

The Civil Service Commission has established the Civil Service Adviser to enhance delivery of information on important employment issues and policies affecting the merit system of the City and County of San Francisco.

CLASSIFICATION AND BUDGET ACTIONS

Civil Service Adviser



This Adviser is published as the third in a series of three Civil Service Advisers on Classification, Status and Status Grants and focuses on differences between budgetary actions generated by a department and the administration of the classification plan.

The classification plan responsibilities of the Human Resources Director differ from the department head's responsibility to manage the department. Department head responsibilities are generally outlined in Administrative Code Section 2A.30.

Department heads are responsible for the administration of the department and acting as the "appointing officer" under civil service for appointing, disciplining and removing as authorized. The department head may suggest the creation of positions subject to the provisions of the Charter and reduce the workforce under his or her jurisdiction to conform the work necessary to carry out the mission of the department for which he or she is responsible.

A department head may reorganize the existing structure of the department to address level of funding, projected revenues, scope of work, and the skill mix needed to accomplish the mission of the department. In doing so, a department head may *propose budgetary* changes including the deletion of some positions in a class and the creation of new positions in another class. *Work normally performed by one position in a class may be dispersed to a number of positions in other classes where the duties are consistent with the level and scope of responsibility.* The department head may also temporarily assign an employee out of class duties provided the assignment is short term in nature and not used in lieu of the civil service merit system hiring process.

The department budget including funding of new positions proposed by the department head must also be approved by the Mayor and Board of Supervisors. The department head is not authorized to fill positions in the proposed classification without the approval of the Human Resources Director.

DISTINGUISHING BETWEEN A BUDGET ACTION AND A CLASSIFICATION ACTION

A "budget" action applies to the staffing plan organization or reorganization of work of a department under the authority of the department head. A "classification" action applies to the maintenance of the classification plan under the authority of the Human Resources Director. Generally, a budget action applies only to positions in the class in the department and is not an amendment to the classification plan; therefore, the granting of status does not apply to the newly budgeted position.

BUDGET ACTION – EXAMPLE

A department head determines a different skill mix is needed to meet the department's mission requirements. Instead of 3 positions in Class A and 2 positions in Class B, the department head proposes a budgetary change to

1 position in Class A, 3 positions in Class B and 1 position in Class C.

The Department of Human Resources reviews the job analysis questionnaires or express classification requests and determines if the work may be performed by the requested class; whether it may be more appropriate to create a new class; recommend other options; or deny the request. Where appropriate, a preliminary approval letter is provided by the Department of Human Resources to the department head for submission to the Board of Supervisors and Budget Analyst Office in the budget review process.

Affected employees and employee organizations are notified of the proposed budget action including the deletion and creation of positions and funding. Meet and confer is conducted where applicable. The Mayor and Board of Supervisors approve the budget and funding.

The proposed positions and classes are posted and affected employee organizations notified. The action is final where no protest or appeal to the Civil Service Commission has been filed or any protest or appeal that was filed has been resolved. Affected employees may exercise civil service rights as provided in Civil Service Commission Rules.

CLASSIFICATION ACTION – EXAMPLE

The Human Resources Director in reviewing the classification plan determines that all positions in six (6) separate classes can be consolidated into three (3) classes.

The Human Resources Director reviews the job analysis questionnaire for each position in the affected classes to determine the allocation of each position to the new classes, and status grants where applicable.

Prior to finalizing the classification action and status grant, the proposed action must be posted, affected employees and employee organizations notified and the positions and funding approved by the Mayor and Board of Supervisors. Meet and confer is conducted where applicable.

In the absence of protests or appeals, the classification action, including status grant, where applicable, becomes final. In accordance with the Charter, the classification action may not adversely impact the civil service rights of an incumbent holding a position in the class.

Appeals of the decision of the Human Resources Director on classification matters including status grants may be filed with the Civil Service Commission within 30 days of the decision. The decision of the Civil Service Commission is final.

QUESTIONS:

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WEBSITE www.sfgov.org/dhr

CIVIL SERVICE COMMISSION 252-3247
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