



Civil Service Department

Request for Provisional Appointment Form

PURPOSE:

To establish a process for the review and authorization of provisional appointments to classified positions.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 43 and [Civil Service Policy Section 1.02](#):

“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. 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.” (*Civil Service Rules and Regulations Section 43*)

“Extensions of provisional appointments may be approved by the Civil Service Commission, if an eligible list has not been established after the allotted 150 days. When an eligible list for the classification, in which the provisional employee is serving, is established the provisional appointee shall be removed from provisional status within a thirty day period.” (*Civil Service Policy Section 1.02*)

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Provisional Request 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.
- Provisional Request Form emailed to Civil Service Department Executive Assistant.
- Provisional Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department presents the need for a provisional appointment including: the recruitment bulletin/job flyer and recruitment plan.
- Commission Approves/Denies request.
- If approved, department conducts provisional recruitment as planned.
 - Provisional recruitments must be completed through Neogov (bulletin posting, job application, supplemental questions, and/or required proofs or certifications).
 - In creating your provisional bulletin, please reference past exam’s recruitment bulletins and include the provisional disclaimer language* below.
- **ONCE PROVISIONAL IS SELECTED, DEPARTMENT MUST CONTACT CIVIL SERVICE ANALYST AND SUBMIT THE FOLLOWING FOR ANALYST TO VERIFY MINIMUM QUALIFICATIONS ARE MET:**
 - Provisional appointee’s application, a signed [Provisional Appointment Statement of Conditions](#), and any required documents i.e. proof of license, education, certificate, etc.
 - NOTE: Please submit the above documents for each appointee separately.
- Civil Service will notify the candidate of the conditions of the provisional appointment.
- Once provisional appointee is hired, department completes HR1.
- Once HR1 is received by Civil Service, the provisional item will be placed on the Consent Calendar for approval.

Human Resources Approval

Director or Designee:

Date: 4/21/21

Effective Date: 10/10/2018

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE: 2/1/2021

DEPARTMENT: Police Department

POSITION: Storekeeper II **REQUISITION NUMBER:** PD21-022

TYPE OF PROVISIONAL REQUEST: Provisional Appointment.

NUMBER OF VACANCIES: 1

In the space below, please include an explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.

A vacancy in this position causes strain on the remaining Finance staff to maintain all duties necessary to ensure day-to-day operations of maintaining the Department's supplies and equipment, which can potentially increase the use of overtime to complete tasks.

RECRUITMENT PLAN/STRATEGY:

☒ Are you recruiting: ☐ Internal Candidates ☐ External Candidates ☒ Both ER

☒ How are you advertising for the position? (i.e. job flyers, governmentjobs.com, etc.) ER

Governmentjobs.com and Internal Job Announcement

☒ What is the length of your recruitment? ER

2 weeks

☒ What exam process will be administered? (i.e. interview or other testing) ER

Interview

☒ Did you include a provisional language disclaimer* on your provisional recruitment bulletin? Yes ER

(*Disclaimer language to include in the beginning of your provisional 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.")

In the space below include the Provisional Recruitment bulletin. Include: 1.) Job duties 2.) Minimum qualifications 3.) Provisional supplemental questions 4.) Copy of most recent job bulletin (attachment or copy and paste) ER

See attachments for items 1 – 4.



Civil Service Department

FOR PROVISIONAL APPOINTMENT – PROMOTIONAL

NOTE: Employees in the "feeder" classifications for the promotional opportunity should be given equal and fair opportunity to demonstrate their abilities to function in the promotional position.

Does a promotional list exist? ☐ YES ☒ NO **ER**

The date the vacancy occurred and circumstances surrounding vacancy. **The vacancy occurred on 12/22/2020, the previous Storekeeper retired unexpectedly. There is not a current eligible list to hire from. ER**

How the position, if left unfilled, would create a clear and substantial loss of revenue, a substantial curtailment of City services or create a City hazard. **To maintain a vacancy at this level, effects the ability of all PD build to operate sufficiently. Without this position, the department will not have a designated person to manage purchase orders and coordinate deliveries of supplies. ER**

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) **Yes, the finance division is utilizing an intern for basic functions to keep operations afloat. ER**

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

- ☒ A valid requisition to fill the subject vacancy was received by the Civil Service Department for the classification in question. ☒ YES ☐ NO **ER**
- ☒ Include requisition number and date received by Civil Service: **Req #PD21-022 Received on 4/21/2021**
- ☒ No existing promotional, priority or eligible list exists for this classification. **Expired on 9/19/2019**
- ☐ If there is an eligible list, when does it expire?
- ☐ Is any other department impacted? If yes, which department? **N/A**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting. **ER**

Once the provisional appointee has been identified by the department, Civil Service will:

- ☒ Date initial provisional request was approved by Civil Service Commission: **2/17/2021**
- ☒ Verify that the provisional appointee meets the minimum qualifications by reviewing the following items: provisional appointee's application; a signed Provisional Appointment Statement of Conditions; proof of license, education, certificate, etc. **DATE COMPLETED: 4/21/2021**
- ☒ Provisional appointee(s) selected by the Department: **Michael Cardoza**
- ☒ Provide notice to the employee that the request is scheduled to be on the Civil Service Commission agenda. Notify the candidate of attendance options and of the terms and conditions of the provisional appointment. **DATE COMPLETED: 4/22/2021**
- ☒ Provide notice to the department that the request is scheduled to be on the Civil Service Commission agenda. (If the candidate does not meet the minimum qualifications, Civil Service will notify the department.)

Agenda Item No. 9

- ☒ Civil Service Analyst will submit the verified form and other documents to Administrative Support Services and the Executive Assistant.
- ☒ Civil Service Analyst Verification (First and Last Name): Elsa Ramos



Date: April 28, 2021
To: Civil Service Commission
From: Elsa Ramos, Personnel Analyst
Subject: **REQUEST FOR PROVISIONAL APPOINTMENT OF STOREKEEPER II:
MICHAEL CARDOZA**

On April 21, 2021, the Civil Service Department received correspondence from the Police Department, requesting Civil Service Commission approval of their provisional appointee, Michael Cardoza, to the classification of Storekeeper II. Staff has reviewed the request and recommends approval in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Civil Service Policy 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 February 17, 2021, the Civil Service Commission approved a Request for Provisional Appointment for the Storekeeper II classification for the Police Department for one position.
- The Storekeeper II provides day-to-day operations of the Department's supplies and equipment.
- The Police Department has been using an intern for basic functions as well as existing staff to support the duties of this position in a limited capacity.
- The Police Department posted the bulletin for the provisional Storekeeper II for two weeks and screened applicants to determine if they met the minimum qualifications for the classification. After interviewing applicants, the Department selected one provisional Storekeeper II: Michael Cardoza.
- On April 21, 2021, the Civil Service Department received the name and corresponding application of Mr. Cardoza for provisional appointment to the classification of Storekeeper II. The application was reviewed by staff who determined that the applicant met the minimum requirements for the classification.

April 23, 2021

Page 2

- Mr. Cardoza has been informed and understands that the provisional appointment is temporary and has no guarantee of permanent appointment. He is aware that he must also apply and compete in the Civil Service examination process and place in a selectable position on the eligible list to be considered for permanent appointment as a Storekeeper II.
- Currently, there is no priority list; the last eligibility list expired in September 2019. Civil Service Staff has begun the exam planning process for this recruitment.
- Requisition PD21-022 has been approved for this provisional request. This request will fill the one vacancy. Requisition PD21-033 has been approved for the permanent appointment.

The Police Department 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: April 13, 2021

To: Civil Service Commission

From: Ken Walker, Acting Personnel Administrator, Long Beach Police Department 

Subject: **REQUEST FOR PROVISIONAL APPOINTMENT – MICHAEL CARDOZA**

The Long Beach Police Department is requesting the provisional appointment of Michael Cardoza to the classification of Storekeeper II in accordance with Article V, Section 43 and Article IV, Section 27 of the Civil Service Rules and Regulations. The Department has approved requisition, PD21-022, to fill the vacancy on a provisional basis in the absence of a Civil Service eligible list. The requisition is on file with the Civil Service Department.

The Department requested to fill this vacancy and has had an approved requisition on file since February 10, 2021. The vacancy occurred on 12/22/2020, the previous Storekeeper retired unexpectedly. The Finance Division has been utilizing an intern for basic functions to keep operations afloat.

Subsequent to recently receiving approval from the Civil Service Commission to recruit for a provisional appointment in the position, the Department conducted an open recruitment for this position. The Department posted the bulletin for provisional Storekeeper II for two weeks and screened applicants to determine if they met minimum qualifications. Mr. Cardoza was interviewed by an interview panel and selected as well qualified and meets the minimum qualifications of the classification.

Mr. Cardoza understands his provisional appointment is temporary and has no guarantee of permanent employment in this position. The employee meets the minimum qualifications of the position and is aware that he must apply through the Civil Service examination process in order to be considered for permanent employment as a Storekeeper II.

If you have any questions, please contact me at (562) 570-7310.

Human Resources Approval_____
Director or Designee

4/21/21

Date