



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: 9/8/21

Effective Date: 10/10/2018

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE: August 18, 2021

DEPARTMENT: Public Works

POSITION: Recycling Specialist **REQUISITION NUMBER:** PW21-105

TYPE OF PROVISIONAL REQUEST: Provisional Appointment.

NUMBER OF VACANCIES: 2

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.

On October 1, 2021, for Fiscal Year 2022, the Department of Public Works, Environmental Services Bureau, Waste Diversion and Recycling Division will be allocated two Recycling Specialist II positions to support the Department's ability to ensure compliance with State-mandated organics (food and yard) waste collection. The State bills, AB 1826 (Mandatory Commercial Organics Recycling) and SB 1383 (Short-Lived Climate Pollutants (SLCP): Organic Waste Methane Emissions Reduction) require extensive outreach efforts as well as data tracking and reporting to California's Department of Resources Recycling and Recovery (CalRecycle). The state laws require residential organic collection to begin January 1, 2022. Filling the vacancies now on a provisional basis will provide additional full-time staff to address these needs and plan for the necessary work required while Civil Service works on four other critical Environmental Services recruitments prior to Recycling Specialist.

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, waste diversion/recycling trade publications and websites, social media.

☐ What is the length of your recruitment?

Two-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)

[Click or tap here to enter text.](#)



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. New positions for FY22.

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. On October 1, 2021, for Fiscal Year 2022, the Department of Public Works, Environmental Services Bureau, Waste Diversion and Recycling Division will be allocated two Recycling Specialist II positions to support the Department's ability to ensure compliance with State-mandated organics (food and yard) waste collection. The State bills, AB 1826 (Mandatory Commercial Organics Recycling) and SB 1383 (Short-Lived Climate Pollutants (SLCP): Organic Waste Methane Emissions Reduction) require extensive outreach efforts as well as data tracking and reporting to California's Department of Resources Recycling and Recovery (CalRecycle). The state laws require residential organic collection to begin January 1, 2022. Filling the vacancies now on a provisional basis will provide additional full-time staff to address these needs and plan for the necessary work required while Civil Service works on four other critical Environmental Services recruitments prior to Recycling Specialist.

Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.) Not applicable.

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 PW21-105
- ☒ Include requisition number and date received by Civil Service: PW21-105; on route
- ☒ 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.

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

- ☐ 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 15, 2021

To: Civil Service Commission

From: Shellie Goings, Personnel Analyst

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

Correspondence has been received from Robert Pfingsthorn, Acting Personnel Officer, Public Works Department, requesting Civil Service Commission approval for two Recycling Specialist I-II Provisional Appointments.

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 Public Works PW21-105 requisition was submitted on 08/18/2021 and approved on 09/06/2021 by the City Manager. The requisition is pending Civil Service administration approval.
- Currently there is no priority list and no eligibility list for the department to pull qualified candidates.
- The Public Works 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:
 - Bachelor’s degree from an accredited college or university (proof required)*; and,
 - One (1) year of paid, full-time equivalent experience in the development, implementation or administration of public or private recycling and waste reduction programs and activities;

September 15, 2021
Civil Service Commission

- The department received two new positions in the FY22 budget to support the Environmental Services Bureau in the development and implementation of waste reduction, recycling, zero waste, and sustainability programs and activities. The Recycling Specialist classification is instrumental in outreach and education of services and programs available to residents and partnerships with businesses in meeting compliance on State mandated legislation. Some of the more notable State mandates include SB1826-Mandatory Commercial Organics Recycling and SB1383-Short Lived Climate Pollutants-Organic Waste Methane Emission Reduction. Residential organic waste collection will begin on January 1, 2022.
- Public Works 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 Recycling 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.

Public Works has been informed that this request is on today's agenda.

Date: August 24, 2021

To: Civil Service Commission

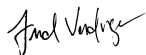
From: Rob Pfingsthorn, Acting Personnel Officer – Public Works

Subject: **Request for Provisional Appointment – Recycling Specialist**

The Department of Public Works is requesting the Civil Service Commission approve a provisional appointment for two Recycling Specialists in accordance with Article V, Section 43 of the Civil Service Rules and Regulations.

On October 1, 2021, for Fiscal Year 2022, the Department of Public Works, Environmental Services Bureau, Waste Diversion and Recycling Division will be allocated two Recycling Specialist II positions to support the Department's ability to ensure compliance with State-mandated organics (food and yard) waste collection. The State bills, AB 1826 (Mandatory Commercial Organics Recycling) and SB 1383 (Short-Lived Climate Pollutants (SLCP): Organic Waste Methane Emissions Reduction) require extensive outreach efforts as well as data tracking and reporting to California's Department of Resources Recycling and Recovery (CalRecycle). The state laws require residential organic collection to begin January 1, 2022. Filling the vacancies now on a provisional basis will provide additional full-time staff to address these needs and plan for the necessary work required while Civil Service works on four other critical Environmental Services recruitments prior to Recycling Specialist. Requisition PW21-105 to fill the vacancies on a provisional basis is currently in the approval process and being routed to Civil Service.

If you have any questions, please contact me at (562) 570-4686.

Human Resources Approval_____
Director or Designee

9/8/21

Date



City of Long Beach Employment Opportunity

RECYCLING SPECIALIST I-II (PROVISIONAL)

Job Number: PW21-105

SALARY: \$23.39 - \$36.93 Hourly

OPENING DATE: 09/15/21

CLOSING DATE: 10/03/21 11:59 PM

DESCRIPTION:



The Department of Public Works, Recycling and Waste Reduction Division, is seeking two candidates for a provisional Recycling Specialist I-II job opportunity. Interested candidates must meet the requirements to file listed under the minimum requirements heading. Pending Civil Service approval, the selected candidate will be appointed to the position on a provisional (temporary) basis with no guarantee of permanent employment. The provisional employee must apply, compete, and obtain a reachable position on the Civil Service eligible list for Recycling Specialist when the Civil Service examination is conducted in order to be considered for appointment to a permanent position. Provisional appointments are valid through the establishment of a Civil Service eligible list.

Note: 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.

EXAMPLES OF DUTIES:

Under general supervision, performs increasingly responsible administrative and technical duties in the development, implementation and monitoring of the City's recycling programs, waste reduction activities, and assist in the development and implementation of the city-wide zero waste plan; develops, implements and monitors the City's recycling and waste reduction activities for compliance with state-mandated recycling laws and city code; collects, compiles and analyzes financial, statistical and technical data relating to recycling and waste reduction activities; provides technical assistance to businesses to comply with state regulations and procedures, and city code; writes reports and makes presentations to business and community groups; develops, implements and coordinates public education engagement; prepares and monitors grant funding; may assign, train and direct subordinate personnel; and performs other related duties as required.

REQUIREMENTS TO FILE:

- Bachelor's degree from an accredited college or university (proof required)*;
- One year of paid, full-time equivalent experience in the development, implementation or administration of public or private recycling and waste reduction programs and activities.

Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

Additional Requirements to File

Ability to:

- Effectively communicate both orally and in writing;
- Deal tactfully and effectively with the public, private industry and outside agencies.
- Proficient with personal computers including word processing and spreadsheet applications.

Willingness to work nights, weekends, holidays and overtime as required.

A valid driver license and DMV record will be required by the Department of Public Works.

Desirable Qualifications:

- Knowledge of the refuse industry, state-mandated waste reduction/recycling goals and composting;
- Knowledge of current technologies, trends, and legislation related to environmental issues.

***Required documents, such as transcripts or degree, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

SELECTION PROCEDURE:

Interested candidates must complete an online application with responses to the supplemental application and attach their proof of education (if applicable), cover letter, and resume (in PDF format) by the close of filing on **Sunday, October, 3, 2021 at 11:59 PM**. Those candidates determined to be best suited for the position will be invited to participate in the selection process, which will include an interview by a selection panel and may include a performance exercise.

This information is available in an alternative format by request to the Department of Public Works, Personnel Division, at (562) 570-4686. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or contact the Personnel Division at (562) 570-4686.

AN EQUAL OPPORTUNITY EMPLOYER, THE DEPARTMENT OF PUBLIC WORKS VALUES AND ENCOURAGES DIVERSITY IN ITS WORKFORCE.

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 #PW21-105
RECYCLING SPECIALIST I-II (PROVISIONAL)
RP

411 W. Ocean Blvd., 5th Fl
Long Beach, CA 90802
(562) 570-4686

RECYCLING SPECIALIST i-ii (PROVISIONAL) Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of these supplemental questions is to derive more specific information about the qualifications of applicants for this position. Applicants must clearly demonstrate their qualifying experience. These questions will serve as the basis for qualifying candidates for advancement into the selection process. Do you understand these instructions?
- ☐ Yes
☐ No
- * 2. This is a provisional job 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. I understand that if I am successful in the selection process, I may be appointed to the position on a provisional (temporary) basis with no guarantee of permanent employment. I further understand that as a provisional employee, I must apply, compete, and obtain a reachable position on the Civil Service eligible list for Safety Specialist when the Civil Service examination is conducted in order to be considered for appointment to a permanent position. If I am not selected to fill the position on a permanent basis, my provisional appointment will be terminated. If I am a city employee, and I hold permanent status in another classification, I understand I will be reinstated back to the position I held before the provisional appointment. I further understand that provisional appointments are valid through the establishment of a Civil Service eligible list. I acknowledge and understand all of the above regarding provisional appointments.
- ☐ Yes
☐ No
- * 3. **REQUIREMENTS TO FILE:** Candidates must meet the following requirements: Bachelor's degree from an accredited college or university (proof required)* AND one year of paid, full-time equivalent experience in the development, implementation or administration of public or private recycling and waste reduction programs and activities. Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis. Indicate under which option you are applying:
- ☐ I have a bachelor's degree from an accredited college or university (proof required)* AND one year paid, full-time equivalent, required experience.
☐ I have a combination of education (proof required)* and paid, full-time equivalent, required experience totaling five (5) years.
☐ I have paid, full-time equivalent required experience totaling five (5) years.
☐ I do not have the required education and/or experience as indicated above.
- * 4. Please describe your experience in the development and/or implementation of waste reduction, recycling, zero waste, or sustainability. In your response, you must indicate: 1) Name of your employer(s); 2) Job title(s) 3) Dates worked 4) Number of hours per week 5) Description of duties and responsibilities. If no experience, indicate with NONE.
- * 5. Please describe your experience making public presentations. List in chronological order and limit to 10 presentations. In your response, please indicate: presentation title, audience of presentations, purpose, size/attendees, and year given. If no experience, indicate with NONE.

- * 6. Please describe the types of written documents you have prepared including but not limited to, writing for government, technical writing, writing for the public, writing for the web and social media pertaining to this or similar positions. If no experience, indicate with NONE.
- * 7. Please describe your experience engaging a targeted audience (such as schools, residential, or commercial) to participate in a waste diversion, recycling, or sustainability program. Include your specific role and the result of the education and outreach campaign. If no experience, indicate with NONE.
- * 8. Please describe your experience an experience working collaboratively with a team towards a shared goal. What was the goal and what was your role on the team to achieve that goal?. If no experience, indicate with NONE.
- * 9. Please check appropriate box indicating your experience level with Microsoft Office. If you do not have experience with Microsoft Office, mark no experience.
 - ☐ Beginner
 - ☐ Intermediate
 - ☐ Advanced
 - ☐ No experience
- * 10. Please check appropriate box indicating your proficiency level with using social media such as Facebook, Instagram, TikTok, and Twitter. If you do not have experience with social media, mark no experience.
 - ☐ Beginner
 - ☐ Intermediate
 - ☐ Advanced
 - ☐ No experience
- * 11. Are you willing to work nights, weekends, holidays and overtime as required?
 - ☐ Yes
 - ☐ No
- * 12. Do you have a valid California Class C Driver License?
 - ☐ Yes
 - ☐ No
- * 13. **DESIRABLE QUALIFICATIONS:** Indicate, by checking the appropriate box(s) if you possess any of the following desirable qualifications below. You may check more than one box. If you do not have any of the qualifications below, mark none (this will not disqualify you from the position).
 - ☐ Knowledge of the refuse industry, state-mandated waste reduction/recycling goals and composting
 - ☐ Knowledge of current technologies, trends, and legislation related to environmental issues
 - ☐ None. Selecting this option will not disqualify you from the position.
- * 14. Describe any additional experience, training, knowledge, skills and/or personal qualifications that relate to the position and have not been previously covered in this supplemental application. If no experience, indicate with NONE.

- * 15. Bilingual, ability to speak in Spanish, Khmer, or Tagalog is desirable for position. If bilingual, indicate, by checking the appropriate box/boxes below.
 - ☐ Spanish
 - ☐ Tagalog
 - ☐ Khmer
 - ☐ None (selecting this option will not disqualify you for this position)
- * 16. I understand that proof of required documents must be submitted as attachments at the time of filing online. I also understand that failure to submit all required documents at time of filing will result in the application being considered incomplete. Proofs may include the following below: • College transcripts or degree.
 - ☐ Yes
 - ☐ No
- * 17. Please note that candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing. Do you understand the information above?
 - ☐ Yes
 - ☐ No
- * 18. 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 above?
 - ☐ Yes
 - ☐ No
- * Required Question