

1 **DATE:** December 21, 2016

2 **TO:** Civil Service Commission

3 **FROM:** Deborah McCluster, Personnel Analyst III



4 **SUBJECT: REQUEST TO RETAKE CIVIL SERVICE EXAM – GENERAL**  
5 **MAINTENANCE ASSISTANT**

6 Correspondence was received from Mr. Edwin Barillas requesting the Civil Service  
7 Commission's approval to retake the Civil Service written exam for General  
8 Maintenance Assistant. The facts are presented below for your consideration.

9 **Facts for Consideration:**

- 10 • On November 2, 2016, the Civil Service Commission approved the job opportunity  
11 bulletin for General Maintenance Assistant. The bulletin was posted from October  
12 25, 2016, through November 4, 2016.
- 13 • A total of 170 applications were received during the recruitment period; of which 76  
14 candidates met the minimum requirements to file and were invited to the written  
15 examination.
- 16 • Mr. Barillas submitted his online application on October 30, 2016, at 10:30 p.m.,  
17 and he received notification on November 7, 2016, inviting him to participate in the  
18 written examination scheduled for November 18, 2016.
- 19 • Mr. Barillas participated in the written examination on his scheduled date and time.
- 20 • Candidates received notification of examination results on December 2, 2016.
- 21 • Staff received written communication from Mr. Barillas on December 6, 2016,  
22 requesting the opportunity to retake the General Maintenance Assistant written  
23 examination due to an on the job injury, which occurred on November 1, 2016.
- 24 • In compliance with Article III, Section 13 of the Civil Service Rules & Regulations  
25 regarding grading of examinations, it states that, "the passing grade in  
examinations shall be 70 or above. Any applicant whose score in any examination

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part or section is less than the minimum level established by the Commission and these Rules shall be disqualified and prohibited from further participation in the examination process or placement on the eligible list. Each applicant's final score on an examination shall be used to determine placement in the rank or band order of applicants on an eligible list, except as indicated.

- Mr. Barillas received a score less than the minimum level established by the Commission and the Rules and Regulations. Staff rechecked Mr. Barillas's manually to ensure there was no computerized error effecting his original score. Staff verified the original score as accurate.
- Standard operating practice prohibits candidates from reapplying or retesting for the same examination they have already applied or tested for within a 120-day period. Additionally, there is no Civil Service Rule and Regulation nor Civil Service Commission Policy and Procedure that allows an applicant to retake an examination.
- Staff believes that Mr. Barillas's knowledge of the contents of the exam would give him an advantage if he was allowed to retest, which would be unfair to others that had previously tested.

Based on these facts, no condition exists for approval of Mr. Barillas's request to retake the written exam for General Maintenance Assistant. Staff recommends denial of this request. Mr. Barillas has been notified that his request is on today's agenda.

DWM: REQUEST TO RETAKE WRITTEN EXAM - BARILLAS

December 6, 2016

City of Long Beach  
Civil Service Commission  
333 W. Ocean Blvd., 7<sup>th</sup> Floor  
Long Beach, CA 90802

Civil Service Commissioners:

RE: Formal Request to retake the General Maintenance Assistant Exam

My name is Edwin Barillas. I am currently a Maintenance Assistant (MA) for the Department of Parks, Recreation and Marine in the Marine Maintenance Division. I am seeking to further my career path as a City employee and the General Maintenance Assistant position (GMA) is the next step.

The job flyer was posted and I applied online October 30, 2016.

On November 1, 2016 during my shift at work, a portion of my finger was 95% cut off and had to have emergency surgery and was given 3 options. Remove the portion of the finger, take skin graphs from some of my other fingers or my hand (which I could lose use of those also) or do a synthetic skin graph. I opted for the skin graph to save my finger and to this point I have already had two surgeries. This was a very traumatic event in my life to have such an injury and still have the possibility of losing a portion of my finger.

I was notified on November 7, 2016 that I was accepted to take the exam for GMA scheduled on November 18, 2016. I did not know if there was a way of requesting to postpone my test due to my injury so I accepted the test date which was 17 days after my surgery and my hand was not close to being healed. I went and took the test to the best of my ability due to the circumstances. I was in a great deal of pain and my mind could not focus clearly due to my work related injury. I was notified on December 2, 2016 that I did not pass the test which was extremely disappointing.

I returned to work today, December 6, 2016 on modified duty. I am requesting to be given the opportunity to retake the test since I have had more time to heal and am in a better mindset and able to deal better with my injury.

Please allow me to retake the test.

Sincerely,



Edwin Barillas