



Agenda Item No. **8**  
**Long Beach Water Department**  
The Standard in Water Conservation &  
Environmental Stewardship

CHRISTOPHER J. GARNER, General Manager

**Date:** September 12, 2016  
**To:** Civil Service Commission  
**From:** Christopher J. Garner, General Manager, Water Department  
**Subject:** Request to Extend Probation – Roy Foner, Water Utility Mechanic I

The Water Department respectfully requests that the Commission grant a probationary extension to Roy Foner, Water Utility Mechanic I, in accordance with Section 41 (2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Foner was hired with the Water Department as a Water Utility Worker – Non Career on August 31, 2015, and became a Water Utility Mechanic I on April 16, 2016. The position of Water Utility Mechanic requires a valid commercial driver's license prior to making a permanent appointment, and the employee's examination to obtain this license is currently scheduled near the end of his probationary period. The delay of the scheduled exam is the result of the closure of multiple Department of Motor Vehicles locations. These closures have caused requested appointments to be deferred out for extended periods of time.

Mr. Foner is scheduled to take his commercial driver's license exam on September 26, 2016, and his probationary period is scheduled to conclude approximately on October 26, 2016. It is requested that an extension be granted for an additional three months (522 scheduled hours) of probationary time to take the required exam.

Thank you for your consideration of this request. If you have any questions or if additional information is needed, please contact Ken Bott, Administrative Officer at extension 82364.

B. Anatole Falagan, Assistant General Manager, Water Department  
Tai Tseng, Director of Operations, Water Department  
Ken Bott, Administrative Officer, Water Department

Human Resources Approval

Director or Designee

Date

9/14/16

CIVIL SERVICE DEPARTMENT  
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

**REQUEST FOR EXTENSION OF PROBATION**

Civil Service Rules and Regulations      Section 42 (2)  
Civil Service Commission Policy      Section 1.01

Form completed by: Jessica Stoudenmire/Admin Analyst/Water      Date: 09 - 12 - 16  
Name/Title/Department

Section 1: <i>To be completed by requesting department.</i>	To be completed by department	Civil Service Dept. Verification
A requisition is not required.		X
Is any other department impacted? If yes, which department: _____	Yes <input type="radio"/> No <input checked="" type="radio"/>	X
A completed Employee Performance Evaluation is required. Has the form been received in the Civil Service Department? <u>attached</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No	X
<b>Section 2: <i>Points to be addressed in request:</i></b>		
Formal name and current classification title of employee. <u>Roy Foner, WUM I</u>		X
Summary of employee's work history, specifying all classification titles and dates, including date(s) permanent status was attained in each classification. <u>See memo</u>		X
The date the employee will complete probation. <u>Date: 10/26/16</u> Request must be submitted 30 days prior to completion of probation.		X
A statement of the problem and specific reasons for request. Rationale as to how/why an extension will allow employee to pass probation. <u>Needs to obtain commercial driver's license; an extension will allow time for him to take the exam</u>		X
Which policy criteria is being utilized and how the request meets the criteria required in the policy. <u>A (1) – licensing is required prior to making permanent appointment</u>		X
Length of extension requested. <u>3 months</u> (A maximum extension of 3 months may be requested; a second 3- month extension may be requested at a later date, if necessary.)		X
The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> <li>Requesting department.</li> <li>The impacted employee's attendance is optional.</li> </ul>		X

**Notes:**

See Report Below.

## **REQUEST FOR EXTENSION OF PROBATION**

On September 13, 2016, the Civil Service Department received a Request for Extension of Probation from the Water Department, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 of the Civil Service Policies and Procedures.

Mr. Roy Foner was hired as a Water Utility Worker I - Non Career on August 31, 2015 and became a Water Utility Mechanic I on April 16, 2016. The Water Utility Mechanic position requires a valid commercial driver's license prior to a permanent appointment is made.

Mr. Foner's examination to obtain the license is scheduled near the end of his probationary period. The reason for the delay in scheduling an exam for this license is due to the closures of multiple Department of Motor Vehicle locations, which has resulted in requested appointments for the exam to be deferred out for extended period of time.

Mr. Foner is scheduled to take his commercial driver's license exam on September 26, 2016, and his probationary period is scheduled to conclude approximately on October 26, 2016. An extension of an additional three months (522 scheduled hours) of probation time is requested to allow Mr. Foner time to take the required exam.

Joe Quiroz, Water Utility Supervisor II in Sewer Operations, Rick Bylsma, Water Utility Supervisor II from Water Operations, and Jessica Stoudenmire, Administrative Analyst III, from the Water Department will be in attendance. Mr Foner has been advised that his attendance is optional.

Staff recommends approval of this request.