

1 **DATE:** December 7, 2016

2 **TO:** Civil Service Commission

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

*Deborah McCluster*

4 **SUBJECT: REQUEST TO FILE LATE APPLICATION PACKET FOR**  
5 **MECHANICAL EQUIPMENT STOCK CLERK – ANTHONY (TONY)**  
6 **COUSIMANO**

7 In accordance with Civil Service Rules and Regulations, correspondence has been  
8 received from Mr. Anthony (Tony) Cousimano requesting the Civil Service  
9 Commission's approval to file a late application packet for the Mechanical Equipment  
10 Stock Clerk. The facts are presented below for your consideration.

11 **Facts for Consideration:**

- 12 • On November 16, 2016, the Civil Service Commission approved the job opportunity  
13 bulletin for Mechanical Equipment Stock Clerk. The bulletin was posted from  
14 November 14, 2016 through November 28, 2016.
- 15 • A total of 104 applications were received. Of the 104 applications, 58 candidates  
16 met the minimum requirements to file and will continue on to the written  
17 examination process.
- 18 • Mr. Cousimano contacted staff on November 30, 2016, indicating that he became  
19 aware of the job opportunity one and one-half weeks ago, but he did not apply  
20 because he did not have a resume. Staff informed him that a resume was not part  
21 of the required application packet and that he should have completed the online  
22 application prior to the deadline of 4:30 p.m. on November 28, 2016.
- 23 • Article II, Section 6 (1) of the Civil Service Rules and Regulations regarding  
24 disqualification of applicants states that, "the Commission may refuse to examine,  
25 or after an examination, may remove from any eligible list, disqualify, and/or refuse  
to certify any person who: fails to submit a completed application and/or related

1 supplemental documents to the Civil Service Department on or before an  
2 examination announcement's established closing date."

- 3 • However, per Civil Service Commission Policies and Procedures, Item 1.05, the  
4 Civil Service Commission may consider a late application due to a death of an  
5 immediate family member, a catastrophic natural disaster, or an error by Civil  
6 Service staff.
- 7 • Mr. Cousimano's attached letter does not indicate that any of the above  
8 circumstances apply to his situation.

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10 Based on these facts, no condition exists for approval of Mr. Cousimano's request to  
11 file a late application for Mechanical Equipment Stock Clerk. Staff recommends denial  
12 of this request. However, if the Commission decides to approve the request, staff will  
13 provide him with an opportunity to submit an application, which will be subsequently  
14 reviewed by staff. If it is determined that Mr. Cousimano meets the requirements to  
15 file, staff will coordinate a date for the written exam. Mr. Cousimano has been notified  
16 that his request is on today's agenda, and he plans to be present.

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19 DWM: REQUEST TO FILE LATE APPLICATION 12/7/16 (MESC)  
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## Deborah McCluster

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**From:**  
**Sent:** Friday, December 02, 2016 10:17 AM  
**To:** Deborah McCluster  
**Subject:** Re: REQUEST TO FILE A LATE APPLICATION

I will be there.

Thank You

On Thu, Dec 1, 2016 at 11:53 AM, Deborah McCluster <[Deborah.McCluster@longbeach.gov](mailto:Deborah.McCluster@longbeach.gov)> wrote:

Hi Tony,

Your request to file a late application was received and go to the Civil Service Commission for consideration. The Civil Service Commission meeting will be held on Wednesday, December 7, 2016 at 8:00 a.m., in the Civil Service Department, located at 333 W. Ocean Blvd., 7<sup>th</sup> (City Hall) in the conference room. Please plan to be in attendance so that you can answer any questions from the Civil Service Commission.

To Civil Service Commission,

My name is Anthony (Tony) Cousimano. I am submitting for a formal request for late application. When I started to fill out the application, I came across the resume section. My resume was not PDF form. So, I told myself, I have time to finish the application. That is about when my son got sick, I needed to take off time from work and then I got sick and did not return back to work till 29th of November. That is when I went back and realized Mechanical Equipment Stock Clerk position was pulled from the website. I became aware I missed my opportunity. This is why I am requesting for a late application for Mechanical Equipment Stock Clerk position. I am very qualified for this position, I have 26 year experience in the automotive industry. I know that I am asking a lot here, but I really want this job and I feel I would be a great fit. I hope you give me the opportunity to show you what I can do when for the City of Long Beach.