



**Long Beach Water Department**  
The Standard in Water Conservation &  
Environmental Stewardship

Agenda Item No.

8

CHRISTOPHER J. GARNER, General Manager

**Date:** August 29, 2016

**To:** Civil Service Commission

**From:** Christopher J. Garner, General Manager, Water Department

**Subject:** Request to Extend Non-Career Hours – Joshua Iverson, Water Utility Worker NC

The Water Department requests the extension of the non-career hours for Joshua Iverson, Water Utility Worker NC, in accordance with Section 49 of the Civil Service Rules and Regulations.

On January 5, 2016, Mr. Iverson was hired as a Water Utility Worker NC in the Sewer Operations Division and is still working in that section.

Mr. Iverson performs heavy manual, semi-skilled and skilled work in the installation, maintenance, operation, and repair of wastewater collection system facilities, equipment, and components; performs spot repairs on sewer mains and laterals; responds to customer service issues and sewer system overflows; locates and clears sewer pipeline blockages; inspects collection system via closed-circuit television equipment; and cleans sanitary sewer lines using a hydro-jetter.

Due to several vacancies in the Water Utility Mechanic classification (Req W16-27 for 1 FTE, and W16-38 for 5 FTEs), the Department is requesting that the non-career hours for Mr. Iverson be extended by 480 hours. The employee will only be needed until the Water Utility Mechanic list is final.

If you need additional information, please contact Ken Bott, Administrative Officer, at extension 8-2364.

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

SEP 12 2016 AM 9:44  
CIVIL SERV. DEPT. - RCVD.

**Human Resources Approval**

Director or Designee

8/31/16  
Date

**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: Jessica Stoudenmire/Administrative Analyst/Water  
Name/Title/Department

Date 8 - 10 - 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. <b>Joshua Iverson – Water Utility Worker NC</b>                 | ✓        | X |
| Summary of employee's work history, specifying all classification titles and dates.                        | See memo | X |
| Anniversary Date: <b>1/5/17</b>  | ✓        | X |
| Explanation as to why the additional hours are necessary for the department to function.                   | See memo | X |
| Brief summary of the duties performed by the employee.   | See memo | X |
| The number of additional hours requested. <b>480</b>   | ✓        | X |
| Explanation as to if a permanent appointment is being pursued and requisition number.                      | See memo | X |
| The following should be in attendance at the Civil Service Commission meeting:<br>• Requesting department. |          | X |

**Notes:**

On September 1, 2016, the Civil Service Department received a Request to Extend Non-Career Hours from the Water Department, in accordance with Article V, Section 49 of the Civil Services Rule and Regulations. Mr. Joshua Iverson was hired as a Water Utility Worker I Non-Career in the Sewer Operations Division of the Water Department on January 5, 2016 and is currently in the same section. Mr. Iverson's various duties include heavy manual, semi-skilled, and skilled work in the installation maintenance, operation, and repair of wastewater collection system facilities, equipment and components, as well as spot repairs on sewer mains and laterals, responding to customer service issues, and other sewer pipeline maintenance and repair.

The department currently has several vacancies in the Water Utility Mechanic classification (Requisition W16-27 for 1 FTE and W16-38 for 5 FTEs) and is requesting that Mr. Iverson's non-career hours be extended by 480 hours to accommodate the department's needs. As of August 19, 2016 Mr. Iverson has completed 1,268.5 hours and has only 331.5 hours remaining (based on 40 hour work week).

The Civil Service Department opened the Water Utility Mechanic position from August 5 to August 19, 2016. Currently, the written examination is scheduled on September 13, with an eligible list available to the Water department tentatively scheduled for the end of September. Mr. Iverson is scheduled to take the Water Utility Mechanic exam and the extension of the hours will benefit the department while the Water Utility Mechanic list is being finalized.

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