



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: 8/16/21 **DEPARTMENT:** Financial Management

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Jonathan DeGroot, Administrative Analyst III-NC

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

Mr. DeGroot was hired November 16, 2020 as an Administrative Analyst III-NC after working as an AppleOne temp beginning in late 2019. Prior to that (2018-2019), he worked as a Senior Accounting Manager/Brand Manager for Foodfight Los Angeles where he was directly responsible for product roadmap development, client account management, marketing and promotional work, sales reporting, and revenue forecasting. In 2017-2018, Mr. DeGroot was Senior Manager of Sales and Business Development for Dacor, Samsung Electronics America. At Dacor, he was responsible for managing sales and business development activities, CRM administration, MDF planning, establishing sales goals, leading product launch and marketing project status meetings, and weekly and monthly sales reporting and forecasting.

Summary of duties performed by employee: Mr. DeGroot has a variety of special projects assigned and planned for 2021 – all are related to the City's COVID-19 response or the LB COAST project. He assisted with the Community Budget Development Outreach support during a year that had increased community interest. He is documenting new procedures for budget/financial processes. Mr. DeGroot also helps with coordination and administration for the COVID cost recovery efforts that continue require more documentation and review into 2022. Mr. DeGroot is providing LBCOAST project support, project management support for EOC staffing reorganization, and special project management as needed for the Deputy Finance Director.

Anniversary Date (date when employee reaches 1600-hour threshold): 11/16/2021

Number of hours left to reach 1600 hours: 210 as of 8/13/21

Number of additional hours requested: 340 (1940 total hours)

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

The Department has utilized Mr. Degroot to provide critical support to the LB COAST project and the Purchasing group's response to COVID. His abilities to learn quickly and harness technology have been a boon for the Department during a year with innumerable unexpected challenges. COVID has increased the number of special projects and Mr. DeGroot's broad analytical skills allow him to tackle these time sensitive projects.

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:** 08/18/21
- ☒ **Anticipated recruitment timeframe (if applicable, include requisition number):** N/A
- ☒ **Non-career hours completed as of the last recorded pay period:** 1390 hrs PPE: 08/13/21
- ☒ **Provide notice to requesting department to attend Civil Service Commission Meeting.**



Civil Service Department

- ☒ 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: August 17, 2021

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer 

Subject: **Request to Extend Non-Career Hours – Jonathan DeGroot, Administrative Analyst III-Non-Career**


The Department of Financial Management is requesting Civil Service Commission approval to extend the non-career hours for Jonathan DeGroot, Administrative Analyst III – NC, in accordance with Civil Service Rules and Regulations Section 49 and Civil Service Policy Section 2.32.

Jonathan DeGroot was hired as an Administrative Analyst III-NC on November 16, 2020 after working for the Department as a temporary employee since late 2019. After establishing himself as a capable analyst and fast learner during his temporary employment, Mr. DeGroot was hired as an Administrative Analyst III-NC to provide analytical support to the Budget Bureau and the Deputy Finance Director.

Mr. DeGroot has a variety of special projects assigned and planned for 2021 – all are related to the City's COVID-19 response or the LB COAST project. He assisted with the Community Budget Development Outreach support during a year that had increased community interest. He is documenting new procedures for budget/financial processes. Mr. DeGroot also helps with coordination and administration for the COVID cost recovery efforts that continue require more documentation and review into 2022. Mr. DeGroot is providing LB COAST project support, project management support for EOC staffing reorganization, and special project management as needed for the Deputy Finance Director.

The Department of Financial Management is requesting the Civil Service Commission approve an additional 340 work hours for Mr. DeGroot. These added hours will give him the capacity to spearhead the many projects that have arisen due to the pandemic. If you need additional information, please contact Sandra Kennedy, Administrative Officer, at extension 8-6688.

Human Resources Approval



Director or Designee

8/19/21

Date



Memorandum

Date: September 1, 2021

To: Civil Service Commission

From: Desiree Davalos, Personnel Analyst

Subject: COVID-19 RELATED: REQUEST FOR EXTENSION OF NON-CAREER HOURS – JONATHAN DEGROOT

Correspondence has been received from Sandra Kennedy, Administrative Officer of the Financial Management Department, requesting Civil Service Commission approval to extend the non-career hours of Jonathan DeGroot, currently employed as an Administrative Analyst III - NC with the Financial Management Department. 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:

- 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."
- Jonathan DeGroot was hired as a Non-Career Administrative Analyst III on November 16, 2020 to support the Budget Bureau and the Deputy Finance Director.
- On March 4, 2020, the Directors of Public Health for the City of Long Beach and County of Los Angeles declared a public health emergency in response to the threat of a spread of the COVID-19 (Corona Virus).
- Mr. DeGroot has been assigned a variety of special projects all related to the City's COVID-19 response of the Long Beach City Operations and Strategic Technologies (LB COAST) project. Projects include:
 - Assisting with Community Budget Development Outreach support during a year of a high level of community interest
 - Documenting new procedures for budget and finance processes
 - Coordinating and administering COVID cost recovery efforts



- Providing LB COAST project support, project management support for Emergency Operations Center (EOC) staffing reorganization
- Special project management as needed for the Deputy Finance Director
- As of August 13, 2021, Jonathan DeGroot has completed 1390 hours.
- The Financial Management Department is requesting an extension be granted for an additional 340 hours.
- Granting the additional hours will ensure Jonathan DeGroot can continue to support these many projects that have arisen due to the pandemic, through DeGroot's anniversary date of November 16, 2021.

The Financial Management 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.

