



DEPARTMENT

Agenda Item No. 7


Human Resources Approval


Director or Designee

Date

10/6/16

Memorandum

Date: October 3, 2016
To: Civil Service Commission
From: Sandra Aguilar, Personnel Officer 
Subject: **PROVISIONAL APPOINTMENT OF MECHANICAL ENGINEERS – JANE HERMSEN AND CHUCK QUERIDO**

The Gas and Oil Department is requesting the provisional appointment of Jane Hermesen and Chuck Querido to the classification of Mechanical Engineer in accordance with Article V, Section 43 and Article IV, Section 27 of the Civil Service Rules and Regulations. The Department has approved requisitions, GO 16-060 and GO 16-062, to fill the vacancies on a provisional basis in the absence of a Civil Service eligible list. The requisitions are on file with the Civil Service Department.

Due to a recent retirement, the Department does not currently have an appointed, licensed Mechanical Engineer supporting the Engineering and Construction Bureau. Mechanical Engineers in the Long Beach Gas and Oil Department design plans for construction projects, coordinate with construction inspectors and in-house construction crews, and oversee construction contracts with contractors. Ms. Hermesen and Mr. Querido, Mechanical Engineering Associates, have recently obtained their professional license as a Mechanical Engineer in the State of California and have been performing their duties under the supervision and license of the Bureau Manager. As a result, only the most critical and mandated functions have been targeted and operations have been critically affected. A provisional appointment would allow for the appointees to execute their assignments independently and under their own license.

The Department did not conduct a recruitment for these positions because these positions have historically been difficult to fill with qualified, licensed engineers. The Department has instead developed internal staff to obtain the requisite experience to successfully support our operations, and they have independently obtained the required professional engineer's license.

Ms. Hermesen and Mr. Querido understand their provisional appointment is temporary and have no guarantee of permanent employment in these positions. The employees 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 a Mechanical Engineer.

If you have any questions, please contact me at (562) 570-2043.

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR PROVISIONAL APPOINTMENT

(Non-promotional classifications)

Civil Service Rules and Regulations Section 43
Civil Service Commission Policy Section 1.02

Form completed by: Sandra Aguilar, Personnel Officer (LB Gas & Oil)
Name/Title/Department

Date: 10/3/2016

Section 1: To be completed by requesting department.

To be Completed by
department

Civil Service
Dept.
Verification

A requisition is required. The requisition number is: # GO 16-060 and GO 16-062.
Has the requisition been received in the Civil Service Department?

☒ Yes ☐ No

DM

If an eligible list or priority list exists for the classification and, if not, when the eligible list expired?

Yes ☐ ☒ No

DM

Is any other department impacted?

Yes ☐ ☒ No

If yes, which department: _____

DM

Are you submitting all required documents the Civil Service Department?

- Completed provisional application.
- Copies of any documents required on the last job bulletin such as proof of license, education, certificate, etc.
- Copy of most recent job opportunity bulletin.

☒ Yes ☐ No

☒ Yes ☐ No

☒ Yes ☐ No

DM
DM
DM

Section 2: Points to be addressed in request.

Candidates' Names. JANE HERMSEN & Chuck Querido

Jane
Hermesen,
Chuck
Querido

DM

Is the candidate a current City employee

☒ Yes ☐ No

DM
DM

Title of classification – brief description of duties SEE ATTACHED

DM

Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly.

SEE
Attached

DM

Does the proposed appointee meet the minimum qualifications for the classification?

☒ Yes ☐ No

DM

An explanation of the recruitment plan used to select the proposed appointee.

The employee has been notified of the conditions of a provisional appointment.

☒ Yes ☐ No

DM

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

- Requesting department.

*Staff recommends approval of request.
A representative from the department will be present to answer questions from the Commission.*