



Civil Service Department

Request for Selective Certification Form

PURPOSE:

To request a selective certification for a department.

RELEVANT RULES AND REGULATIONS/POLICY:

Civil Service Rules and Regulations Section 28:

“When a vacancy occurs in a classification composed of more than one position and an appointing authority informs the Commission, in writing, that the vacant position requires, in addition to the classification's minimum qualifications, special skills, knowledge, or abilities not required of other employees in the classification, the Commission, at its discretion, shall authorize the Executive Director to certify only the names of those on the eligible list who possess the particular skill, knowledge or ability. Authorization for certification under this section shall be granted if the Commission considers the written justification provided by the appointing authority to be satisfactory. Otherwise, certification shall be in accordance with Section 27 of these rules and regulations.”

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes the request for selective certification.
 - The requesting department completes Section I of this form and Civil Service completes Section II of this form.
- Request Form emailed to Civil Service Department Executive Assistant
- 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.

Human Resources Approval

Paul Valdez

04/22/21

Director or Designee

Date

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 4/13/2021 **DEPARTMENT:** Water

REQUISITION NUMBER: W20-21 & W21-20 **TITLE OF THE CLASSIFICATION:** Administrative Analyst

Form completed by: Jessica Stoudenmire

Number of vacancies to be filled by the selective certification request: 2

Describe the specific skills that are being requested. Bachelor's Degree in Environmental Science, Geography, Geology, Public Administration or closely related field and experience in water conservation or water resources.

Describe the reason for the need of the specific skill. Specialized field of water resources requires knowledge and experience as stated above in order to develop and implement water conservation programs.

Do other employees in the work area have the requested skill? ☒ Yes ☐ No

How much time will the employee be required to use the skill? 100%

Will this replace an employee with the same skill? ☒ Yes ☐ No

Describe how the specific skill was assessed. Supplemental questions were asked as part of the application.

Positions in the Water Department - A Bachelor's Degree in Environmental Science, Geography, Geology, Public Administration or closely related field may be desired for some positions. If you possess any of the aforementioned degrees, which field?

Positions in the Water Department - Experience in Water Conservation or Water Resources may be desired for some positions. Describe any experience you have in this area.

Was the specific skill identified on the job opportunity bulletin as a desirable qualification? ☐ Yes ☒ No

Will this request require a new recruitment and eligible list? ☐ Yes ☒ No

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

☐ **Request received by Civil Service. Date Received:** Click or tap here to enter text.

☐ **Requisition submitted:** ☐ Yes ☐ No

☐ **Was the specific skill identified on the job opportunity bulletin as a desirable qualification?** ☐ Yes ☐ No

☐ **Verify that specific skill was assessed (i.e. supplemental questions, examination, etc.).**

☐ **Will this request require a new recruitment and eligible list?** ☐ Yes ☐ No

☐ **Provide notice to requesting department to attend Civil Service Commission Meeting.**

☐ **Suggested Action:** Please select action.



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Describe the reason for the need of the specific skill. Specialized field of water resources requires knowledge and experience as stated above in order to develop and implement water conservation programs.

Do other employees in the work area have the requested skill? ☒ Yes ☐ No

How much time will the employee be required to use the skill? 100%

Will this replace an employee with the same skill? ☒ Yes ☐ No

Describe how the specific skill was assessed. Supplemental questions were asked as part of the application.

Positions in the Water Department - A Bachelor's Degree in Environmental Science, Geography, Geology, Public Administration or closely related field may be desired for some positions. If you possess any of the aforementioned degrees, which field?

Positions in the Water Department - Experience in Water Conservation or Water Resources may be desired for some positions. Describe any experience you have in this area.

Was the specific skill identified on the job opportunity bulletin as a desirable qualification? ☐ Yes ☒ No

Will this request require a new recruitment and eligible list? ☐ Yes ☒ No

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

☒ **Request received by Civil Service. Date Received:** 04.14.2021

☒ **Requisition submitted:** ☒ Yes ☐ No W20-21 Recvd 3.17.2021 ; W21-20 Recvd 4.13.2021

☒ **Was the specific skill identified on the job opportunity bulletin as a desirable qualification?** ☒ Yes ☐ No

☒ **Verify that specific skill was assessed (i.e. supplemental questions, examination, etc.).**

☒ **Will this request require a new recruitment and eligible list?** ☐ Yes ☒ No Current Recruitment in progress.

☒ **Provide notice to requesting department to attend Civil Service Commission Meeting.**

☒ **Suggested Action:** Staff recommends approval.

**City of Long Beach***Working Together to Serve***Memorandum**

Date: APRIL 28, 2021

To: CIVIL SERVICE COMMISSION

From: SYLVANA TAMURA, PERSONNEL ANALYST

Subject: **REQUEST FOR SELECTIVE CERTIFICATION-ADMINISTRATIVE ANALYST I-IV**

Correspondence has been received from Christopher J. Garner, General Manager, of the Water Department requesting the Civil Service Commission authorize the selective certification from the upcoming Administrative Analyst I-IV eligibility list for individuals with a bachelor's degree in Environmental Science, Geography, Geology, or a closely related field and experience in water conservation or water resources.

Per Article IV, Section 28, of the Civil Service Rules and Regulations, the Water Department requests the Commission's approval to certify the names of candidates on the eligible list that possess the knowledge, skill and ability that will enable the selection from those closely related to the needs of the department. Candidates selected for the open requisitions must be able to develop and implement water conservation programs. Requisitions W20-21 and W21-20 have been received by the Civil Service Department.

Approval from the Civil Service Commission will follow with the certification of candidates meeting the criteria requested by the Water Department. All candidates meeting the specialized skill and experience, as assessed through supplemental questions identified in the application, will be referred to the Water Department through the selective certification process.

RECOMMENDATION:

Staff has reviewed this request and recommends approval of the selective certification in accordance with Civil Service Rules and Regulations, Article IV, Section 28.

The Water Department has been informed that this request is on today's agenda and is available to answer any questions the Commission may have.



Long Beach Water

Exceptional Water • Exceptional Service

Christopher J. Garner
General Manager

1800 E. Wardlow Road, Long Beach, CA 90807-4931
562.570.2300 | lbwater.org

Date: April 14, 2021

To: Civil Service Commission

From: Christopher J. Garner, General Manager, Water Department

Subject: Request for Selective Certification – Administrative Analyst

The Water Department requests the Commission's approval for a Selective Certification from the upcoming Administrative Analyst eligible list for applicants with a Bachelor's Degree in Environmental Science, Geography, Geology, or a closely related field and experience in water conservation or water resources. This position requires knowledge that can be acquired by obtaining one of the degrees and having the experience mentioned above. The area of water resources is specialized and staff with the appropriate education and experience is needed in order to develop and implement water conservation programs.

This request is in accordance with Article IV, Section 28, of the Civil Service Rules and Regulations. Personnel Requisitions W20-21 and W21-20 have been approved for these two vacancies.

If you need additional information, please contact Ken Bott, Director of Administration, at extension 8-2364.

Attachment

cc: B. Anatole Falagan, Assistant General Manager
Ken Bott, Director of Administration

Human Resources Approval

Director or Designee

04/22/21

Date