



Memorandum

Date: March 15, 2023

To: Civil Service Commission

From: Stephanie Herrera, Personnel Analyst

Subject: **RECOMMENDATION TO EXTEND NON-CAREER HOURS – JACOB HART, AMBULANCE OPERATOR-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 Jacob Hart, currently employed as an Ambulance Operator - 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."
- Jacob Hart was hired as an Ambulance Operator Non-Career on June 25, 2022, and has remained in the classification.
- In his role of Ambulance Operator Non-Career in the Fire Department, Mr. Hart provides basic medical care and transport to the ill and injured within the scope of an Emergency Medical Technician, and transports patients to hospitals or other emergency care facilities.
- The chart below outlines Mr. Hart's current hours expended as of February 24, 2023, and the extension requested.

Employee Name	Current Hours	Hours Left before 1600	Original Hire Date	Anniversary Date	Extension Requested
Jacob Hart	1191.5	408.5	06/25/2022	06/25/2023	600

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- Granting the additional hours to Ambulance Operator Hart will allow the department to continue critical work in maintaining the City's staffing levels for ambulance services. There are 17 current vacancies, and more resignations are imminent.

Mr. Hart 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 23, 2023

To: Civil Service Commission

From: Sarah Green, Administrative Officer, Fire Department

Subject: **Request to Extend Non-Career Hours – JACOB HART, Ambulance Operator, Non-Career**

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

Mr. Hart was hired as an Ambulance Operator, Non-Career in the Department's Operations Bureau on June 25, 2022. He is assigned to the Operations Bureau where he performs basic medical care and transport within the scope of an Emergency Medical Technician.

Mr. Hart has worked 1,104 hours as of February 15, 2023. The extension of Mr. Hart's non-career hours will allow him to continue to provide Basic Life Saving (BLS) duties especially in a time of significant staff impacts due to critical staffing levels in the Ambulance Operator ranks.

The Department requests the Commission grant Mr. Hart an additional 600 non-career hours through his anniversary date of June 25, 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: 02/23/2023 **DEPARTMENT:** Fire Department

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Jacob Hart, Ambulance Operator – Non Career

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

Jacob Hart began with the Fire Department back in June 25, 2022 and has been working with the Long Beach fire department as an ambulance operator since.

Summary of duties performed by employee: Under general supervision, provides basic medical care and transport to the ill and injured within the scope of an Emergency Medical Technician, transports patients to hospitals or other emergency care facilities.

Anniversary Date (date when employee reaches 1600-hour threshold): 06/25/2023

Number of hours left to reach 1600 hours: Mr. Hart has worked 1,104 (as of 2/15/23) hours since the start of his career and has 496 hours left to reach 1600 hours.

Number of additional hours requested: 600 hours

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

Hart works part time for the LBFD as an AO. Part- time AO's are asked to sign up 6 times per month and Hart signed up to work 8 days, just in the month of February. There are five 24-hour BLS units and one 12-hour unit – Currently there are 17 full-time AOs and 34 spots - 17 vacancies, and only 9 PT AOs. Out of the 26 active AOs (FT and PT) – many are active in the hiring processes with other Fire agencies – more resignations are imminent. Five AOs are on leave of absences and two more are slated for Paramedic school starting in May 2023.

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:** 2/27/23
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** NA
- ☒ **Non-career hours completed as of the last recorded pay period:** 1191.5 as of 2/24/23
- ☒ **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.