



City of Long Beach
Working Together to Serve

Memorandum

Date: January 5, 2016
To: Civil Service Commission
From: Tom Papademetriou, Administrative Officer, Health Department
Subject: Provisional Appointment of Housing Specialist I – Collette Knox

The Housing Authority of the City of Long Beach (HACLB) is requesting the provisional appointment of Collette Knox to fill a Housing Specialist I position in accordance with Article V, section 43 of the Civil Service Rules and Regulations.

Housing Specialists are responsible for the case management of over 7,300 families on the various housing rental assistance programs (Housing Choice Voucher, Project Based Voucher, Housing Opportunities for Persons Living with AIDS, Veterans Affairs Supportive Housing, Non-elderly Disabled and Shelter Plus Care) that are administered by the HACLB. An internal recruitment for a provisional Housing Specialist was conducted at the Housing Authority for a week (see attached posting) and Collete Knox was the only one who applied. Ms. Knox will be underfilling the Housing Specialist III position as a Housing Specialist I, which is an entry level position. As an AppleOne temp, Ms. Knox had undergone intense on-the-job training and had done so well that she was managing her own caseload without supervision. Upon provisional appointment, Ms. Knox will continue her training and undergo industry sponsored certification training for the Housing Choice Voucher Program and Housing Quality Standards Specialist so she can advance her career as a Housing Specialist.

The HACLB is currently understaffed and needs to fill at least one more Housing Specialist requisition with as minimal disruption to operations as possible. As Ms. Knox was already trained and handling her own caseload without supervision, it would greatly assist operations to transition her into the provisional appointment. It is critical to fill this position so that adequate staffing remains in place to increase the housing assistance lease up rates – the higher the lease up rate, the more funding is given to the Bureau for operations including salaries to hire staff.

Ms. Knox understands that the provisional appointment is temporary and has no guarantee of permanent employment. She is also aware that she must apply and compete in the Civil Service examination process and place in a selectable position on the eligible list in order to be considered for permanent employment as a Housing Specialist I.

Should you have any questions, please contact Alison King, Housing Authority Bureau Manager, at (562) 570-6153 or me at (562) 57-3304.

Enclosures

CIVIL SERV. DEPT -RCU21

JAN 10 17 3107

TP:kf

Human Resources Approval

1/5/2017

Carla Stafford
Director or Designee

1/6/17
Date

CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

REQUEST FOR PROVISIONAL APPOINTMENT
(Non-promotional classifications)

Civil Service Rules and Regulations Section 43
Civil Service Commission Policy Section 1.02

Form completed by: KARI FAITHFUL, ADMIN AIDE, HHS Date: 12-6-16
Name/Title/Department

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: # HE17-032
Has the requisition been received in the Civil Service Department?

☒ Yes ☐ No

X

If an eligible list or priority list exists for the classification and, if not, when the eligible list expired? LIST EXPIRED 11/5/16

☒ Yes ☐ No

X

Is any other department impacted?
If yes, which department: NO

☒ Yes ☐ No

X

Are you submitting all required documents the Civil Service Department?

- Completed provisional application.
- Copies of any documents required on the last job bulletin such as proof of license, education, certificate, etc.
- Copy of most recent job opportunity bulletin.

☒ Yes ☐ No

☐ Yes ☒ No

X

Section 2: Points to be addressed in request.

Candidate's Name: COLLETTE KNOX

Is the candidate a current City employee?

Yes ☐ No ☒

X

Title of classification – brief description of duties. SEE ATTACHED POSTING

see attached
job bulletin

X

Explanation of a clear operational necessity to fill the position or a clear detriment to the City if the position is not filled quickly. IN MEMO

see attached
memo

X

Does the proposed appointee meet the minimum qualifications for the classification?

☒ Yes ☐ No

X

An explanation of the recruitment plan used to select the proposed appointee. IN MEMO

see attached
memo

X

The employee has been notified of the conditions of a provisional appointment.

☒ Yes ☐ No

X

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

- Requesting department. AUSON KING, BUREAU MGR

X

TOM PARADEMETRICH, AD

CIVIL SERVICE NOTES:

On December 20, 2016, Civil Service received a requisition for the provisional appointment of a Housing Specialist for the Health and Human Services Department, specifically for the Housing Authority of the City of Long Beach (HACLB). On January 10, 2017, Civil Service received a memo and additional documentation from the Health and Human Services Department requesting a provisional appointment for this position.

The HACLB is requesting the provisional appointment of Collette Knox to the Housing Specialist position. As an Apple One temp, Ms. Knox has undergone intense on-the-job training and has done so well that she was managing her own caseload without supervision. Currently, the HACLB is understaffed and it is critical at this time to fill this position so that adequate staffing remains in place to increase the housing assistance lease up rates, i.e. the higher the lease up rates, the more funding is given to HACLB for operations, including salaries to hire staff.

An internal recruitment for a provisional Housing Specialist was conducted and Ms. Knox was the only person who applied for the provisional position. Attached is the department's bulletin that was used for their internal recruitment for Housing Specialist.

SUGGESTED ACTION:

Staff has reviewed Ms. Knox's provisional application and determined that she has met the minimum qualifications for the Housing Specialist position as stated in the past job bulletin (last recruitment in 2015-bulletin is attached). Ms. Knox has been notified of the terms of the provisional appointment.

Staff has begun the recruitment for the Housing Specialist position by pre-posting the bulletin from Jan. 6th-Jan. 13th and accepting applications from Jan. 16th-Jan. 20th. A written exam is tentatively scheduled for Feb. 13th and 17th and the eligible list will not be available to the department until the last week of February/early March 2017.

Staff recommends approval of the provisional appointment of Ms. Knox to the Housing Specialist position.