



Agenda Item No. 8

CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE



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September 20, 2016

Civil Service Commission
333 West Ocean Boulevard
Long Beach, CA 90802

HONORABLE COMMISSIONERS:

The Department of Parks, Recreation and Marine is requesting your approval for Selective Certification for an Administrative Aide II to provide support to the Planning and Development Division. Personnel Requisition PR16-050 has been approved to permanently fill one position. This request will require candidates have Grants Administration experience.

Parks, Recreation and Marine has a backlog of park acquisition, development and rehabilitation projects. A full-time employee with Grants Accounting experience is necessary to manage the workload through the City Attorney and City Manager's office to ensure the project is on time and is keeping project agreements and reports current. The skills, knowledge and abilities needed for this position differ significantly from those of the City's other Administrative Aide positions, and therefore, require Selective Certification.

This request is in accordance with Section 28 of the Civil Service Rules and Regulations. Please contact Kenneth Campbell, Personnel Officer, at 570-3188 if you or your staff requires any further information regarding this request.

Sincerely,

Marie Knight
Director of Parks, Recreation and Marine

Human Resources Approval

Director or Designee

9/29/16
Date

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR SELECTIVE CERTIFICATION

Civil Service Rules and Regulations Section 28
Civil Service Commission Policy Not Applicable

Form completed by: Ken Campbell/Personnel Officer/Parks, Recreation and Marine
Name/Title/Department

Date: 9-26-16

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: #PR16-050.
Has the requisition been received in the Civil Service Department?

☒ Yes ☐ No

X

Title of classification. Administrative Aide II

X

Number of vacancies to be filled by this selective certification request. One

X

The specific skills that are being requested. Grants Administration Experience

X

The reason for the need for specific skill. An employee with Grants Administration experience is needed as this position will work with park acquisition, development and rehabilitation projects, all of which need Grants Administration skills.

X

If the specific skill has been assessed. Yes, applicants were asked in the supplemental section of the application if they had Grants Administration experience.

X

When the need for the specific skill was identified. The Department met with Civil Service Staff during the development phase of the recruitment to ensure this skill was identified and would be available once the requisition was approved.

X

Was the specific skill identified on the job opportunity bulletin as a desirable qualification?

☒ Yes ☐ No

X

If the request will require generation of a new eligible list. Yes, a new list is needed.

X

Quantification of the need for the request.
(Do other employees in the work area have the requested skill? How much time will the employee be required to use the skill? Will this replace an employee with the same skill?) There are no other Administrative Aides in the work area with this skill. No employee will be replaced.

X

Attendance at the Civil Service Commission
• Requesting department.

X

Notes: See attachment

SUGGESTED ACTION:

REQUEST FOR SELECTIVE CERTIFICATION

On October 4, 2016, the Civil Service Department received a Request for Selective Certification for an Administrative Aide II from the Parks, Recreation & Marine Department, in accordance with Article IV, Section 28, of the Civil Service Rules and Regulations.

The Department is seeking approval to support the request that will require the Administrative Aide II to have Grants Administration experience. This specific skill was identified on the job opportunity bulletin as a desirable qualification.

The Department has a backlog of park acquisition, development, and rehabilitation projects and the need for Grants Administration experience is necessary to manage the workload through the City Attorney and City Manager's office to ensure the projects, reports, and agreements are current.

There are no other Administrative Aides in the work area with this skill. No employee will be replaced.

There are a total of 31 candidates on the eligible list, with 5 candidates that selected possessing this desirable qualification on the supplemental questions of their application.

Staff recommends approval of this request.