



Memorandum

Date: May 10, 2023

To: Civil Service Commission

From: Stephanie Herrera, Personnel Analyst

Subject: **RECOMMENDATION TO EXTEND NON-CAREER HOURS – AUSTIN WATKINS, 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 Austin Watkins, 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."
- Austin Watkins was hired as an Ambulance Operator Non-Career on November 14, 2020 and has remained in the classification.
- In his role of Ambulance Operator Non-Career in the Fire Department, Mr. Watkins 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. Watkin's current hours expended as of April 21, 2023, and the extension requested.

Employee Name	Current Hours	Hours Left before 1600	Original Hire Date	Anniversary Date	Extension Requested
Austin Watkins	1236	364	11/14/2020	11/14/2023	1000

- Granting the additional hours to Ambulance Operator Watkins will allow the department to continue critical work in maintaining the City's staffing levels for ambulance services. There are 12 current vacancies, and more resignations are imminent.

Mr. Watkins 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: April 19, 2023

To: Civil Service Commission

From: Sarah Green, Administrative Officer, Fire Department

Subject: **Request to Extend Non-Career Hours – WATKINS, AUSTIN, Ambulance Operator, Non-Career**

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

Mr. Watkins was hired as an Ambulance Operator, Non-Career in the Department's Operations Bureau on November 14, 2020. He is assigned to the Operations Bureau where he performs basic medical care and transport within the scope of an Emergency Medical Technician.

Mr. Watkins has worked 1,116 hours as of April 12, 2023. The extension of Mr. Watkins 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. Watkins an additional 880 non-career hours through his anniversary date of November 14, 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: 04/19/2023 **DEPARTMENT:** Fire Department

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Austin Watkins, Ambulance Operator – Non-Career

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

Austin Watkins began with the Fire Department back in November 14, 2020 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): 11/14/2023

Number of hours left to reach 1600 hours: Mr. Watkins has worked 1,116 (as of 4/12/23) hours since 11/14/2022 and has 484 hours left to reach 1600 hours.

Number of additional hours requested: 1000 hours

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

Mr. Watkins works part time for the LBFD as an AO. Part- time AO’s are asked to sign up 6 times per month and Watkins is slated to work nine 24hr shifts the month of April. Watkins works full time hours each month and 880 hours will get him to his anniversary date of 11/14/2023. There are three 24-hour BLS units and two 12-hour unit – Currently there are 14 full-time AOs (3 on LOA and 1 on TD) and 26 spots - 12 vacancies, and 9 PT AOs; 3 on LOA. Out of the 23 active AOs (FT and PT) – many are active in the hiring processes with other Fire agencies – more resignations are imminent. Six AOs are on leave of absences, and we have 2 more FT going PT starting May 6th.

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:** 4/21/2023
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** NC position – no recruitment
- ☒ **Non-career hours completed as of the last recorded pay period:** 1236 as of 4/21/23
- ☒ **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.