

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF PROBATION

Civil Service Rules and Regulations Section 41 (2)
Civil Service Commission Policy Section 1.01

Form completed by: Sandra Aguilar/Administrative Officer/Energy Resources Date: 9 - 23 - 2021
Name/Title/Department

Section 1: *To be completed by requesting department.*

To be completed
by department

Civil Service Dept.
Verification

A requisition is not required.

MC

Is any other department impacted?

Yes

No

MC

If yes, which department: _____

A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department?

Yes

No

MC

Section 2: *Points to be addressed in request:*

Formal name and current classification title of employee.

Marcos Torres, Gas Construction Worker I

MC

Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification.

See Attachment A

MC

The date the employee will complete probation. Date: 11/08/2021

Request must be submitted 30 days prior to completion of probation.

MC

A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation.

See attached memorandum.

MC

Which policy criteria is being utilized and how the request meets the criteria required in the policy.

A (1) - Licensing required prior to permanent appointment

MC

Length of extension requested.

(A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)

3 months

MC

The following should be in attendance at the Civil Service Commission meeting:

- Requesting department.
- The impacted employee's attendance is optional.

MC

Notes:

Original Hire Date: 5/8/2021

Statement/Rationale: Described in the memo.

SUGGESTED ACTION:

Staff recommends approval of a 3 month (522 hour) extension of probation for Mr. Marcos Torres.



Date: October 13, 2021
To: Civil Service Commission
From: Maria Cano, Personnel Analyst
Subject: **COVID-19 RELATED: REQUEST TO EXTEND PROBATION FOR MARCOS TORRES, GAS CONSTRUCTION WORKER I**

Correspondence has been received from Sandra Aguilar, Administrative Officer of the Energy Resources Department, requesting approval to extend the probationary period of Mr. Marcos Torres, Gas Construction Worker I for three months. Staff has reviewed the request and recommends that the Commission approve an extension for three months or 522 scheduled work hours, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 A (1), of the Civil Service Policies and Procedures and the conditions imposed by the COVID-19 pandemic.

Facts for Consideration:

- On May 8, 2021 Marcos Torres was hired as a full-time, permanent Gas Construction Worker I with the Energy Resources Department.
- Gas Construction Workers are required to obtain a commercial Class A driver license prior to passing probation.
- Mr. Torres obtained his Class A driver license permit on June 25, 2021.
- The Department afforded Mr. Torres with Class A driver license training through a third-party vendor from August 9, 2021, through August 12, 2021.
- Mr. Torres is scheduled for the driving test to obtain the Class A driver license on October 11, 2021.
- The Department allows employees up to two attempts to pass the driving test during their probationary period. Another attempt for the practical exam will be scheduled for the earliest possible appointment, in the event Mr. Torres does not pass the practical exam on October 11, 2021.
- Mr. Torres is scheduled to complete probation on November 8, 2021. The Energy Resources Department is requesting a 3-month extension (522 hours) of Mr. Torres' probation to provide Mr. Torres enough time to schedule a re-test for the practical portion of the driving exam.

October 13, 2021

Page 2

- Due to the ongoing Covid-10 pandemic, appointments for practical exams at the California Department of Motor Vehicles are delayed by approximately two to three months.
- The request to extend Mr. Torres' probation was received September 29, 2021. Commission policy states that a request for extension must be submitted for Commission review and approved one month prior to completion of the employee's initial probationary period. This request meets this requirement.
- As of the last pay period, September 24, 2021, Mr. Torres had 291 hours remaining of his probationary period having already completed 753 probationary hours.
- On July 20, 2021, an Employee Performance Appraisal was completed for Mr. Torres.


Recommendation

Staff has reviewed the request and recommends that the Commission approve an extension for three months or 522 scheduled work hours, in accordance with Article V, Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01, A(1) of the Civil Service Policies and Procedures and the conditions imposed by the COVID-19 pandemic.

Mr. Torres and the Energy Resources Department have been informed that this request is on the agenda. A department representative will be present to respond to any questions from the Civil Service Commission.

Date: September 20, 2021

To: Civil Service Commission

From: Sandra Aguilar, Personnel Officer, Energy Resources Department 

Subject: **REQUEST FOR EXTENSION OF PROBATION – MARCOS TORRES**

The Energy Resources Department (Department) respectfully requests that the Commission grant a probationary extension to Marcos Torres, Gas Construction Worker I, in accordance with Section 41, Subsection (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Torres was appointed from the eligible list as a Gas Construction Worker I on May 8, 2021, with the Energy Resources Department. The Gas Construction Worker classification requires obtaining a valid commercial Class A driver license prior to passing probation. Mr. Torres obtained his Class A driver license permit on June 25, 2021, and the Department afforded Mr. Torres with Class A driver license training through a third-party vendor from August 9, 2021, through August 12, 2021. Mr. Torres is scheduled for the driving test to obtain the Class A driver license on October 11, 2021. The Department has customarily permitted employees up to two attempts to pass the driving test during their probationary period. Another attempt for the practical exam will be scheduled for the earliest possible appointment, in the event Mr. Torres does not pass the practical exam on October 11, 2021.

Mr. Torres's probationary period is scheduled to conclude on approximately November 8, 2021. Mr. Torres is otherwise meeting the requirements of his position and is a valuable asset to the Construction and Pipeline Maintenance Bureau. Due to the COVID-19 pandemic, appointments for the practical portion of the driving test with the California Department of Motor Vehicles Appointments are delayed by approximately two to three months. As such, it is anticipated that Mr. Torres would not be scheduled to re-test for the practical portion of the driving test until after his probationary period has passed. It is requested that an extension be granted for an additional three months of probationary time to ensure Mr. Torres can re-test for the practical portion of the driving exam and to allow for sufficient time for scheduling another appointment should he be unsuccessful on his first attempt.

Thank you for your consideration of this request. If you have any questions, please contact me at (562) 570-2043.

Human Resources Approval_____
Director or Designee

9/29/21

Date