



## 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: **9/15/2021**
- ☒ 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: **CPW 11/10/2021**
- X** Provisional appointee(s) selected by the Department: **Michelle Anna Keshishian**

- ☒ 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: **11/10/2021**
- ☒ 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): **Christina Winting**



## Memorandum

**Date:** November 17, 2021

**To:** Civil Service Commission

**From:** Christina Pizarro Winting, Executive Director

**Subject:** **REQUEST FOR PROVISIONAL APPOINTMENT – MICHELLE ANNA KESHISHIAN, RECYCLING SPECIALIST I-II**

On November 4, 2021, the Civil Service Department received correspondence from Dawn Henderson, Personnel Officer with the Public Works Department, requesting the approval of Provisional appointee, Michelle Keshishian to the classification of Recycling Specialist I-II. Staff has reviewed this request and recommends approval 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.

### **Facts for Consideration:**

- On September 15, 2021, the Civil Service Commission approved a request from the Public Works Department for Provisional Appointments for two Recycling Specialists to provide support to the Environmental Services Bureau, Waste Diversion and Recycling Division. Correspondence received from the department on November 4, 2021, increased the request to three Provisional Appointments due to the impending resignation of a permanent Recycling Specialist II effective November 19, 2021.
- The Public Works Department conducted an open recruitment with a two-week posting. Applicants were screened, and the department interviewed the top six candidates who met the minimum qualifications. Due to the impending resignation, the department is now recommending the appointment of the top three candidates.
- Civil Service has received and reviewed the application for Michelle Keshishian, one of the three selected candidates for the Provisional appointment for Recycling Specialist I-II and confirms that she meets the minimum qualifications for the position.
- Ms. Keshishian has been informed that the Provisional appointment is temporary and that she has no guarantee of permanent appointment into this classification.
- Staff has notified the Public Works Department and the Provisional appointee that this request would be placed on the agenda today.



Date: November 4, 2021

To: Civil Service Commission

From: *Dawn L. Henderson*  
Dawn Henderson, Personnel Officer – Public Works

Subject: **Request for Provisional Appointment – Recycling Specialist**  
**Britny Coker Moen, Dalia Gonzalez, and Michelle Anna Keshishian**

The Department of Public Works is requesting the provisional appointment of Britny Coker Moen, Dalia Gonzalez, and Michelle Anna Keshishian to the classification of Recycling Specialist in accordance with Article V, Section 43 of the Civil Service Rules and Regulations. The Department has approved requisition PW21-105 and requisition PW22-015, to fill the vacancies on a provisional basis in the absence of a Civil Service eligible list.

Subsequent to recently receiving approval from the Civil Service Commission to recruit for two provisional appointments, the Department conducted an open recruitment for the position. The Department posted a bulletin for Provisional Recycling Specialist for two weeks and screened applicants to determine if they met minimum qualifications. The six most qualified candidates were invited to participate in a panel interview. As this process was taking place, the Department learned that current, permanent Recycling Specialist II, Sarah Adams is resigning from her classified position, effective November 19, 2021. Based on this unforeseen situation the Department is now requesting that the three top candidates, Britny Coker Moen, Dalia Gonzalez, and Michelle Anna Keshishian be provisionally appointed to the Recycling Specialist position.

The three candidates understand that their provisional appointment is temporary, and they have no guarantee of permanent employment in this position. The candidates meet the minimum qualifications of the position and are aware that they must apply through the Civil Service examination process in order to be considered for permanent employment as Recycling Specialist.

If you have any questions, please contact me at (562) 570-6739.

**Human Resources Approval**



\_\_\_\_\_  
Director or Designee

11/5/21

\_\_\_\_\_  
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

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## 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



## Long Beach Civil Service Commission

### PROVISIONAL APPOINTMENT

#### Statement of Conditions

Position Title: Recycling Specialist (Provisional)

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.

*Michelle Keshishian*

11/10/2021

Signature

Date