



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 TH8.24.21

Director or Designee: 

Date: 8/25/21

Effective Date: 10/10/2018

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE: 8/19/2021 **DEPARTMENT:** Park, Rec & Marine

POSITION: Community Information Specialist **REQUISITION NUMBER:** PR 21-043

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 negative impacts of under staffing the position include reduced or timely public information dissemination, marketing, and publicity activities/materials for community programs and services. Failure to disseminate this information effectively ultimately reduces the rate of adoptions and fostering of animals under the care of the Animal Control Services bureau, and may lead to increased in-house euthanasia, which is contrary to the City's Compassion Saves model.

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.)**

Neogog/Government Jobs; possibly also CPRS and any Animal Care related professional agencies

☒ **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?**

(*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 attached recruitment bulletin

FOR PROVISIONAL APPOINTMENT – PROMOTIONAL



Civil Service Department

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 in January 2021, as the previous incumbent sought a promotion in another City Department.

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. The absence of the Community Information Specialist has resulted in a lack of content on social media profiles. A great deal of community goodwill toward the shelter is fostered by messaging and outreach (lest we become targets of the Animal Advocacy groups). The lack of social media content means Long Beach Animal Care Services loses our audience and narrative, causing confusion and mistrust in the community about what is going on at the shelter. A great deal of community goodwill toward the shelter is fostered by messaging and outreach. The lack of adoption events prevents animals from leaving the shelter, causing an over population and resulting in long stays in the shelter, leading to stress and illness in animals. Currently nearly all the dogs in our shelter have explosive diarrhea due to stress. These conditions compromise our commitment to the city council direction of "Compassion Saves" which is to save all healthy and treatable animals. If there are no spaces to put animals we either have to turn animals in need away or kill treatable animals. We are turning animals away every day and we are making euthanasia decision for treatable animals sooner than we normally would. Not having a clear message constantly being reinforced in the community is frustrating for citizens and creates a lot of additional work to deal with misinformation and rumors by vocal, uninformed, frustrated community members.

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) We have attempted to have some staff members make social media posts but they don't have the appropriate skill (writing ability, etc) to do these tasks consistently. Further, the adoption event coordination has been taken over by the Bureau Manager, but the transfer of responsibility is unsustainable for the long run. Lastly, the shelter is severely understaffed, and continually losing more employees to attrition so we are unable to rotate employees in to cover the vacancy. No candidates currently under consideration for this position.

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: **PR21-043; 04/26/2021**
- ☒ No existing promotional, priority or eligible list exists for this classification. [Click or tap here to enter text.](#)
- ☐ If there is an eligible list, when does it expire? **N/A**
- ☐ Is any other department impacted? If yes, which department? **N/A**
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting. **08/13/2021**

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

Agenda Item No. 15

- ☐ **Date initial provisional request was approved by Civil Service Commission:** Click or tap here to enter text.
- ☐ **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:** Click or tap here to enter text.
- ☐ **Provisional appointee(s) selected by the Department:** Click or tap here to enter text.
- ☐ **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.
- ☐ **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):** Click or tap here to enter text.



Memorandum

Date: September 1, 2021

To: Civil Service Commission

From: Sylvana Tamura, Personnel Analyst

Subject: REQUEST FOR PROVISIONAL APPOINTMENT FOR THE CLASSIFICATION OF COMMUNITY INFORMATION SPECIALIST I-II

Correspondence has been received from Sheryl Bender, Administrative Officer, from Parks, Recreation, and Marine Department, requesting Civil Service Commission approval for a Community Information Specialist I-II Provisional Appointment.

Facts for Consideration:

- Per Article V, Section 43, “when no priority or eligible list exists for a classification, which has been requisitioned and should no priority or eligible list 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”.
- The Parks, Recreation, and Marine PR21-043 requisition was submitted on 04/28/2021 and approved on 07/01/2021 by the Civil Service Department.
- Currently there is no priority list and no eligibility list for the department to pull qualified candidates.
- The Parks, Recreation, and Marine Department will have staff post this opportunity for two (2) weeks for the public to view and file their applications with the following minimum requirements to file:
 - One (1) year of paid, full-time experience in marketing community-oriented programs and services that require proficiency with graphic design software, such as Adobe InDesign, Adobe Illustrator, or Adobe Photoshop;

September 1, 2021
Civil Service Commission

- This position will support the Division of Animal Care Services Bureau with promoting, marketing and educating the public on programs for the Long Beach Animal Care Services. Some of the duties will include outreach and coordination of adoption programs; managing social media platforms; updates to website in relation to programs offered; creation of content for multitude of media materials including printed materials, banners, etc; and communication with media outlet request for information.
- The Parks, Recreation, and Marine will screen applicants for minimum qualifications and interview the applicants who best meet the qualifications listed on the provisional bulletin.
- Civil Service staff will review the department's selected candidate to determine that the individual meets the minimum requirements of the position of Community Information Specialist I-II classification.

RECOMMENDATIONS:

Staff has reviewed all documentation in support and in accordance with Article V, Section 43 and Civil Service Policy Section 1.02, staff recommends the approval of this provisional request.

Parks, Recreation, and Marine has been informed that this request is on today's agenda.

Date: August 25, 2021

To: Civil Service Commission

From: Sheryl Bender, Administrative Officer

Subject: **REQUEST FOR PROVISIONAL APPOINTMENT- COMMUNITY INFORMATION
SPECIALIST**

Parks, Recreation, and Marine (PRM) is requesting Civil Service Commission approval for Provisional Appointment of 1 Community Information Specialist in accordance with Article V, Sections 43 of the Civil Service Rules and Regulations and Section 1.02 of the Civil Service Commission Policies and Procedures.


This urgently needed Community Information Specialist supports the Manager- Animal Care Services. The Community Information Specialist will be responsible for work that includes creating content for and managing all social media platforms. Additionally, the incumbent would be responsible for coordinating adoption and outreach events for Long Beach Animal Care Services. They also update the website when programs change (which is frequent due to strategic plan implementation); create content for and coordinate printed materials including event flyers, program information slips, banners, etc; and respond to media requests for information.

Provisional Appointment Recruitment Process

- PRM will post the job bulletin for 2 weeks for internal and external applicants.
- PRM will screen applicants for minimum qualifications and interview the applicants who best meet the qualifications listed on the provisional bulletin.

Civil Service Commission approval of a provisional appointment would ensure that the Manager- Animal Care Services has the support needed to perform the community outreach needed to place shelter animals in safe homes, reduce overcrowding in the shelter, and provide full operational commitment to the Compassion Saves model adopted by the City.

Human Resources Approval



8/25/21

Director or Designee

Date



City of Long Beach Employment Opportunity

PROVISIONAL COMMUNITY INFORMATION SPECIALIST I-II

Job Number: PR 21-043

SALARY: \$17.27 - \$26.00 Hourly
\$1,386.34 - \$2,087.14 Biweekly

OPENING DATE: 09/03/21

CLOSING DATE: 09/17/21 11:59 PM

DESCRIPTION:

EXAMPLES OF DUTIES:

Under direct supervision, assists, coordinates, or implements public information, marketing, and publicity activities/materials for community programs and services; may write and edit content and take digital photos for Department's website and social media platforms such as Facebook, Twitter, and Instagram; provides creative approaches to design, marketing programs and services; writes and distributes press releases to publicize programs and services; responds to media inquiries; produces coordinated graphic designs for events and programs including flyers, posters, signs, T-shirt designs, print advertising, banners and billboards; creates maps, displays, certificates, signs, flyers, and brochures; creates design and layout of various publications; maintains Department social media platforms and website by creating and posting content, and editing webpages; may write and edit employee and community newsletters; meet deadlines; writes and edits publications; may staff public information booths and make presentations to community groups; may supervise, train, and instruct subordinate staff or interns; may assist with the creation of written marketing plans and other publicity strategies; performs other related duties as required.

REQUIREMENTS TO FILE:

One year full-time equivalent paid experience in marketing community oriented programs and services that require proficiency with graphic design software, such as Adobe InDesign, Adobe Illustrator, or Adobe Photoshop.

Additional Requirements to File:

- Ability to effectively communicate both orally and in writing;
- Ability to write and edit publications and promotional materials;
- Willingness to work overtime, weekends and holidays as required.

A valid motor vehicle operator's license may be required.

DESIRABLE QUALIFICATIONS:

Coursework in Public Relations, Journalism, Graphic Design, Communications or a related field (**proof required**)*.

***Proof of college transcripts and/or degrees must be uploaded to the online application at the time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing**

for foreign degrees to be considered.

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

SELECTION PROCEDURE:

Please note that the selection procedure in the job opportunity bulletin is subject to change for the next recruitment.

See the previous selection procedure, as stated on the ([previous job opportunity bulletin](#)).



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

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

Position #PR 21-043
PROVISIONAL COMMUNITY INFORMATION SPECIALIST I-II
SB

2760 Studebaker Road
Long Beach, CA 90815
(562) 570-3100

PROVISIONAL COMMUNITY INFORMATION SPECIALIST I-II Supplemental Questionnaire

- * 1. INSTRUCTIONS: The purpose of these supplemental questions 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. If you have no experience, please indicate so. 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. Therefore, "See Resume" is not an acceptable response to any of the Supplemental Questions. Do you understand the above information?
☐ Yes ☐ No

- * 2. Do you possess one (1) year of full-time equivalent paid experience in marketing community oriented programs and services that require proficiency with graphic design

software, such as Adobe InDesign, Adobe Illustrator, or Adobe Photoshop?

- ☐ Yes, I possess the above experience.
☐ No, I do not possess the above experience.

- * 3. Describe your experience in marketing community oriented programs and services that require proficiency with graphic design software, such as Adobe InDesign, Adobe Illustrator, or Adobe Photoshop. Follow the format below for **each**, position held. Failure to follow the format below may result in your disqualification from this recruitment. The information below will be used to verify the information you provided in the "Work Experience" section of your application. **Job Title: Dates of Employment: Hours Worked per Week: Detailed description of all relevant job duties:** If you do not possess this experience, please type "**N/A**".
- * 4. Indicate below the graphic design software for which you possess proficiency in (check all that apply):
- ☐ Adobe InDesign
☐ Adobe Illustrator
☐ Adobe Photoshop
☐ Other
☐ I have no proficiency in the above graphic design software or other related software.
- * 5. If you indicated "Other" above, please list all other software you have used below. If this does not apply to you, type "**N/A**".
- * 6. In the textbox below, describe the best example of an assignment or project which required you to use the graphic design software you indicated above. Be detailed in your response below. If you do not possess this experience, type "**N/A**".
- * 7. Indicate whether you possess the following:
- Ability to effectively communicate both orally and in writing
 - Ability to write and edit publications and promotional materials
 - Willingness to work overtime, weekends and holidays as required.
- ☐ Yes, I possess the additional requirements above.
☐ No, I do not possess the additional requirements above.
- * 8. A valid motor vehicle operator's license may be required. Do you understand the information above?
- ☐ Yes
☐ No
- * 9. Indicate all areas for which you possess coursework in below (check all that apply):
- ☐ Public Relations
☐ Journalism
☐ Graphic Design
☐ Communications
☐ A related field
☐ I do not possess coursework in the above areas or related fields.
- * 10. If you selected "A related field", indicate below the related area of coursework below. If this does not apply to you, type "**N/A**".
- * 11. To be considered for the Desirable Qualifications listed above, proof of college transcripts and/or degrees of coursework must be uploaded to the online application at the time of filing. Candidates who possess degrees from colleges or universities from outside the

United States must attach proof of educational equivalency at the time of filing for foreign degrees to be considered. Do you possess the information above?

☐ I understand and have attached the necessary proofs to my application at the time of filing.

☐ I do not wish to be considered for Desirable Qualifications.

- * 12. 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 the time of filing.

☐ Yes

☐ No

- * 13. 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 throughout the duration of employment. Do you understand the information above?

☐ Yes

☐ No

- * Required Question