



Memorandum

Date: June 7, 2023

To: Civil Service Commission

From: Tarsha Moses, Personnel Analyst

Subject: REQUEST FOR PROVISIONAL APPOINTMENT – PUBLIC AFFAIRS ASSISTANT – GRACE CHUN

On May 15, 2023, the Civil Service Department received correspondence from Dawn Henderson, Personnel Officer – Public Works Department, requesting Civil Service Commission approval of their provisional appointee Grace Chun, for the classification of Public Affairs Assistant. Staff has reviewed this request and recommends approval in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Civil Service Policy Section 1.02.

Article V, Section 43 of the Civil Service Rules and Regulations allows an appointing authority to request a provisional appointment of an employee “When no priority or eligible list exists for a classification, which has been requisitioned and should no priority or eligible lists exist for comparable or allied classifications suitable for alternate list certification, the Commission may, after review, certify the names of individuals it considers to be qualified for provisional appointment to the classification.”

Facts for Consideration:

- On March 28, 2023, Civil Service Staff approved a request from the Public Works Department to conduct a Provisional Appointment recruitment for the Public Affairs Assistant classification.
- The provisional recruitment was advertised from April 3, 2023, through April 17, 2023. Panel interviews were conducted, and Ms. Chun was selected to fill the department's vacancy.



- The Public Affairs Assistant coordinates and assists with public affairs related special projects, research, events, and programs requiring knowledge of community and/or department concerns and issues as well as assists with the preparation of news releases, public information bulletins and related documents. Furthermore, this position responds to emergencies, newsworthy events, and media inquiries.
- Ms. Chun's application has been screened by Civil Service staff and it is determined that she does meet the minimum qualifications for the classification.
- Ms. Chun has signed the Provisional Appointment of Conditions, which outlines the conditions of a Provisional Appointment including that the provisional appointment is temporary, and that she has no guarantee of a permanent appointment. She is aware that she must apply and compete in the Civil Service examination process and be placed in a selectable position on the eligible list to be considered for permanent appointment as a Public Affairs Assistant.
- Requisition #PW23-060 was received on 4/3/2023 and has been approved for this provisional request.
- Requisition #PW23-078 is currently in progress for the permanent appointment.
- The recruitment planning meeting with the hiring department is anticipated for July 2023 and an eligible list is expected in September of 2023.



Memorandum

Date: May 15, 2023

To: Civil Service Commission

From: Dawn Henderson, Personnel Officer – Public Works

Subject: **Request for Provisional Appointment – Public Affairs Assistant, Grace Chun**

The Department of Public Works is requesting the provisional appointment of Grace Chun to the classification of Public Affairs Assistant in accordance with Article V, Section 43 of the Civil Service Rules and Regulations.

On April 4, 2023, the Civil Service Department granted approval to conduct a provisional recruitment for this classification. The Department held an open recruitment from April 4, 2023 through April 18, 2023 and conducted interviews by panel. Grace Chun was determined to be amongst the best qualified. The Department has approved requisition PW23-060 to fill the vacancy on a provisional basis until the establishment of a new eligibility list. This requisition corresponds with requisition PW23-078.

The Public Affairs Assistant coordinates and assists with public affairs related special projects, research, events, and programs requiring knowledge of community and/or department concerns and issues as well as assists with the preparation of news releases, public information bulletins and related documents. Furthermore, this position responds to emergencies, newsworthy events, and media inquiries. If the position is not filled, the Division would lack the professional administrative staff required to accomplish communications related projects in timely manner, which may result in the inability to use outside funding sources within their prescribed time periods.

The candidate identified for appointment understands that their provisional appointment is temporary and have no guarantee of permanent employment in this position. The candidate meets the minimum qualifications of the position and is aware that they must apply through the Civil Service examination process in order to be considered for permanent employment as Public Affairs Assistant.

If you have any questions, please contact me at (562) 570-4675.

**Request for Provisional Appointment
(Request to Recruit)
Form 1A**

INSTRUCTIONS:

Departments seeking to request a provisional appointment as authorized under [Civil Service Rules and Regulations Article V, Section 43](#) and [Civil Service Policy Section 1.02](#), are required to submit both forms 1A and 1B for the provisional request process. Departments shall complete the form in its entirety to ensure timely processing.

PROCESS STEPS:

1. Requesting department will complete Request for Provisional Appointment Form 1A (Form 1A) and attach the following documents to the request:
 - a. Department memo to Civil Service Executive Director providing the reason for the request.
 - b. Job bulletin with supplemental questions and provisional disclaimer language (see page 2 for disclaimer language).
2. Upon approval from the Civil Service Department, the requesting department shall conduct their provisional recruitment utilizing the NEOGOV platform.
3. Once a candidate has been selected for provisional appointment, the department will complete the Request for Provisional Appointment Form 1B.
4. Upon Civil Service Staff review and recommendation for approval, the Request for Provisional Appointment will be placed on the upcoming agenda for the Civil Service Commission (CSC). Departments will be required to attend and respond to any questions that the commission may have regarding the request. Click [here](#) to access the CSC meeting schedule.

BACKGROUND AND VACANCY INFORMATION:

Date of Request: _____ Requesting Department: _____

Provisional appointment position classification: _____

Number of provisional appointments being requested: _____

Approved requisition number(s) for **provisional** appointment(s): _____

Approved requisition number(s) for **permanent** appointment(s): _____

Provide the date the vacancy began and circumstances surrounding the vacancy (i.e. retirement, separation etc.):

Include an explanation of the operational necessity to fill the position and the consequences of this position remaining vacant. Include impacts such as loss of revenue, substantial curtailment of City services and/or City hazards that may present without this position:

Describe alternatives, if any, that have been used to fill the vacancy (i.e. rotation, use of higher class pay, etc.):

Pursuant to CSR Article V, Section 43, was consideration given to candidates on an active eligible list of a comparable or allied classification deemed suitable through an alternate list certification? If yes, which classifications? Were dispositions provided for Civil Service staff review?

RECRUITMENT PLAN STRATEGY:

Are you recruiting: ☐ internal candidates ☐ external candidates ☐ both

Is this a promotional recruitment? ☐ Yes ☐ No

If "yes", list feeder classifications for the promotional opportunity to be notified of the opportunity for the promotional position:

Does a promotional list exist? ☐ Yes ☐ No

Describe the advertising methods to be used to recruit for this position (i.e. job flyers, websites, etc.)

Length of time recruitment will be open for filing: _____ ☐ Days ☐ Weeks

Describe the selection process you will use for the provisional recruitment (i.e. interview or other testing):

Provide the provisional appointment recruitment bulletin information including: 1.) Job duties 2.) Minimum qualifications 3.) Provisional supplemental questions 4.) Copy of most recent job bulletin. If including an attachment, please check here: ☐ See bulletin attachment

DISCLAIMER LANGUAGE:

All provisional recruitment bulletins must contain the following Disclaimer Language in the beginning of the bulletin:

“This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.”

ATTACHMENTS:

The following attachments must be sent to Human Resources for approval of the Request for Provisional Appointment:

- ☐ Memo from the department
- ☐ Provisional Request Form 1A
- ☐ Job Opportunity Bulletin with supplemental questions

Provide name and contact information for the point of contact for this request:

NEXT SECTIONS TO BE COMPLETED BY HUMAN RESOURCES AND CIVIL SERVICE DEPARTMENTS**HUMAN RESOURCES DEPARTMENTAL APPROVAL:**

This provisional request is: ☐ Approved ☐ Not Approved

Signature of Human Resources Director or Designee: _____ Date: _____

CIVIL SERVICE STAFF REVIEW:

- ☐ Staff has confirmed the following requisition number(s) to fill this vacancy(ies): _____
- ☐ Is there is an existing promotional, priority or eligible list that exists for this classification? ☐ Yes ☐ No
If “yes”, when does it expire? _____
- ☐ Are other departments impacted? ☐ Yes ☐ No
If “yes”, please include impacted department(s): _____
- ☐ If a promotional classification, was there an active eligible list concurrent with the vacancy and allowed to expire during the vacancy, with no attempt to appoint from that list, or an active certification that awaits disposition.
☐ Yes ☐ No ☐ NA
- ☐ If for a promotional classification, has the position been left vacant for at least 60 days? (Exceptions will be made for those promotional positions unable to be filled because of a City Manager imposed hiring freeze.)
☐ Yes ☐ No ☐ NA
- ☐ Staff provided notice to requesting department to attend the Civil Service Commission Meeting.

Personnel Analyst processing request: _____

This request to recruit is: ☐ Approved ☐ Not Approved

Date: _____



**Request for Provisional Appointment
(For Selected Candidate)
Form 1B**

INSTRUCTIONS:

Departments seeking to request a provisional appointment as authorized under [Civil Service Rules and Regulations Article V, Section 43](#) and [Civil Service Policy Section 1.02](#), are required to submit both forms 1A and 1B for the provisional request process. Departments shall complete the form in its entirety to ensure timely processing.

PROCESS STEPS:

1. Requesting department must have received approval by the Civil Service Department to conduct a Provisional Recruitment. Once a candidate has been selected for provisional appointment, the department will complete the Request for Provisional Appointment Form 1B (Form 1B) and attach the following documents to the request:
 - a. Memo to Civil Service Commission from requesting department to include candidate information.
 - b. Provisional Form 1 A
 - c. Job bulletin with supplemental questions and provisional disclaimer language.
 - d. NEOGOV application submitted by candidate.
 - e. Provisional Appointment Statement of Conditions Form, signed by provisional appointee.
2. Upon Civil Service staff approval, the Request for Provisional Appointment will be placed on the upcoming agenda for the Civil Service Commission (CSC). Departments will be required to attend and respond to any questions that the commission may have regarding the request.

BACKGROUND AND VACANCY INFORMATION:

Date: _____ Requesting Department: _____

Provisional appointment position classification: _____

Requisition number(s) for **provisional** appointment(s): _____

Requisition number(s) for **permanent** appointment(s): _____

Name of applicant(s) selected for provisional appointment(s): _____

Does the appointment of this applicant impact another department; if yes, which department? _____

ATTACHMENTS:

The following attachments must be sent to Civil Service Commission for approval of the Request for Provisional Appointment:

- ☐ Memo from the department
- ☐ Provisional Request Form 1B
- ☐ Job Opportunity Bulletin with supplemental questions
- ☐ NEOGOV application submitted by candidate
- ☐ Provisional Appointment Statement of Conditions Form signed by appointee

Provide name and contact information for the point of contact for this request for appointment:

NEXT SECTION TO BE COMPLETED BY CIVIL SERVICE DEPARTMENT

- ☐ Staff reviewed the provisional appointment request and supplemental forms including provisional appointee's application, signed Provisional Appointment Statement of Conditions, proof of license, education, certificate as applicable.

The provisional appointee: ☐ Meets the minimum requirements ☐ Does not meet the minimum requirements

If the candidate does not meet the minimum requirements, staff will notify the department.

- ☐ Requesting department has been informed that the request is scheduled to be on the Civil Service Commission agenda and meeting information has been provided
- ☐ Provisional appointee has been informed of the terms and conditions of the provisional appointment on: _____
- ☐ Provisional appointee has been informed that the request is scheduled to be on the Civil Service Commission agenda and meeting information has been provided.
- ☐ Staff has submitted the provisional appointee packet to the Civil Service Executive Assistant.

Personnel Analyst processing request: _____

Provisional appointment staff recommendation: ☐ Approved ☐ Not Approved

Date: _____



City of Long Beach Employment Opportunity

PUBLIC AFFAIRS ASSISTANT (PROVISIONAL)

Job Number: PW23-060

SALARY: \$29.38 - \$39.90 Hourly

OPENING DATE: 04/03/23

CLOSING DATE: 04/17/23 11:59 PM

DESCRIPTION:



The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department for the duration of the vaccine mandate.

The Community Information Division in the Public Works Department, Business Operations Bureau is seeking candidates for a provisional Public Affairs Assistant job opportunity. Interested candidates must meet the requirements to file listed under the minimum requirements heading. Pending Civil Service approval, the selected candidate will be appointed to the position on a provisional (temporary) basis with no guarantee of permanent employment. The provisional employee must apply, compete, and obtain a

reachable position on the Civil Service eligible list for Public Affairs Assistant when the Civil Service examination is conducted in order to be considered for appointment to a permanent position. Provisional appointments are valid through the establishment of a Civil Service eligible list.

Note: This is a provisional opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. If you want to be considered for this position permanently, you must go through the Civil Service examination process. If you are not selected to fill the position on a permanent basis, your provisional appointment will be terminated. For City Employees: if you hold permanent status in another classification, you will be reinstated back to the position you held before the provisional appointment.

EXAMPLES OF DUTIES:

- Assists with the preparation of news releases, public information bulletins, and related documents.
- Coordinates and assists with public affairs related special projects, research, events and programs requiring knowledge of community and/or department concerns and issues.
- Responds to emergencies, newsworthy events, and media inquiries.

- Represents City departments at community events, tradeshow, and national and regional committee meetings.
- Produces literature, promotional materials, technical publications, and directories.
- Resolves problems, evaluates procedures and makes recommendations for public affairs issues.
- Prepares reports and makes presentations.
- May serve in a lead capacity.
- May oversee the department's internet, intranet, and social media content.
- May coordinates the activities, scheduling, recruitment, and training of personnel and volunteers.
- May serve as a liaison on issues with the community, tenants, businesses, and other City staff.
- Performs other related duties as assigned.

REQUIREMENTS TO FILE:

- Graduation from an accredited four-year college or university with a Bachelor's degree in Communications, Journalism, Public Administration, Public Relations, or closely related field. Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year for year basis.
- Two years of experience in public affairs/public information.
- A valid California Class C Driver License is required.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

SELECTION PROCEDURE:

Interested candidates must complete an online application with responses to the supplemental application and attach their proof of education (if applicable), cover letter, and resume (in PDF format) by the close of filing on **Monday, April 17, 2023 at 11:59 PM**. Those candidates determined to be best suited for the position will be invited to participate in the selection process, which will include an interview by a selection panel and may include a performance exercise.

This information is available in an alternative format by request to the Department of Public Works, Personnel Division, at (562) 570-4686. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or contact the Personnel Division at (562) 570-4686.

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.

AN EQUAL OPPORTUNITY EMPLOYER, THE DEPARTMENT OF PUBLIC WORKS VALUES AND ENCOURAGES DIVERSITY IN ITS WORKFORCE.

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.governmentjobs.com/careers/longbeach>

411 W. Ocean Blvd., 5th Fl
Long Beach, CA 90802
(562) 570-4686

civilservice@longbeach.gov

Position #PW23-060
PUBLIC AFFAIRS ASSISTANT (PROVISIONAL)
BC

PUBLIC AFFAIRS ASSISTANT (PROVISIONAL) Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of these supplemental questions is to derive more specific information about the qualifications of applicants for this position. Applicants must clearly demonstrate their qualifying experience. These questions will serve as the basis for qualifying candidates for advancement into the selection process. Do you understand these instructions?

☐ Yes
☐ No

- * 2. This is a provisional job opportunity. All provisional appointments are temporary and valid until a priority or eligible list becomes available for the classification. Provisional appointments are valid for 150 days unless extended and approved by Civil Service Commission. I understand that if I am successful in the selection process, I may be appointed to the position on a provisional (temporary) basis with no guarantee of permanent employment. I further understand that as a provisional employee, I must apply, compete, and obtain a reachable position on the Civil Service eligible list for Public Affairs Assistant when the Civil Service examination is conducted in order to be considered for appointment to a permanent position. If I am not selected to fill the position on a permanent basis, my provisional appointment will be terminated. If I am a city employee, and I hold permanent status in another classification, I understand I will be reinstated back to the position I held before the provisional appointment. I further understand that provisional appointments are valid through the establishment of a Civil Service eligible list. I acknowledge and understand all of the above regarding provisional appointments.

☐ Yes
☐ No

- * 3. The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department for the duration of the vaccine mandate. Do you acknowledge this requirement?

☐ Yes
☐ No

- * 4. **REQUIREMENTS TO FILE:** Please indicate if you possess a Bachelor's degree in Communications, Journalism, Public Administration, Public Relations, or closely related field (proof required*) from an accredited four-year college or university. Candidates may substitute experience offering specific and substantial preparation for the duties of the position for the required education on a year-for-year basis.

☐ Yes, I possess a Bachelor's degree in Communications, Journalism, Public Administration, Public Relations, or closely related field (proof required*) from an accredited four-year college or university.

- ☐ I do not possess a bachelor's degree, but I have at least 4 years of professional experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year for year basis
- ☐ I do not have the required education and/or experience as indicated above.

* 5. **REQUIREMENTS TO FILE:** Please indicate if you possess two years of experience in public affairs/public information.

- ☐ Yes
☐ No

* 6. **REQUIREMENTS TO FILE:** Do you have a valid California Class C Driver License?

- ☐ Yes
☐ No

* 7. **REQUIREMENTS TO FILE:** I understand that required documents, such as resumes, cover letters, degrees, transcripts, certificates, or licenses, must be uploaded to my online application in PDF format at the time of filing. I also understand that any proofs submitted must contain either my name or other identifying characteristic on the form, that proof of education for academic degrees must indicate degree conferral, and that proof of education for degrees or units outside the United States must include proof of educational equivalency. The application process for this position requires that you attach: (1) a cover letter, (2) a resume, and (3) a copy of diploma or transcripts if applicable (unofficial, scanned copies accepted) all in PDF format.

- ☐ Yes
☐ No

* 8. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. Do you understand the information above?

- ☐ Yes
☐ No

* Required Question

**Long Beach Civil Service Commission****PROVISIONAL APPOINTMENT****Statement of Conditions**

Position Title: Public Affairs Assistant - Provisional

You are being considered for employment under the provisions of Section 43 of the Civil Service Rules and Regulations, which read in part:

"All provisional appointments shall be temporary and shall be valid only until a priority or eligible list becomes available for certification for the classification and is forwarded to the user department. However, no provisional appointment shall be valid beyond a 150 day period unless approved by the Commission."

If appointed to this position, you will not accrue seniority in this classification for any Civil Service promotional examination. Your pay will be the same as that of a permanent City employee in this classification, however, you should check with the hiring department as to your eligibility for other (fringe) benefits. If you are currently a permanent, full-time City employee, your benefits will not change.

If you receive authorization from the Civil Service Commission to be appointed to the provisional position, you must file a new application during the open filing period in order to compete in the examination process. You must file a new application before the announced closing date of filing.

If the provisional application will be filled on permanent basis, a competitive examination to fill the position will be administered by the Civil Service Department prior to the expiration of the provisional appointment. In order to be eligible for selection for permanent appointment to the position, your examination must be among the top scores achieved.

If after you are appointed to fill a provisional position, you do not satisfactorily perform or if you are not selected from the eligible list to fill the position on a permanent basis, your appointment will be terminated. If you are a present classified City employee who holds permanent status in another classification, you will be reinstated to the position you held prior to provisional appointment without loss to status or seniority (Section 44, Civil Service Rules and Regulations).

Should you have any questions regarding your provisional appointment, you may call the Civil Service Department office at (562) 570-6058.

If appointed, I hereby certify that I understand and agree with the above conditions of employment as a "provisional" employee for the City of Long Beach.

Signature

05/10/2023

Date