



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: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: John Bautista, Public Health Associate-NC

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

08/24/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 08/24/2021

Number of hours left to reach 1600 hours: 648.1

Number of additional hours requested: 500

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 951.9
- ☒ **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.



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SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Victoria Brown, Public Health Associate-NC

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

5/30/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 5/30/2021

Number of hours left to reach 1600 hours: 273.50

Number of additional hours requested: 250

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 1326.5
- ☒ **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.**
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SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Kellie Duggan, Public Health Associate-NC

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

09/08/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 09/08/2021

Number of hours left to reach 1600 hours: 193.50

Number of additional hours requested: 950

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 1406.5
- ☒ **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.**
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- Commission Approves/Denies request.

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Ashley Goda, Public Health Associate-NC

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

07/15/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 07/15/2021

Number of hours left to reach 1600 hours: 521

Number of additional hours requested: 350

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
 - ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
 - ☒ **Non-career hours completed as of the last recorded pay period:** 1079
 - ☒ **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.
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PROCESS:

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SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Cassandra Gutierrez, Public Health Associate-NC

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

07/20/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 07/20/2021

Number of hours left to reach 1600 hours: 479

Number of additional hours requested: 350

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** NA
- ☒ **Non-career hours completed as of the last recorded pay period:** 1121
- ☒ **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.



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- Commission Approves/Denies request.

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Lakecha Haley, Public Health Associate-NC

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

09/21/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 09/21/2021

Number of hours left to reach 1600 hours: 607.5

Number of additional hours requested: 350

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 992.5
- ☒ **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.



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SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Michelle Luper, Public Health Associate-NC

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

09/01/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 09/01/2021

Number of hours left to reach 1600 hours: 560.5

Number of additional hours requested: 350

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 1039.5
- ☒ **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.



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SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Evadne Magallanes, Public Health Associate-NC

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

07/22/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 07/22/2021

Number of hours left to reach 1600 hours: 407.8

Number of additional hours requested: 350

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 1192.2
- ☒ **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.**
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SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Michael Laath Martin, Public Health Associate-NC

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

08/15/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 08/15/2021

Number of hours left to reach 1600 hours: 458.50

Number of additional hours requested: 350

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 1141.5
- ☒ **Provide notice to requesting department to attend Civil Service Commission Meeting.**
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SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Alexander Manguia, Public Health Associate-NC

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

06/29/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 06/29/2021

Number of hours left to reach 1600 hours: 601.7

Number of additional hours requested: 350

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 998.3
- ☒ **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.



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: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Zarene Nunez, Public Health Associate-NC

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

06/30/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 06/30/2021

Number of hours left to reach 1600 hours: 344.90

Number of additional hours requested: 500

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 1255.1
- ☒ **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.



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: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Michelle Ortiz, Public Health Associate-NC

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

09/01/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 09/01/2021

Number of hours left to reach 1600 hours: 568

Number of additional hours requested: 500

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 1032
- ☒ **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.



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: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Giselle Perez, Public Health Associate-NC

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

07/18/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 07/18/2021

Number of hours left to reach 1600 hours: 369.50

Number of additional hours requested: 500

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 1230.5
- ☒ **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.



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: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Starlynn Perez, Public Health Associate-NC

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

06/29/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 06/29/2021

Number of hours left to reach 1600 hours: 641.1

Number of additional hours requested: 350

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 958.9
- ☒ **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.



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: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Christian Rodriguez, Public Health Associate-NC

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

07/19/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 07/19/2021

Number of hours left to reach 1600 hours: 179

Number of additional hours requested: 600

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 1421
- ☒ **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.



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: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Joy Rowden, Public Health Associate-NC

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

07/30/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 07/30/2021

Number of hours left to reach 1600 hours: 357.5

Number of additional hours requested: 350

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 1242.5
- ☒ **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.



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: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Sahain Santoyo, Public Health Associate-NC

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

06/17/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 06/17/2021

Number of hours left to reach 1600 hours: 673

Number of additional hours requested: 350

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 927
- ☒ **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.



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: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Eduardo Valdez, Public Health Associate-NC

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

06/29/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 06/29/2021

Number of hours left to reach 1600 hours: 499.2

Number of additional hours requested: 350

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 1100.8
- ☒ **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.



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: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Melissa Vaz, Public Health Associate-NC

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

07/19/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 07/19/2021

Number of hours left to reach 1600 hours: 378.5

Number of additional hours requested: 350

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 1221.5
- ☒ **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.



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: 3/29/2021 **DEPARTMENT:** Health

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Kyle Yomogida, Public Health Associate-NC

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

06/15/2020 to current Public Health Associate- NC

Summary of duties performed by employee: Supports all COVID response duties, but currently supports the Health vaccine POD by setting up/securing the POD daily. Providing flow control, verifying appointments, completing registration, acting as a runner for nursing staff and ensuring an overall smooth operation.

Anniversary Date (date when employee reaches 1600-hour threshold): 06/15/2021

Number of hours left to reach 1600 hours: 638.5

Number of additional hours requested: 350

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

Supports Health's role in the COVID response, including but not limited to drive thru testing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).

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:** March 29, 2021
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 961.5
- ☒ **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.



Date: April 14, 2021
To: Civil Service Commission
From: Maria Cano, Personnel Analyst
Subject: COVID – 19 RELATED: REQUEST FOR THE EXTENSION OF NON-CAREER HOURS- PUBLIC HEALTH ASSOCIATE – NC (About to Exceed)

Correspondence has been received from Jodie Griner, Administrative Officer for the Department of Health and Human Services (DHHS), requesting Civil Service Commission approval to extend the non-career hours of **John Bautista, Victoria Brown, Kellie Duggan, Ashley Goda, Cassandra Gutierrez, Lakecha Haley, Michelle Luper, Evadne Magallanes, Michael Laath Martin, Alexander Munguia, Zarene Nunez, Michelle Ortiz, Giselle Perez, Starlynn Ramirez, Christian Rodriguez, Joy Rowden, Sahain Santoyo, Eduardo Valdez, Melissa Vaz, Kyle Yomogida**, currently employed as Public Health Associate – NC with the Department of Health and Human Services (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 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 extension is 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."
- The above-mentioned employees were hired as Public Health Associates – NC between May 30, 2020 and September 21, 2020 to support the Department's Public Health Emergency Management (PHEM) team in COVID-19 response operations. The role of the Public Health Associate-NC is crucial in maintaining efficient staffing levels for drive thru testing, vaccination PODs and logistical support including PPE management; a 7-day a week, 10-hour a day operation. Public Health Associate - NC's have been vital in supporting the existing workforce in the city to address this pandemic.
- COVID-19 response has been dynamic and ever changing to meet the needs of surges and most recently the implementation of vaccine distribution. Staff is working at least 40 hours per week to support these efforts and it is anticipated that these hours will continue through the

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anniversary dates of the employees noted in this request. As such, the allotted 1600 non-career hours are close to being exceeded.

- The chart below outlines the current hours expended as of March 29, 2021 and the extension request for each employee.

Employee Name	Date Hired	Current Hours as of 3/29/2021	Hours Remaining	Extension Requested
John Bautista	8/24/2020	951.9	648.1	500
Victoria Brown	5/30/2020	1326.5	273.5	250
Kellie Duggan	9/8/2020	1406.5	193.5	950
Ashley Goda	7/15/2020	1079	521	350
Cassandra Gutierrez	07/20/2020	1121	479	350
Lakecha Haley	09/21/2020	992.5	607.5	350
Michelle Luper	09/01/2020	1039.5	560.5	350
Evadne Magallanes	07/22/2020	1192.2	407.8	350
Michael Laath Martin	08/15/2020	1141.5	458.5	350
Alexander Manguia	06/29/2020	998.3	601.7	350
Zarene Nunez	06/30/2020	1255.1	344.9	500
Michelle Ortiz	09/01/2020	1032	568	500
Giselle Perez	07/18/2020	1230.5	369.5	500
Starlynn Ramirez	06/29/2020	958.9	641.1	350
Christian Rodriguez	07/19/2020	1421	179	600
Joy Rowden	07/30/2020	1242.5	357.5	350
Sahain Santoyo	06/17/2020	927	673	350
Eduardo Valdez	06/29/2020	1100.8	499.2	350
Melissa Vaz	07/19/2020	1221.5	378.5	350
Kyle Yomogida	06/15/2020	961.5	638.5	350

- Granting the additional hours to these employees will help support the City's COVID-19 response. Each employee has been specially trained in COVID-19 operations which is extensive, time consuming and costly to retrain. Preserving this existing staff will ensure continuity operations for COVID-19 response.
- Civil Service staff is in the process of implementing a new notification process to assist departments with the monitoring of non-career hours.

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The Department of Health and Human Services has been informed that this request is on today's agenda. A department representative will be present to respond to any questions from the Civil Service Commission.

Date: March 29, 2021

To: Civil Service Commission

From: Jodie Griner, Administrative Officer

Subject: Request for extension of non-career hours – Close to expiration

The Department of Health and Human Services 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	Date Hired	Current Hours as of 3/29/2021	Hours Remaining	Extension Requested
John Bautista	8/24/2020	951.9	648.1	500
Victoria Brown	5/30/2020	1326.5	273.5	250
Kellie Duggan	9/8/2020	1406.5	193.5	950
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Melissa Vaz	07/19/2020	1221.5	378.5	350
Kyle Yomogida	06/15/2020	961.5	638.5	350

The above-mentioned staff members were hired as a Public Health Associate-NC to join the Public Health Emergency Management (PHEM) team in support of COVID response operations. The role of a Public Health Associate-NC is crucial in maintaining efficient staffing levels for drive thru testing, vaccination PODs and logistical support including PPE management. Due to the needs of Health's COVID response the PHA-NCs have been working a full-time schedule, which has depleted the allocated 1600 non-career hours.

DHHS is requesting the Civil Service Commission approve the additional requested hours. This will allow continued support for Public Health Emergency Management (PHEM) in the COVID 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 3304.

Human Resources Approval

04/07/2021

Director or Designee_____
Date