



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: <u>7/12/21</u>

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: PD21-026

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-Boweser.

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-1's for the Police Department in a timely manner.

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) The Personnel Division of the Police Department 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 current eligible list**
- ☒ If there is an eligible list, when does it expire? **The last list expired 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: July 12, 2021**
- ☒ Provisional appointee(s) selected by the Department: **Lisa Sosa**
- ☒ 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:** [Click or tap here to enter text.](#)

Agenda Item No. 9

- ☒ 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): **Christina Pizarro Winting**



Memorandum

Date: July 21, 2021

To: Civil Service Commission

From: Christina Pizarro Winting, Executive Director

Subject: **REQUEST FOR PROVISIONAL APPOINTMENT OF PAYROLL/PERSONNEL ASSISTANT II - LISA SOSA**

On July 6, 2021, the Civil Service Department received correspondence from the Police Department, requesting Civil Service Commission approval of provisional appointee, Lisa Sosa, 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 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 Mr. Jorge Escobar. Mr. Escobar's appointment was approved by the Civil Service Commission at their June 9, 2021 meeting. The Police Department had not completed Mr. Escobar's background at the time they brought the request for approval before the Civil Service Commission and he subsequently did not pass the background.
- The Police Department has selected their next candidate, Ms. Lisa Sosa to fill the Payroll/Personnel Assistant II vacancy. Ms. Sosa's application has been reviewed and she does



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meet the minimum requirements for the position. In addition, the Police Department has confirmed that Ms. Sosa has passed the background before requesting approval for her appointment from the Civil Service Commission.

- Ms. Sosa has been informed and understands that the provisional appointment is temporary and has no guarantee of permanent appointment. She is aware that she 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 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 and 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: July 6, 2021

To: Civil Service Commission

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

Subject: **REQUEST FOR PROVISIONAL APPOINTMENT – Lisa Sosa**

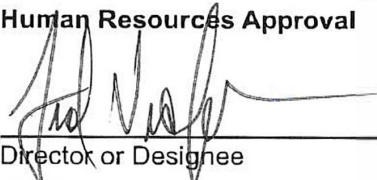
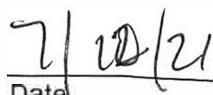
The Long Beach Police Department is requesting the provisional appointment of Lisa Sosa to the classification of Payroll/Personnel in accordance with Article V, Section 43 and Article IV, Section 27 of the Civil Service Rules and Regulations. The Department has approved requisition, PD21-026, to fill 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. Ms. Lisa was interviewed by an interview panel and was selected second, to Jorge Escobar, as well qualified and meets the minimum qualifications of the classification. Unfortunately, Personnels first selection, Mr. Escobar, failed background and PD wants to go to the second candidate - Lisa Sosa.

Ms. Sosa understands her 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.

Human Resources Approval	
	
Director or Designee	Date



Long Beach Civil Service Commission

PROVISIONAL APPOINTMENT

Statement of Conditions

Position Title: Payroll/Personnel Assistant II

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

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

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

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

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

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

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

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

Rina Gore
Signature

6-10-2021
Date