



## 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:** 10/18/2021 **DEPARTMENT:** Health**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Elma, Joselyn, Public Health Associate-NC**Summary of employee's work history specifying all classification titles and dates:**

01/4/2021 to current Public Health Associate- NC

**Summary of duties performed by employee:** Supports Health's role in the COVID response, including but not limited to drive thru testing, contact tracing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).**Anniversary Date (date when employee reaches 1600-hour threshold):** 01/4/2022**Number of hours left to reach 1600 hours:** 252.40**Number of additional hours requested:** 320**Explain why the additional hours are needed for the department to function.**


As a Public Health Associate-NC, the employee serves as a crucial part of the COVID response team. The response has taxed our workforce and requires full time work as well as frequent overtime. We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.

**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: 10/25/21
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1378.40
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ 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: Recommend Approval

<b>Human Resources Approval</b>	
	10/25/21
Director or Designee	Date



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### 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:** 10/18/2021 **DEPARTMENT:** Health**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Geovanni Grajeda, Public Health Associate-NC**Summary of employee's work history specifying all classification titles and dates:**

01/9/2021 to current Public Health Associate- NC


**Summary of duties performed by employee:** Supports Health's role in the COVID response, including but not limited to drive thru testing, contact tracing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).**Anniversary Date (date when employee reaches 1600-hour threshold):** 01/9/2022**Number of hours left to reach 1600 hours:** 324**Number of additional hours requested:** 360**Explain why the additional hours are needed for the department to function.**

As a Public Health Associate-NC, the employee serves as a crucial part of the COVID response team. The response has taxed our workforce and requires full time work as well as frequent overtime. We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.

**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: 10/25/21
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1348
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ 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: Recommend Approval

<b>Human Resources Approval</b>	
	10/25/21
Director or Designee	Date



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### 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:** 10/18/2021 **DEPARTMENT:** Health**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Melissa Karakash, Public Health Associate-NC**Summary of employee's work history specifying all classification titles and dates:**

01/2/2021 to current Public Health Associate- NC

**Summary of duties performed by employee:** Supports Health's role in the COVID response, including but not limited to drive thru testing, contact tracing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).**Anniversary Date (date when employee reaches 1600-hour threshold):** 01/2/2022**Number of hours left to reach 1600 hours:** 206**Number of additional hours requested:** 320**Explain why the additional hours are needed for the department to function.**

As a Public Health Associate-NC, the employee serves as a crucial part of the COVID response team. The response has taxed our workforce and requires full time work as well as frequent overtime. We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.

**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: 10/25/21
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1456
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ 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: Recommend Approval

**Human Resources Approval**

Director or Designee

10/25/21

Date



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### PROCESS:

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  - 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.
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- 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:** 10/18/2021 **DEPARTMENT:** Health**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Later, Nathan, Public Health Associate-NC**Summary of employee's work history specifying all classification titles and dates:**

02/08/2021 to current Public Health Associate- NC

**Summary of duties performed by employee:** Supports Health's role in the COVID response, including but not limited to drive thru testing, contact tracing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).**Anniversary Date (date when employee reaches 1600-hour threshold):** 02/08/2022**Number of hours left to reach 1600 hours:** 223**Number of additional hours requested:** 520**Explain why the additional hours are needed for the department to function.**

As a Public Health Associate-NC, the employee serves as a crucial part of the COVID response team. The response has taxed our workforce and requires full time work as well as frequent overtime. We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.

**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: 10/25/21
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1382.60
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ 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: Recommend Approval

**Human Resources Approval**

Director or Designee

10/25/21

Date





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### PROCESS:

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  - 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:** 10/18/2021 **DEPARTMENT:** Health**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Kassandra Lopez, Public Health Associate-NC**Summary of employee's work history specifying all classification titles and dates:**


01/2/2021 to current Public Health Associate- NC

**Summary of duties performed by employee:** Supports Health's role in the COVID response, including but not limited to drive thru testing, contact tracing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).**Anniversary Date (date when employee reaches 1600-hour threshold):** 01/2/2022**Number of hours left to reach 1600 hours:** 216.5**Number of additional hours requested:** 320**Explain why the additional hours are needed for the department to function.**

As a Public Health Associate-NC, the employee serves as a crucial part of the COVID response team. The response has taxed our workforce and requires full time work as well as frequent overtime. We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.

**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: 10/25/21
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1405.70
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ 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: Recommend Approval

<b>Human Resources Approval</b>	
	10/25/21
Director or Designee	Date



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- Commission Approves/Denies request.

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:****DATE FORM COMPLETED:** 10/18/2021 **DEPARTMENT:** Health**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Cecilia Santacruz-Melena, Public Health Associate-NC**Summary of employee's work history specifying all classification titles and dates:**


01/16/2021 to current Public Health Associate- NC

**Summary of duties performed by employee:** Supports Health's role in the COVID response, including but not limited to drive thru testing, contact tracing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).**Anniversary Date (date when employee reaches 1600-hour threshold):** 01/16/2022**Number of hours left to reach 1600 hours:** 177**Number of additional hours requested:** 400**Explain why the additional hours are needed for the department to function.**

As a Public Health Associate-NC, the employee serves as a crucial part of the COVID response team. The response has taxed our workforce and requires full time work as well as frequent overtime. We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.

**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: 10/25/21
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1433.90
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ 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: Recommend Approval

<b>Human Resources Approval</b>	
	10/25/21
Director or Designee	Date



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- Commission Approves/Denies request.

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:****DATE FORM COMPLETED:** 10/18/2021 **DEPARTMENT:** Health**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Hyung Song, Public Health Associate-NC**Summary of employee's work history specifying all classification titles and dates:**


01/9/2021 to current Public Health Associate- NC

**Summary of duties performed by employee:** Supports Health's role in the COVID response, including but not limited to drive thru testing, contact tracing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).**Anniversary Date (date when employee reaches 1600-hour threshold):** 01/9/2022**Number of hours left to reach 1600 hours:** 280**Number of additional hours requested:** 360**Explain why the additional hours are needed for the department to function.**

As a Public Health Associate-NC, the employee serves as a crucial part of the COVID response team. The response has taxed our workforce and requires full time work as well as frequent overtime. We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.

**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: 10/25/21
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1400
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ 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: Recommend Approval

<b>Human Resources Approval</b>	
	10/25/21
Director or Designee	Date



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### PROCESS:

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  - 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:** 10/19/2021 **DEPARTMENT:** Health**NAME AND CLASSIFICATION TITLE OF EMPLOYEE:** Luis Vargas-Vasquez, Public Health Associate-NC**Summary of employee's work history specifying all classification titles and dates:**


01/21/2021 to current Public Health Associate- NC

**Summary of duties performed by employee:** Supports Health's role in the COVID response, including but not limited to drive thru testing, contact tracing, vaccination POD coordination and logistics (setting up/securing all sites daily and PPE management).**Anniversary Date (date when employee reaches 1600-hour threshold):** 01/21/2022**Number of hours left to reach 1600 hours:** 207**Number of additional hours requested:** 400**Explain why the additional hours are needed for the department to function.**

As a Public Health Associate-NC, the employee serves as a crucial part of the COVID response team. The response has taxed our workforce and requires full time work as well as frequent overtime. We do not have enough staff to cover this position should this extension be denied, and it could take weeks to recruit and train a replacement.

**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: 10/25/21
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1409.30
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ 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: Recommend Approval

<b>Human Resources Approval</b>	
	10/25/21
Director or Designee	Date





## Memorandum

**Date:** NOVEMBER 10, 2021

**To:** CIVIL SERVICE COMMISSION

**From:** CHRISTINA PIZARRO WINTING

**Subject:** **COVID – 19 RELATED: REQUEST FOR THE EXTENSION OF NON – CAREER HOURS – PUBLIC HEALTH ASSOCIATE-NC (Expected to Exceed)**

Correspondence has been received from Sandra Kennedy, Administrative Officer for the Department of Health and Human Services (DHHS), requesting Civil Service Commission approval to extend the non-career hours for Crystal Wu, Hyung Song, Melissa Karakash, Geovanni Grajeda, Cecilia Santacruz-Melena, Luis Vargas-Vasquez, Kassandra Lopez, Joselyn Elma and Nathan Later, Public Health Associates – NC with the DHHS. 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:

- The above-mentioned employees were hired in January and February of 2021 as Public Health Associates-NC, to join the Public Health Emergency Management team in support of the COVID -19 response operations. Public Health Associates – NC continue to play a crucial role in staffing drive thru testing, vaccination POD's and logistical support. As the need for these services and operations continue, so does the need for staffing and thus the request for the extension of the 1600 non-career hours provided annually for these positions.
- The chart below outlines the current hours expended for each of the employees identified in this request.

DHHS Non Career Hours Extension Request						
Employee Name	Classification	Current Hours	Hours Left	Original Hire Date	Anniversary Date	Extension Requested
Crystal Wu	Public Health Associate - NC	1336	264	1/9/2021	1/9/2022	360
Hyung Song	Public Health Associate - NC	1320	280	1/9/2021	1/9/2022	360
Melissa Karakash	Public Health Associate - NC	1394	206	1/2/2021	1/2/2022	320
Geovanni Grajeda	Public Health Associate - NC	1276	324	1/9/2021	1/9/2022	360
Cecilia Santacruz-Melena	Public Health Associate - NC	1423	177	1/16/2021	1/16/2022	400
Luis Vargas-Vasquez	Public Health Associate - NC	1392	207	1/21/2021	1/21/2022	400
Kassandra Lopez	Public Health Associate - NC	1383.5	216.5	1/2/2021	1/2/2022	320
Joselyn Elma	Public Health Associate - NC	1347.6	252.4	1/4/2021	1/4/2022	320
Nathan Later	Public Health Associate - NC	1377	223	2/8/2021	2/8/2022	520

- Article V, Section 49 of the Civil Service Rules and Regulations allows an appointing authority to request an extension of a non-career employee's appointment in part, if the extension is necessary for the appointing department to function. The Public Health Associates – NC identified in this request have been instrumental in assisting the DHHS in responding to the ongoing needs related to the COVID-19 pandemic.

The Department of Health and Human Services has been informed that this request is on today's agenda. A department representative will be present to respond to any inquiries the Civil Service Commission may have.



Date: November 10, 2021

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer

Subject: **Request for Extension of Non-Career Hours**

The Department of Health and Human Services respectfully requests Civil Service Commission approval to extend the following Public Health Associate non-career hours, in accordance with Civil Service Rules and Regulations Section 49 and Civil Service Policy Section 2.32.

DHHS Non Career Hours Extension Request						
Employee Name	Classification	Current Hours	Hours Left	Original Hire Date	Anniversary Date	Extension Requested
Crystal Wu	Public Health Associate - NC	1336	264	1/9/2021	1/9/2022	360
HyungSong	Public Health Associate - NC	1320	280	1/9/2021	1/9/2022	360
Melissa Karakash	Public Health Associate - NC	1394	206	1/2/2021	1/2/2022	320
Geovanni Grajeda	Public Health Associate - NC	1276	324	1/9/2021	1/9/2022	360
Cecilia Santacruz - Melena	Public Health Associate - NC	1423	177	1/16/2021	1/16/2022	400
Luis Vargas-Vasquez	Public Health Associate - NC	1393	207	1/21/2021	1/21/2022	400
Kassandra Lopez	Public Health Associate - NC	1383.5	216.5	1/2/2021	1/2/2022	320
Joselyn Elma	Public Health Associate - NC	1347.6	252.4	1/4/2021	1/4/2022	320
Nathan Later	Public Health Associate - NC	1377	223	2/8/2021	2/8/2022	520

The above-mentioned staff members were hired as a Public Health Associate-NCs to join the Public Health Emergency Management (PHEM) team in support of COVID response operations. The role of a Public Health Associate-NC is crucial in maintaining efficient staffing levels for drive-through testing, contact tracing, vaccination PODs and logistical support including PPE management. Due to the needs of the Health Department's COVID response, the Public Health Associate-NCs have been working a full-time schedule, which has depleted the allocated 1600 non-career hours.

The Department of Health and Human Services is requesting the Civil Service Commission approve the additional requested hours. This will allow continued support for PHEM in the COVID response.

**Request for Extension of Non-Career Hours**

November 10, 2021

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Thank you for your consideration of this request. If you have any questions or if you need any additional information, please contact me at extension 8-6688.

ATTACHMENTS

CC:

**Human Resources Approval**



Director or Designee

10/25/21

Date

