



Memorandum

Date: May 24, 2023

To: Civil Service Commission

From: Beverly Bartlow, Personnel Analyst

Subject: **REQUEST TO PARTICIPATE IN ADMINISTRATIVE ANALYST EXAMINATION PROCESS – JAMIE KISTNER**

Correspondence has been received from Ms. Jamie Kistner requesting the Civil Service Commission's approval to participate in the Administrative Analyst examination process. Ms. Kistner was not accepted into the examination due to a lack of experience required for the Administrative Analyst classification. The facts are presented below for your consideration.

Facts for Consideration:

- As background, on January 4, 2023, the Civil Service Commission approved the job opportunity bulletin for Administrative Analyst (AA). The job opportunity was posted beginning January 6 through February 10, 2023, with all required proofs due Friday, February 10, 2023, by 4:30 p.m.
- The requirements to file were as follows:
 - Graduation from an accredited college or university with a bachelor's degree in Public or Business Administration, or a closely related field AND two or more years of paid, full-time equivalent, professional experience equivalent to an Assistant Administrative Analyst, with the City of Long Beach (or higher) offering specific and substantial preparation for the duties of the position.
 - A master's degree in Business or Public Administration, or a closely related field, from an accredited college or university may be substituted for up to one year of the required professional experience.
 - Professional or technical and paraprofessional experience (including experience equivalent to an Administrative Aide with the City of Long Beach, or higher) that offers specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

- In Ms. Kistner’s case, at the time of filing, she possessed a bachelor’s degree in Anthropology and a master’s degree in History of Art and Art World Practice. Ms. Kistner’s work experience as a Public Safety Dispatcher was not credited to qualify for the AA classification and is short 12 months of the required experience.
- In accordance with Article II, Section 6 (2) of the Civil Service Rules and Regulations regarding disqualification of applicants, clearly states that the Commission may refuse to examine, or after an examination may remove from any eligible list, disqualify, and/or refuse to certify any person who does not meet the minimum requirements to file as stated in applicable examination announcements.
- During the filing period, 361 online applications were received. Staff evaluated all applications by applying the same standards of meeting the stated minimum qualifications as indicated on the job bulletin. It was determined that 197 applicants did not qualify based on insufficient experience.
- On March 31, 2023, candidates were notified by e-mail of their dispositions. Candidates were either notified of their scheduled test appointments or the reason their applications were not accepted. Ms. Kistner was sent a notification that her application was not accepted into the examination process due to insufficient experience.
- On Monday, April 17, 2023 at 4:46 p.m., we received correspondence from Ms. Kistner requesting to appeal her disqualification from the examination process.
- On Wednesday, April 26, 2023, Ms. Kistner appeared before the Civil Service Commission and spoke during the Public Comments section of the meeting.
- Staff communicated with Ms. Kistner on Wednesday, May 3, 2023 to discuss her concerns and her desire to be hired as a “Crime Analyst” although that classification does not exist within the City. Ms. Kistner is currently on the Assistant Administrative Analyst (AAA) eligible list, and she can pursue this opportunity within the Police Department in the area that performs related duties that would gain her qualifying experience for Administrative Analyst.
- Ms. Kistner was hired as a Public Safety Dispatcher on September 29, 2015 and obtained permanent status on March 29, 2016.
- Staff confirmed with management within the Department of Disaster Preparedness and Emergency Communications (DPREP) that they do not have any Public Safety Dispatcher’s currently working out of their classification doing the duties of an Administrative Analyst or “Crime Analyst.”

- While Ms. Kistner's work history is commendable, and the classification of Public Safety Dispatcher is a very important and responsible classification within the City, it is not within the parameters of related experience eligible to qualify for AA. Agenda Item 15

Staff Recommendation:

In accordance with Article II, Section 6 (1) of the Civil Service Rules and Regulations and Policy 1.05 of the Civil Service Commission Policies and Procedures, staff recommends denial of this request.

Ms. Kistner has been informed that this request is on today's agenda. If the Commission approves this request, she can be accommodated and invited to the written examination at a future date. Staff from the Department of Disaster Preparedness and Emergency Communication are also present to address any questions from the Commission.

SR05.24.23 KISTNER