



Memorandum

Date: May 24, 2023

To: Civil Service Commission

From: Sharon Hamilton, Assistant Administrative Analyst

Subject: HOMELESSNESS EMERGENCY RELATED: REQUEST FOR THE EXTENSION OF NON-CAREER HOURS – ESTEFANY VERELA LOPEZ, PUBLIC HEALTH ASSOCIATE-NC

Correspondence has been received from Sandra Kennedy, Administrative Officer for the Department of Health and Human Services (DHHS), requesting Civil Service Commission approval to extend the non-career hours for Estefany Verela Lopez, currently employed as a Public Health Associate – NC with the DHHS. 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."
- Estefany Verela Lopez was hired as a Public Health Associate – Non-Career on June 28, 2021, to join the Communicable Disease and Emergency Response Bureau in support of the City's COVID-19 Response operations.
- Ms. Varela Lopez used a majority of her allocated hours during the COVID-19 emergency Response operations. However, she is now supporting the Homeless Services Bureau with the Homelessness Emergency Response, where she has nearly depleted her annual allocated 1600 non-career hours.



- In the role of Public Health Associate, Non-Career, Ms. Valera Lopez’s main job duties for the COVID-19 Emergency Response included communicable disease case investigations and outbreak investigations. Her Homelessness Emergency Response duties include procurement and applying for grants to assist with the Homelessness Response.
- The chart below outlines Ms. Verela Lopez’s current hours expended as of May 5, 2023, and the extension requested.

Employee Name	Current Hours	Hours Left before 1600	Original Hire Date	Anniversary Date	Extension Requested
Estefany Verela Lopez	1479	121	6/28/2021	6/28/2023	150

- Granting the additional hours to Ms. Verela Lopez will allow the department to continue its critical work supporting the Homelessness Emergency Response operations.

Recommendation:

Staff recommends approval of an additional 150 hours for Ms. Varela Lopez in accordance with Article V, Section 49 of the Civil Service Rules and Regulations and Civil Service Policy Section 2.32.

Ms. Verela Lopez 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 21, 2022
 To: Civil Service Commission 
 From: Sandra Kennedy, Administrative Officer

Subject: Request for Extension of Non-Career Hours

The Department of Health and Human Services (DHHS) is requesting Civil Service Commission approval to extend the following Public Health Associate non-career hours, 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
VARELA LOPEZ, ESTEFANY Y.	Public Health Associate – NC	1502.0	98	06/28/2021	06/28/2023	150

The above-mentioned staff member was hired as a Public Health Associate Non-Career to join the Communicable Disease and Emergency Response Bureau during the COVID-19 Pandemic. The role of this Public Health Associate Non-Career is crucial due to the needs of the Bureau and the new Homelessness Emergency Response. Estefany used a majority of her hours during the COVID-19 emergency. However, she is now supporting the Homeless Services Bureau with the Homelessness Emergency that the Mayor declared, which has nearly depleted the allocated 1600 non-career hours. Estefany’s main job duties for the COVID-19 Emergency Response include communicable disease case investigations and outbreak investigations. Her Homelessness Emergency Response duties include procurement and applying for grants to assist with the Homelessness Response.

DHHS is requesting the Civil Service Commission approve the additional requested hours. This will allow continued support for the Communicable Disease and Emergency Response Bureau in the Homelessness 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 8-4016.

If you have any questions, please contact me at (562) 570-3304.

ATTACHMENTS

cc: HUMAN RESOURCES
 PERSONNEL FILE

Civil Service Department

Estefany's main job duties for the COVID-19 Emergency Response include communicable disease case investigations and outbreak investigations. Her Homelessness Emergency Response duties include procurement and applying for grants to assist with the Homelessness Response. **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: 05/09/2023 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Estefany F. Varela Lopez, Public Health Associate - NC

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

06/28/2023 to current as Public Health Associate- NC

Summary of duties performed by employee: Supporting the needs of the Communicable Disease and Emergency Response Bureau and the Homeless Services Bureau with Homelessness Emergency within the Long Beach Department of Health and Human Services.

Anniversary Date (date when employee reaches 1600-hour threshold): 06/28/2023

Number of hours left to reach 1600 hours: 121

Number of additional hours requested: 150

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

1. The above-mentioned staff member was hired as a Public Health Associate Non-Career to join the Communicable Disease and Emergency Response Bureau during the COVID-19 Pandemic. The role of this Public Health Associate Non-Career is crucial due to the needs of the Bureau and the new Homelessness Emergency Response. Estefany used a majority of her hours during the COVID-19 emergency. However, she is now supporting the Homeless Services Bureau with the Homelessness Emergency that the Mayor declared, which has nearly depleted the allocated 1600 non-career hours. Estefany’s main job duties for the COVID-19 Emergency Response include communicable disease case investigations and outbreak investigations. Her Homelessness Emergency Response duties include procurement and applying for grants to assist with the Homelessness Response.

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:** 05/10/2023
- Anticipated recruitment timeframe (if applicable, include requisition number):** NA
- Non-career hours completed as of the last recorded pay period:** 1,479
- 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.**

Civil Service Department

Suggested Action: Staff recommends approval.