



## 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 "Joseph Amador".

Date: 6/2/21

Effective Date: 10/10/2018

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

**DATE:** 05/26/2021      **DEPARTMENT:** Financial Management

**POSITION:** Senior Accountant    **REQUISITION NUMBER:** FM21-050 & FM21-051

**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.**

These positions are urgently needed to perform higher technical work in Special Accounting including: MTA audit, Cost Allocation Plan, and Single Audit. Additionally, a Senior Accountant is needed to assist in the implementation of American Rescue Plan Act (ARPA) regulations. The City is currently creating a Long Beach Recovery Act (LBRA) team to setup accounting structures, procedures, and trainings to manage \$207 million in ARPA COVID-19 recovery funding. Without Accounting oversight, the City is at risk of needing to return inappropriately spent federal funds.

**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

☐ What is the length of your recruitment?

2 weeks

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

Most qualified candidates will be invited to participate in panel video interviews.

☒ 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**

**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.**



## Civil Service Department

Does a promotional list exist? ☐ YES ☒ NO

**The date the vacancy occurred and circumstances surrounding vacancy.** One Senior Accountant position was upgraded in FY21 to better aligned with operational needs. The second Senior Accountant is a new position requested as backfill for LBRA.

**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 1<sup>st</sup> Senior Accountant (FM21-050) is linked to a FY21 restructuring of the Accounting Bureau that reduces positions overall. This upgrade is meant to align the position with higher level duties that, due to increased sophistication of Munis, require higher level skills. This position will be responsible for higher technical work in Special Accounting including: MTA audit, Cost Allocation Plan, and Single Audit. The 2<sup>nd</sup> Senior Accountant (FM21-051) is needed for the LBRA Financial Team to create the accounting structures and procedures that will ensure federal funds are spent appropriately. Without Accounting oversight, the City is at risk of needing to return inappropriately spent federal funds.

**Were other alternatives used for filling the vacancy? (For example: rotation, use of higher class pay, etc.)** Upgrading FM21-050 is part of a cost-saving reorganization to the Accounting Bureau for FY21. The Senior Accountant requested under FM21-051 is necessary and funded by COVID-19 recovery funds.

### 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 (Provisional Requests are in route to CS)
- ☒ Include requisition number and date received by Civil Service: FM21-050 and FM21-051; Requisitions are in route to CS.
- ☒ No existing promotional, priority or eligible list exists for this classification. No existing promotional, priority, or eligible lists.
- ☒ 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: June 9, 2021

- ☒ Date initial provisional request was approved by Civil Service Commission: June 15, 2021 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. 08/17/21  
09/21/21
- ☒ Provisional appointee(s) selected by the Department: Click or tap here to enter text. Toulip Torn  
Khanh Him Do



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. **August 26, 2021**  
**September 24, 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): Click or tap here to enter text.

**Desiree Davalos**  
**Desiree Davalos**



## Memorandum

**Date:** September 29, 2021

**To:** Civil Service Commission

**From:** Desiree Davalos, Personnel Analyst

**Subject:** COVID-19 RELATED: REQUEST FOR PROVISIONAL APPOINTMENT OF SENIOR ACCOUNTANT

On September 7, 2021, the Civil Service Department received correspondence from the Financial Management Department requesting the approval of their provisional appointee, Khanh Him Do to the classification of Senior Accountant in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Policy 1.02 of the Civil Service Policies and Procedures.

Article V, Section 43 states that "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 June 9, 2021, the Civil Service Commission approved a request for Provisional Appointment for Senior Accountant from the Financial Management Department to backfill the Grants Accounting Officer who was reassigned to the Long Beach Recovery Act (LBRA) team and provide additional support to LBRA and FEMA cost recovery efforts .
- As stated in their original request, the Department recruited internal and external candidates with a two-week job posting, requesting that those who meet the Senior Accountant minimum qualifications, submit a cover letter and resume for consideration. After interviewing applicants, the department selected Khanh Him Do for the provisional Senior Accountant position.
- On September 7, 2021, the Civil Service Department received the name of the provisional Senior Accountant selected by the Financial Management Department.



- Staff has reviewed the provisional application for Ms. Do and determined that she meets the minimum requirements for the Senior Accountant classification.
- Staff has contacted Ms. Do to inform her that the provisional appointment is temporary, and she has no guarantee of permanent appointment into this classification.
- Additionally, Ms. Do is aware that she must apply and compete in the Civil Service Examination process and be placed on the eligible list to be considered for the permanent position.
- Staff verified that the Civil Service Department received the requisition FM21-051 on June 24, 2021 to fill the provisional vacancy for the Senior Accountant position.

**Recommendation:**

- Staff recommends approval of the Senior Accountant provisional appointee Khanh Him Do in accordance with Article V, Section 43 of the Civil Service Rules and Regulations and Policy 1.02 of the Civil Service Policies and Procedures.
- Staff notified the Financial Management Department and the provisional appointee that this request will be placed on the Civil Service Commission Agenda on September 29, 2021.



Date: September 2, 2021

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer 

Subject: **REQUEST FOR PROVISIONAL APPOINTMENT – KHANH KIM DO**

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The Department of Financial Management is requesting the provisional appointment of Khanh Kim Do to the classification of Senior Accountant in accordance with Article V, Section 43 and Article IV, Section 27 of the Civil Service Rules and Regulations. The Department has approved requisition, FM21-051, to fill the vacancy on a provisional basis in the absence of a Civil Service eligible list.

The Department requested to fill this vacancy and has had an approved requisition on file since June 24, 2021. This Senior Accountant position underfills the Grants Accounting Officer position previously held by Sarah Castillo-Wright who was reassigned to the LBRA Team and named Accounting Controls Officer effective June 5, 2021. The provisional appointment for the Senior Accountant position is urgently needed to backfill the Grants Accounting Officer duties and provide additional support to LBRA and FEMA cost recovery efforts.

Upon receiving approval from the Civil Service Commission to recruit for a provisional appointment, the Department conducted an open recruitment for two Senior Accountant vacancies. The Department posted the bulletin for the provisional positions for two weeks and screened applicants to determine if they met minimum qualifications. Ms. Do competed in two rounds of interviews held each by a three-person panel. Ms. Do was selected for the vacancy backfilling the Grants Accounting Officer. She meets the minimum qualifications for the classification and is highly qualified.

Ms. Do 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 she must apply through the Civil Service examination process in order to be considered for permanent employment as a Senior Accountant.

If you have any questions, please contact me at (562) 570-6688.



## Long Beach Civil Service Commission

### PROVISIONAL APPOINTMENT

#### Statement of Conditions

Position Title: Senior Accountant

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.

Signature

09/02/2021

Date