate key connection to services initiatives as outlined by the City.

If applicable, is there a permanent appointment being recruited?

☐ Yes ☒ Not applicable (new recruitment not required)

If yes, what is the requisition number?

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: 2/8/23
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1050 as of 2/10/23
- ☒ 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.