



Port of
LONG BEACH
The Green Port

Agenda Item No. 7

Memorandum

Date: November 16, 2016
To: Civil Service Commission
From: Margaret Huebner, Director of Human Resources *M. Huebner*
Subject: **REQUEST TO EXTEND NON-CAREER EMPLOYMENT**

The Harbor Department respectfully requests the extension of the non-career appointment of Ms. Dionne Bearden, Clerk Typist II (Non-Career).

Since joining the Harbor Department, Ms. Bearden has proven to be a highly efficient worker and an essential member of the administrative team supporting the Board of Harbor Commissioners. In addition to her regular administrative duties, she also has some key areas of responsibility that are critical to the effective functioning of the section. Given the current challenges in the shipping industry, Harbor Commissioners are required to travel more frequently than in the past. Ms. Bearden has a principal role in coordinating their travel arrangements and has built solid working relationships with the vendors required to do so. Additionally, she has a key role in tracking expenditures and processing invoices for the Division, for which there would be a void, should she depart suddenly. One of her most important contributions is her support in preparing BHC Agendas and setting documents up in Legistar.

The decision to pursue a regular appointment is currently pending further evaluation of the personnel budget. To date, Ms. Bearden has accrued more than 1380 non-career hours, and will reach the 1,600 hour threshold in non-career hours very quickly. We would like to request an extension of 350 hours for Ms. Bearden. Extending the non-career hours for Ms. Bearden will assist the Commission in avoiding an additional vacancy and ensure that a trained employee is available to continue to assist with the support of the needs of the Board of Harbor Commissioners. Therefore, I am requesting the extension of non-career hours for Ms. Bearden in accordance with Section 49 of the Civil Service Rules and Regulations.

Please contact me at 283-7500 if you or your staff requires any further information regarding this request.

CIVIL-SERV.DEPT.-RCVD.

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CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR EXTENSION OF NON-CAREER HOURS

Civil Service Rules and Regulations Section 49
Civil Service Commission Policy Section 2.32

Form completed by: Sheryl Bender, Senior HR Business Partner, Harbor Dept
Name/Title/Department

Date 11/7/2016

Section 1: *To be completed by requesting department.*

To be completed
by department

Civil Service Dept.
Verification

A requisition is not required.

Section 2: *Points to be addressed in request.*

Name and classification title of employee. Dionne Bearden Clerk Typist II - Non Career

✓

X

Summary of employee's work history, specifying all classification titles and dates. Clerk
Typist II-Non Career January 26, 2016 Hire Date

✓

X

Anniversary Date: January 26, 2017 (1 year)

✓

X

Explanation as to why the additional hours are necessary for the department to
function. See attached

✓

X

Brief summary of the duties performed by the employee. See attached.

✓

X

The number of additional hours requested. See attached

✓

X

Explanation as to if a permanent appointment is being pursued and requisition
number. See attached

✓

X

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

- Requesting department.

X

Notes:

SUGGESTED ACTION:

See attachment below.

REQUEST TO EXTEND NON-CAREER HOURS

On November 8, 2016, the Civil Service Department received a Request to Extend Non-Career Hours from the Harbor Department, in accordance with Article V, Section 49 of the Civil Services Rule and Regulations.

Ms. Dionne Bearden was hired as a Clerk Typist II Non-Career in the Harbor Department on January 26, 2016. Mr. Bearden serves as an essential member of the administrative team, supporting the Board of Harbor Commissioners. Her other various duties include, preparing Commission agendas, setting up documents in Legistar, coordinating Harbor Commissioners travel arrangements, tracking expenditures, and processing invoices for the Division.

The department is currently evaluating the personnel budget to pursue a regular appointment of the position. Therefore, the department requests that Ms. Bearden's non-career hours be extended of 350 hours to accommodate the department's needs.

To date, Ms. Bearden has completed 1388 non-career hours and will reach the 1,600 hour threshold in non-career hours, with 212 hours remaining (based on 40 hour work week).

Ms. Bearden is on the current eligible list for Clerk Typist, which is set to expire on December 23, 2016.

Staff recommends approval of the extension of non-career hours.