



Long Beach Water Department

The Standard in Water Conservation &
Environmental Stewardship

Agenda Item No.

7

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 – Oscar Baca, Water Utility Mechanic I

The Water Department respectfully requests that the Commission grant a probationary extension to Oscar Baca, 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. Baca was hired with the Water Department as a Water Utility Worker – Non Career on November 3, 2015, and became a Water Utility Mechanic I on April 2, 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. Baca is scheduled to take his commercial driver's license exam on September 23, 2016, and his probationary period is scheduled to conclude approximately on October 20, 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.

Received
HUMAN RESOURCES

16 SEP 16 AM 10:47

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
Name/Title/Department

Date: 09 - 12 - 16

Section 1: To be completed by requesting department.

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 ☒ No

X

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

☒ Yes ☐ No

X

Section 2: Points to be addressed in request:

Formal name and current classification title of employee. Oscar Baca. WUM I

X

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

X

The date the employee will complete probation. Date: 10/20/16
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. Needs to obtain commercial driver's license; an extension will allow time for him to take the exam

X

Which policy criteria is being utilized and how the request meets the criteria required in the policy. A (1) – licensing is required prior to making permanent appointment

X

Length of extension requested. 3 months
(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:

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

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. Oscar Baca was hired as a Water Utility Worker I - Non Career on November 3, 2015 and became a Water Utility Mechanic I on April 2, 2016. The Water Utility Mechanic position requires a valid commercial driver's license prior to a permanent appointment is made.

Mr. Baca'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. Baca is scheduled to take his commercial driver's license exam on September 23, 2016, and his probationary period is scheduled to conclude approximately on October 20, 2016. An extension of an additional three months (522 scheduled hours) of probation time is requested to allow Mr. Baca 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 Baca has been advised that his attendance is optional.

Staff recommends approval of this request.