



## 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:

A handwritten signature in black ink, appearing to read "Fred Anderson".

Date: 5/28/21

Effective Date: 10/10/2018

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**

**DATE:** 2/1/2021

**DEPARTMENT:** Police Department

**POSITION:** Payroll/Personnel Assistant II **REQUISITION NUMBER:** PD21-025 PD21-026

**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.

The Payroll/Personnel Assistant II position is essential to the daily business functions and operations in the Personnel Division. A vacancy in this position causes a strain on remaining Personnel staff to cover the additional duties and are negatively impacting operations resulting in delays, backlogs and projects that are under staffed.

**RECRUITMENT PLAN/STRATEGY**

Are you recruiting:  Internal Candidates  External Candidates  Both

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

Governmentjobs.com and Internal Job Announcement

What is the length of your recruitment?

2 weeks

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

Interview

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

(\*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)

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

The date the vacancy occurred and circumstances surrounding vacancy. **The vacancy occurred 11/20/2020, due to a resignation from Antoinette Hodge-Bowser.**

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 the Division to process timecards and HR-1s for our 1,200 employees and create/update payroll reports in a timely manner. It's necessary to have appropriate staffing to meet payroll deadlines.**

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) **Yes, the personnel division is utilizing an intern to assist with time entry and manual corrections.**

#### 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
- Include requisition number and date received by Civil Service: **PD21-026 received on 1/26/2021**
- No existing promotional, priority or eligible list exists for this classification. **No eligibility list**
- If there is an eligible list, when does it expire? **March 13, 2020**
- Is any other department impacted? If yes, which department? **No**
- Provide notice to requesting department to attend Civil Service Commission Meeting.

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

- Date initial provisional request was approved by Civil Service Commission: **February 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: June 2, 2021**
- Provisional appointee(s) selected by the Department: **Jorge Escobar**
- 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: June 2, 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.)

- 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**



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## Memorandum

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**Date:** June 9, 2021

**To:** Civil Service Commission

**From:** Elsa Ramos, Personnel Analyst

**Subject:** **REQUEST FOR PROVISIONAL APPOINTMENT OF PAYROLL/PERSONNEL ASSISTANT II: JORGE ESCOBAR**

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On May 28, 2021, the Civil Service Department received correspondence from the Police Department, requesting Civil Service Commission approval of their provisional appointee, Jorge Escobar, to the classification of Payroll/Personnel Assistant 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 Payroll/Personnel Assistant II classification for the Police Department for one position.
- The Payroll/Personnel Assistant II position is essential to the daily functions and operations of the Personnel Division. PPAs ensure the timely process of timecards and HR1s for 1,200 Police Department employees as well as create/payroll reports.
- 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 Payroll/Personnel Assistant 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 Payroll/Personnel Assistant II: Jorge Escobar.
- On May 28, 2021, the Civil Service Department received the name and corresponding application of Mr. Escobar for provisional appointment to the classification of Payroll/Personnel Assistant II. The application was reviewed by staff who determined that the applicant met the minimum requirements for the classification.

June 9, 2021

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- Mr. Escobar 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 Payroll/Personnel Assistant II.
- Currently, there is no priority list; the last eligibility list expired in March 13, 2020. Civil Service Staff has begun the exam planning process for this recruitment.
- Requisition PD21-026 has been approved for this provisional request. This request will fill the one vacancy. Requisition PD21-034 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: May 24, 2021

To: Civil Service Commission

From: Paula Gallegos, Personnel Administrator, Long Beach Police Department *PA*

Subject: **REQUEST FOR PROVISIONAL APPOINTMENT – JORGE ESCOBAR**

The Long Beach Police Department is requesting the provisional appointment of Jorge Escobar to the classification of Payroll/Personnel in accordance with Article V, Section 43 and Article IV, Section 27 of the Civil Service Rules and Regulations, The Department has approved requisition, PD21-026, 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 November 20, 2020, as the previous incumbent resigned. The Personnel 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 Payroll/Personnel Assistant II for two weeks and screened applicants to determine if they met minimum qualifications. Mr. Escobar was interviewed by an interview panel and selected as well qualified and meets the minimum qualifications of the classification.

Mr. Escobar 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 Payroll.

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

<b>Human Resources Approval</b>	
<i>Paul Valdez</i>	5/28/21
_____ Director or Designee	_____ Date

## *City of Long Beach Employment Opportunity*

### **PAYROLL/PERSONNEL ASSISTANT I-III**

Job Number: D65AN-18

**SALARY:** \$1,314.72 - \$2,133.60 Biweekly

**OPENING DATE:** 01/12/18

**CLOSING DATE:** 01/26/18 04:30 PM

### **DESCRIPTION:**

**Accepting online applications only. Apply online 24 hours a day, beginning on January 19, 2017 through 4:30 p.m. January 26, 2018.**

### **EXAMPLES OF DUTIES:**

Under general supervision, prepares and processes personnel and payroll transactions and forms for a department, and/or provides technical assistance to other payroll/personnel positions; operates HRIS data management system; assists employees in the completion of various forms; coordinates interviews for employment, notifications of results, and appointments for physical examinations and fingerprinting; prepares and processes industrial injury reports, medical updates, and notification letters to employees; orients new employees and monitors documentation associated with personnel and safety related training; coordinates, researches, verifies and enters time and attendance records; ensures proper time record coding; coordinate leaves of absences in compliance with federal and state laws; interprets payroll checks; responds to, explains and assists with employees and/or department inquiries regarding the HRIS data management system, titles, salaries, various benefit programs, rules, regulations, policies, procedures and MOUs; organizes and maintains files relative to assigned duties; reconciles, tracks reviews and distributes various personnel reports; may assign temporary personnel to complete assignments as needed; may supervise and train subordinates; interprets departmental and City policies and procedures; and performs other related duties as required.

### **REQUIREMENTS TO FILE:**

Knowledge of the forms and procedures associated with an automated system as demonstrated by either Options A, B, or C below:

A. One year full-time automated payroll/personnel system experience preparing and processing a variety of payroll/personnel forms and/or auditing, inputting and revising data with such a system.

OR

B. Experience with the City of Long Beach performing the tasks listed in "A" above for a period equivalent to four months full-time.

OR

C. Experience with the City of Long Beach preparing and processing forms, inputting and revising data associated with an automated system for a period equivalent to one year full-time.

Additional Requirements to File:

- Knowledge of federal and state laws pertaining to: Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL).
  
- Ability to:
  - Effectively communicate both orally and in writing.
  - Type accurately.
  - Operate a personal computer including Internet, database and word processing software.
  - Perform mathematical computations utilizing Microsoft Excel, a ten-key adding machine, or equivalent.
  
- Overtime, weekend and/or holiday hours may be required for some positions
  
- A valid driver's license will be required at time of appointment.
  
- Positions in the Police Department require the ability to pass a thorough background investigation.

**SELECTION PROCEDURE:**

Application Packet.....	Qualifying
Written Examination .....	100%

This is continuous exam. A minimum rating of 70 must be attained in order to pass. Certification by score bands will be considered based on an analysis of test scores.

**If you have not received notification of the status of your application by January 26, 2017, please contact the Civil Service Department at (562) 570-6202.**

**In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with public.**

This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.  
An Equal Opportunity Employer.

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

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/longbeach>

Position #D65AN-18  
PAYROLL/PERSONNEL ASSISTANT I-III  
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Civil Service Department  
411 W. Ocean Blvd., 4th Fl  
Long Beach, CA 90802  
(562) 570-6202

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### **PAYROLL/PERSONNEL ASSISTANT I-III Supplemental Questionnaire**

\* **1. I. INSTRUCTIONS:**

The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications.

Do you understand the information stated in the "Instructions" section above?

Yes      No

\* **2. II. REQUIREMENTS TO FILE:**

Indicate under which of the following options you qualify for the Payroll/Personnel Assistant position:

A. One year full-time automated payroll/personnel system experience preparing and processing a variety of payroll/personnel forms and/or auditing, inputting and revising data with such a system.

B. Experience with the City of Long Beach performing the tasks listed in "A" above for a period equivalent to four months full-time.

C. Experience with the City of Long Beach preparing and processing forms, inputting and revising data associated with an automated system for a period equivalent to one year full-time.

I do not possess the experience noted in options A, B or C. Selecting this option will disqualify you from the position.

- \* 3. Do you possess knowledge of federal and state laws pertaining to the Family Medical Leave Act (FMLA)?
  - Yes
  - No
- \* 4. Do you possess knowledge of laws pertaining to the California Family Rights Act (CFRA)?
  - Yes
  - No
- \* 5. Do you possess knowledge of laws pertaining to Pregnancy Disability Leave (PDL)?
  - Yes
  - No
- \* 6. Are you able to effectively communicate both orally and in writing?
  - Yes
  - No
- \* 7. Are you able to type accurately, operate a personal computer including Internet, database and word processing software?
  - Yes
  - No
- \* 8. Are you able to perform mathematical computations utilizing Microsoft Excel, a ten-key adding machine, or equivalent?
  - Yes
  - No
- \* 9. Are you willing to work overtime, weekend and/or holiday hours?
  - Yes
  - No
- \* 10. **QUESTION SPECIFIC TO POLICE DEPARTMENT POSITIONS ONLY** Positions in the Police Department require the ability to pass a thorough background investigation. To the best of your knowledge, are you able to pass a thorough background investigation?
  - Yes
  - No

- \* 11. **III. WORK EXPERIENCE:** Describe your experience preparing and processing a variety of payroll/personnel forms and/or auditing, inputting and revising data with payroll/personnel system or similar systems.

Include a brief synopsis of your duties and/or projects. You must include Position Title / Name of Employer / Dates of Employment:

If the question does not pertain to your experience, write "Not Applicable" and move on to the next question.

- \* 12. Describe your experience with handling payroll or personnel issues, including assisting employees to resolve urgent payroll/personnel issues that are critical to them. Include a brief synopsis of your duties and/or projects. You must include Position Title / Name of

Employer / Dates of Employment. If the question does not pertain to your experience, write "Not Applicable" and move on to the next question.

- \* 13. Describe the most complex automated system project/assignment that you have worked on; include information regarding your role and level of responsibility. Include a brief synopsis of your duties and/or projects. You must include Position Title / Name of Employer / Dates of Employment. If the question does not pertain to your experience, write "Not Applicable" and move on to the next question.
  - \* 14. Describe your experience maintaining confidentiality in an office environment; include measures taken to ensure confidentiality is maintained. Include a brief synopsis of your duties and/or projects. You must include Position Title / Name of Employer / Dates of Employment. If the question does not pertain to your experience, write "Not Applicable" and move on to the next question.
  - \* 15. Describe your experience interpreting policies and procedures and then communicating that information to others. Include a brief synopsis of your duties and/or projects. You must include Position Title / Name of Employer / Dates of Employment. If the question does not pertain to your experience, write "Not Applicable" and move on to the next question.
  - \* 16. Describe any other related experience that qualifies you for the Payroll/Personnel Assistant position. Include a brief synopsis of your duties and/or projects. You must include Position Title / Name of Employer / Dates of Employment. If the question does not pertain to your experience, write "Not Applicable" and move on to the next question.
  - \* 17. **IV. GENERAL QUESTIONS:** Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.  
Yes      No
  - \* 18. **ACKNOWLEDGEMENT** 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 stated above?  
Yes      No
- \* Required Question