

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports for Instructions on Completing and Processing this Form

| 1. | Civil Service Comm | ission Register Numbe | r: <u>-</u> | ā | | | |
|-----|----------------------------------|---|--------------------|---------------------------------|--|--|--|
| 2. | For Civil Service Co | mmission Meeting of: | March 3, 2014 | | | | |
| 3. | Check One: | Ratification Agenda | | | | | |
| | | Consent Agenda | X | | | | |
| | | Regular Agenda | | | | | |
| | | Human Resources D | irector's Report | | | | |
| 4. | Subject: Report of Pr | rovisional Appointmen | ts | | | | |
| 5. | Recommendation: Adopt the report | | | | | | |
| 6. | Report prepared by: | John Kraus | _ Telephone number | : 415 557-4884 | | | |
| 7. | Notifications: | (Attach a list of the IV. Commission Re | | fied in the format described in | | | |
| 8. | - | ved for Civil Service Cources Director: | Commission Agenda: | ∱ | | | |
| 9. | 9 | ime-stamped copy of the long with the required of | | | | | |
| | 25 Van Ness | fficer e Commission Avenue, Suite 720 co, CA 94102 | | | | | |
| 10. | | orm in the ACSC REC | | CSC RECEIPT STAMP | | | |

CSC-22 (11/97)

Attachment

City and County of San Francisco

Edwin M. Lee Mayor



Department of Human Resources

Micki Callahan Human Resources Director

Date:

February 14, 2014

To:

Honorable Civil Service Commission

Through:

Micki Callahan

Human Resources Director

From:

John Kraus

Assistant Deputy Director, Recruitment & Assessment Services

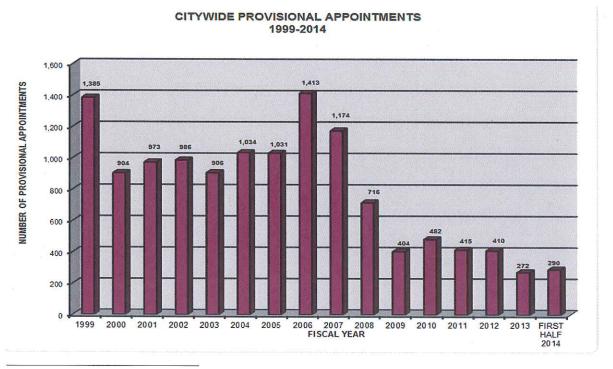
Subject:

Report of Provisional Appointments

This report, requested by the Civil Service Commission (CSC), provides an update on the status of provisional appointments in the City and County of San Francisco as of December 31, 2013.

The Department of Human Resources (DHR) is pleased to report that, as of 12/31/13, the City's provisional employee count was 290. This count is very close to what was last reported six months ago (272) and it reflects the City's continued success at reducing these numbers.

A graphic depiction comparing provisional counts over time is shown below. The current count of 290 represents 1.01% of the City's total work force.



¹ 1.01% represents the provisional workforce for MTA and all other City entities except the Unified School District (USD) and Community College (CCD). If we exclude MTA as well the CCS and the USD in our calculations, this percentage rises slightly to 1.22%.

The 290 provisional appointments relate to 51 different job codes. This is five fewer class codes than what was last reported to the CSC in August 2013. This suggests improvement in the City's ability to produce eligible lists in response to its need to hire.

We do find that some titles continue to show some high provisional counts. [See Attachment A, which shows the number of provisional employees by classification.] The classes with the most provisional employees are: Medical Evaluations Assistant (55), Home Health Aide (46), Health Program Coordinator III (19) and Porter (18). These four classes alone account for 48% (138) of all of the City's provisional employees. The remaining 47 classes have 13 or fewer provisional employees per class; 41 of those (i.e., 80% of the 51 total classes) have only 1 to 5 provisional employees.

It should be noted that, of the total 290 positions with provisional employees, 15 will be addressed shortly either because referrals are in already progress or because a list has recently been adopted (i.e., 1 for Communications Dispatcher I, 1 for Senior Telephone Operator, 3 for Patient Care Assistant, 3 for Storekeeper, 1 for Dietetic Technician, 3 for Cook, 3 for Eligibility Worker and 1 for Senior Marriage Family Therapist). Further, examinations are already underway for another 10 classifications. These classifications (i.e., 2 for Junior Clerk, 13 for Clerk, 9 for Legal Secretary, 55 for Medical Evaluations Assistant, 1 for Senior Health Educator, 5 for Senior Environmental Health Inspector, 1 for Principal Environmental Health Inspector, 1 for Chief Stationary Engineer and 8 for Legal Assistant) represent 33% (94) of all the City's provisional employees.

Additionally, 7 of the 51 classifications (i.e., 2 for Elections Clerk, 2 for Secretary II, 2 for Arborist Technician, 1 for Arborist Technician Supervisor, 1 for Sheet Metal Worker, 4 for Security Guard and 2 for Museum Security Supervisor) are targeted for announcement issuance by the end of this fiscal year (no later than June 2014). This group of 7 classes represents another 5% (14) of the City's provisional employees.

It is also important to note that 237 (82%) of the 290 provisional employees are employed at the Department of Public Health (DPH). Of these, 95 are in classes where there is an exam/eligible list already in progress (as indicated above). As for the remaining 147, DPH is now being assisted by DHR's Recruitment and Assessment Services Team (RAS) to process these exams. Specifically, DPH has asked RAS to develop standardized exams for 4 classifications that account for a total of 76 provisional employees (i.e., 46 for Home Health Aide, 3 for Health Program Coordinator I, 8 for Health Program Coordinator II and 19 for Health Coordinator III). We anticipate that these exam projects will be completed by the end of calendar year 2014 and it is expected that they will reduce DPH's provisional count by an additional 26% (76). With regard to the remaining 71 of DPH's provisional employees in 16 different classifications, the Human Resources Director at DPH is working directly with RAS to develop a more effective examination plan for the coming fiscal year to address these classifications.

There are 38 provisional employees in miscellaneous classes who have been serving beyond their three-year term limit. As Attachment B reflects, referrals are in progress, or will shortly be issued, which will address 6 of these positions.

Finally, please note that DHR will update its website to reflect the "Citywide Classification-Based Examination Plan" that is planned for FY 2014/2015. This document will allow agencies and departments to see which examination projects are targeted for the upcoming fiscal year. As a planning tool, it will hopefully reduce their need to make provisional appointments.

Recommendation: Adopt the report.

ATTACHMENT A

CITY AND COUNTY OF SAN FRANCISCO

TOTAL NUMBER OF PROVISIONAL INCUMBENTS — (EXCLUDES CCD, MTA and USD)

(Sorted by Job Code as of 12/31/13)

ATTACHMENT A

CITY AND COUNTY OF SAN FRANCISCO

TOTAL NUMBER OF PROVISIONAL INCUMBENTS — (EXCLUDES CCD, MTA and USD)
(Sorted by Job Code as of 12/31/13)

| B CODE | | PROVISIONAL COUNT |
|--------|--|----------------------|
| 922 | MANAGER I | 3 |
| 1402 | JUNIOR CLERK | 2 |
| 1403 | ELECTIONS CLERK | 2 |
| 1404 | CLERK | 13 |
| 1428 | UNIT CLERK | 5 |
| 1432 | HUMAN SERVICES | 1 |
| 1452 | SECRETARY II | 2 |
| 1458 | LEGAL SECRETARY I | 9 |
| 1636 | HEALTH CARE BILLING CLERK II | 2 |
| 1704 | COMMUNICATIONS DISPATCHER I | 1 |
| 1704 | SENIOR TELEPHONE OPERATOR | 1 |
| 1934 | STOREKEEPER | 2 |
| 1942 | ASSISTANT MATERIALS COORDINATOR | 1 |
| | MEDICAL RECORDS TECHNICIAN | 1 |
| 2112 | PATIENT CARE ASSISTANT | 3 |
| 2303 | NURSING SUPERVISOR | 9 |
| 2324 | MEDICAL EVALUATION ASSISTANT | 55 |
| 2430 | | 2 |
| 2464 | SENIOR MICROBIOLOGIST | 2 |
| 2468 | DIAGNOSTIC IMAGING TECHNICIAN II | 2 |
| 2574 | CLINICAL PSYCHOLOGIST | 46 |
| 2583 | HOME HEALTH AIDE | 3 |
| 2589 | HEALTH PROGRAM COORDINATOR I | 8 |
| 2591 | HEALTH PROGRAM COORDINATOR II | |
| 2593 | HEALTH PROGRAM COORDINATOR III | 19 |
| 2604 | FOOD SERVICE WORKER | 4 |
| 2622 | DIETETIC TECHNICIAN | 1 1 |
| 2624 | DIETICIAN | 3 |
| 2654 | COOK | 3 |
| 2736 | PORTER | 18 |
| 2738 | PORTER ASSISTANT SUPERVISOR | 2 |
| 2802 | EPIDEMIOLOGIST I | 4 |
| 2803 | EPIDEMIOLOGIST II | 2 |
| 2819 | ASSISTANT HEALTH EDUCATOR | 1 |
| 2822 | HEALTH EDUCATOR | 4 |
| 2825 | SENIOR HEALTH EDUCATOR | 1 |
| 2903 | ELIGIBILITY WORKER | 3 |
| 2908 | HOSPITAL ELIGIBILITY WORKER | 4 |
| 2930 | PSYCHIATRIC SOCIAL WORKER | 5 |
| 2932 | SENIOR PSYCHIATRIC SOCIAL WORKER | 7 |
| 2935 | SENIOR MARRIAGE FAMILY THERAPIST | 1 |
| 3434 | ARBORIST TECHNICIAN | 2 |
| 3436 | ARBORIST TECHNICIAN SUPERVISOR | 1 |
| 6122 | SENIOR ENVIRONMENTAL HEALTH INSPECTOR | 5 |
| 6124 | PRINCIPAL ENVIRONMENTAL HEALTH INSPECTOR | 1 |
| | INDUSTRIAL HYGIENIST | 3 |
| 6138 | CHIEF STATIONARY ENGINEER | 1 |
| 7205 | SHEET METAL WORKER | 1 |
| 7376 | INSTITUTION UTILITY WORKER | 5 |
| 7524 | LEGAL ASSISTANT | 8 |

ATTACHMENT A

CITY AND COUNTY OF SAN FRANCISCO

TOTAL NUMBER OF PROVISIONAL INCUMBENTS — (EXCLUDES CCD, MTA and USD) (Sorted by Job Code as of 12/31/13)

| | | PROVISIONAL |
|---------------------|--|-------------|
| JOB CODE | | COUNT |
| Parallel Properties | Company to the company of the compan | |
| 8202 | SECURITY GUARD | 4' |
| 8228 | MUSEUM SECURITY SUPERVISOR | 2 |

TOTAL PROVISIONAL INCUMBENTS:

290

ATTACHMENT B

CITY AND COUNTY OF SAN FRANCISCO
LISTING OF ALL PROVISIONAL APPOINTMENTS OVER 3 YEARS
(INCLUDES NOTES ON EXAMINATION STATUS OF EACH INCUMBENT/CLASSIFICATION)
(as of December 31, 2013)

ATTACHMENT B

CITY AND COUNTY OF SAN FRANCISCO

LISTING OF ALL PROVISIONAL APPOINTMENTS OVER 3 YEARS

(INCLUDES NOTES ON EXAMINATION STATUS OF EACH INCUMBENT/CLASSIFICATION)

(as of December 31, 2013)

| īI | | | DEPT | APPOINTMENT | COMMENTS / STATUS OF EXAMINATION PROCESS |
|----------------|---------------------------------------|--------------------------------|----------------|-------------|--|
| CODE | NAME | DEPARTMENT | CODE | DATE | |
| JUDE | To select a transfer of the second of | ECONOMIC AND WORKFORCE | | | |
| | | | ECN | 5/9/2005 | PBT exam process to be conducted by Mayor's Office |
| 0922 | Lisa A Pagan | DEVELOPMENT | ECIN | 3/3/2003 | |
| | | ECONOMIC AND WORKFORCE | | | of the standard Office |
| 0022 | Amy B Cohen | DEVELOPMENT | ECN | 6/12/2006 | PBT exam process to be conducted by Mayor's Office |
| 0922 | Arity B Cotten | ECONOMIC AND WORKFORCE | | | |
| | | | , | 40/40/2006 | PBT exam process to be conducted by Mayor's Office |
| 0922 | Marc A Majors | DEVELOPMENT | ECN | 10/10/2006 | Classification previously identified as "seasonal" and were not converted |
| | | | 1 | | Classification previously identified as seasonal and were not convented |
| | | | · . | | to PCS. Due to new Department of Elections' budget, class is now |
| | | | | ļ | targeted to post CBT within the 4th quarter of this fiscal year (April - June |
| | | | | 4 (47/0004 | 2014) by DHR as a result of a work order. |
| 1403 | Deirdre A Burrell | ELECTIONS | REG | 1/17/2004 | 2014) by Drink as a result of a work order. |
| | | | 1 | | Classification previously identified as "seasonal" and were not converted |
| | | İ | 1 | | to PCS. Due to new Department of Elections' budget, class is now |
| | | | | | targeted to post CBT within the 4th quarter of this fiscal year (April - June |
| | i · | | | 4/47/0004 | 2014) by DHR as a result of a work order. |
| 1403 | Demetri Chames | ELECTIONS | REG | 1/17/2004 | 2014) by Drink as a result of a work of dot. |
| 1704 | Raymond Falzon | RECREATION AND PARK COMMISSION | REC | 8/23/2008 | CBT eligible list adopted on 2/11/14 by DHR - Referral in progress |
| | | PUBLIC HEALTH | DPH. | 11/16/2009 | CBT eligible list adopted on 6/24/13 by DHR - Referral in progress |
| 1708 | Lydia A Battle | POBLIC HEALTH | + | | CBT examination process in progress by DPH Announcement was |
| | - | i | | | |
| 2430 | Lidia C Ruiz | PUBLIC HEALTH | DPH | 10/4/2010 | posted 1/24 - 2/7/14. |
| | | - | | | Due to the staffing issues with the DPH Examination Team, the DPH |
| | | | | | Human Resources Director is working directly with RAS to create a mor |
| | 1 | | | | effective/practical examination plan for fiscal year 2014/15 that will |
| | | | | | • |
| 2464 | John Lei | PUBLIC HEALTH | DPH | 9/6/2010 | capture this classification. |
| 2404 | BOM LOI | | | T | Due to DPH's Exam Team staffing issues, DPH has work ordered with |
| | • | | | | DHR/RAS to assist in developing a standardized test for this |
| | l . | | | 0/0/0040 | classification. Test development will be completed in 2014. |
| 2583 | Zhaoping Zeng | PUBLIC HEALTH | DPH | 8/9/2010 | Classification. Test development will be semple ordered with |
| | | | | | Due to DPH's Exam Team staffing issues, DPH has work ordered with |
| | ľ | | 1 | | DHR/RAS to assist in developing a standardized test for this |
| | 1 | | DDH | 9/18/2010 | classification. Test development will be completed in 2014. |
| | Karen E Anderson | PUBLIC HEALTH | DPH | 9/10/2010 | Due to DPH's Exam Team staffing issues, DPH has work ordered with |
| | | | | | Due to DPH's Exam Team staining issues, DFT has work ordered with |
| | 1 | | | | DHR/RAS to assist in developing a standardized test for this |
| | | PUBLIC LIEAL TIL | DPH | 9/20/2010 | classification. Test development will be completed in 2014. |
| 2583 | Violeta C Rutledge | PUBLIC HEALTH | - | | Due to DPH's Exam Team staffing issues, DPH has work ordered with |
| | | | | | DHR/RAS to assist in developing a standardized test for this |
| | | | | 1 | DHR/RAS to assist in developing a standardized test for this |
| 0000 | Element D Marian | PUBLIC HEALTH | DPH | 9/20/2010 | classification. Test development will be completed in 2014. |
| 2583 | Eleanor B Macias | T OBEIO TIERETTI | | | Due to DPH's Exam Team staffing issues, DPH has work ordered with |
| | 1 | | | | DHR/RAS to assist in developing a standardized test for this |
| | i | | | | DHATAG to assist in developing a sum terminated in 2014 |
| 2583 | Azucena C Rivera | PUBLIC HEALTH | DPH | 9/20/2010 | classification. Test development will be completed in 2014. |
| 2000 | 72300112 0 1 11 10 10 | | | | Due to DPH's Exam Team staffing issues, DPH has work ordered with |
| | | | | | DHR/RAS to assist in developing a standardized test for this |
| | 1 | | l | | classification. Test development will be completed in 2014. |
| 2583 | Shirley K Anderson | PUBLIC HEALTH | DPH | 9/20/2010 | Classification. Test development will be completes in 25 to |
| | | | - | | Due to DPH's Exam Team staffing issues, DPH has work ordered with |
| | | | | | DHR/RAS to assist in developing a standardized test for this |
| | | | DDI | 9/20/2010 | classification. Test development will be completed in 2014. |
| 2583 | Sally Ann D Amola | PUBLIC HEALTH | DPF | 9/20/2010 | Due to DPH's Exam Team staffing issues, DPH has work ordered with |
| | | • | | | Due to DPM's Exam ream staining issues, DFT frias work ordered with |
| | | | l | | DHR/RAS to assist in developing a standardized test for this |
| | 1 | DUDUIC UEAL TU | DPH | 9/20/2010 | classification. Test development will be completed in 2014. |
| 2583 | Jackie J Foster | PUBLIC HEALTH | 1 51-1 | 0,20,2010 | Due to DPH's Exam Team staffing issues, DPH has work ordered with |
| | |] | | ļ | Due to Dritts Leant team standy today of the for the |
| | , | | 1 | 1 | DHR/RAS to assist in developing a standardized test for this |
| | Mark - Dill-tim-t- | PUBLIC HEALTH | DPI | 9/20/2010 | classification. Test development will be completed in 2014. |
| 2583 | Martyn B Hashimoto | I ODLIO REALITI | | | Due to DPH's Exam Team staffing issues, DPH has work ordered with |
| | 1 | 1 | | 1 | DHR/RAS to assist in developing a standardized test for this |
| | 1 | | 1 | | DULLALVA TO GOSSIST III DESCRIPTING & STRUCTURE CONTROL AND |
| 2583 | Annie M Ling | PUBLIC HEALTH | DPI | 9/20/2010 | classification. Test development will be completed in 2014. |
| ∠363 | TAIRBE IN LING | | | | Due to DPH's Exam Team staffing issues, DPH has work ordered with |
| İ | | 1 | | | DHR/RAS to assist in developing a standardized test for this |
| l | 1 | 1 | - 1 | | Test development will be completed in 2014 |
| 2583 | Wesley A Reams | PUBLIC HEALTH | DP | H 9/20/2010 | classification. Test development will be completed in 2014. |
| 230 | , troolog / trocking | | | | Due to DPH's Exam Team staffing issues, DPH has work ordered with |
| l | 1 | | 1 | | DHR/RAS to assist in developing a standardized test for this |
| i | | 1 | 1 | | classification. Test development will be completed in 2014. |
| 1 | Keona D Uribe | PUBLIC HEALTH | DP | H 9/20/2010 | classification. Test development will be completed at 2014. |
| ├ - | | | | | Due to DPH's Exam Team staffing issues, DPH has work ordered wit |
| ı | | ļ | 1 | | DHR/RAS to assist in developing a standardized test for this |
| 1 | | | | i | personal and the second control of the secon |
| | , | İ | DP | H 9/20/2010 | classification. Test development will be completed in 2014. |

ATTACHMENT B

CITY AND COUNTY OF SAN FRANCISCO

LISTING OF ALL PROVISIONAL APPOINTMENTS OVER 3 YEARS

(INCLUDES NOTES ON EXAMINATION STATUS OF EACH INCUMBENT/CLASSIFICATION)

(as of December 31, 2013)

| | NAME | DEPARTMENT | DEPT | APPOINTMENT DATE | COMMENTS / STATUS OF EXAMINATION PROCESS | |
|--------|------------------------|--------------------|--------------|------------------|---|--|
| | | | | | Due to DPH's Exam Team staffing issues, DPH has work ordered with | |
| | | 4 | | | DHR/RAS to assist in developing a standardized test for this | |
| 2583 | Aileen P Yraola | PUBLIC HEALTH | DPH | 11/15/2010 | classification. Test development will be completed in 2014. | |
| 2000 | Alleen Haola | T ODETO THE LETT | 1 | | Due to DPH's Exam Team staffing issues, DPH has work ordered with | |
| | | | | , | DHR/RAS to assist in developing a standardized test for this | |
| 2583 | Antoinette G Arguelles | PUBLIC HEALTH | DPH | 11/15/2010 | classification. Test development will be completed in 2014. | |
| 2303 | Antoniette o Aiguettes | · ODEOTIE-ETT | 1 | | Due to DPH's Exam Team staffing issues, DPH has work ordered with | |
| | | | | | DHR/RAS to assist in developing a standardized test for this | |
| 2583 | Luisito Dela Cruz | PUBLIC HEALTH | DPH | 11/15/2010 | classification. Test development will be completed in 2014. | |
| 2003 | Edisilo Dela Ciuz | T OBLICTICAL III | | | Due to DPH's Exam Team staffing issues, DPH has work ordered with | |
| | | | | | DHR/RAS to assist in developing a standardized test for this | |
| 2583 | Priscila G Morales | PUBLIC HEALTH | DPH | 11/15/2010 | classification. Test development will be completed in 2014. | |
| 2363 | FISCIA G WOIAICS | T ODEIO NEAETT | | | Due to DPH's Exam Team staffing issues, DPH has work ordered with | |
| | | | | | DHR/RAS to assist in developing a standardized test for this | |
| 2583 | Nieves P Morano | PUBLIC HEALTH | DPH | 11/15/2010 | classification. Test development will be completed in 2014. | |
| 2303 | INIEVES F INIDIALID | T ODERO TILMETTI | 1 2.,,, | | Due to DPH's Exam Team staffing issues, DPH has work ordered with | |
| | | | | | DHR/RAS to assist in developing a standardized test for this | |
| 2583 | Alice P Racadag | PUBLIC HEALTH | DPH | 11/15/2010 | classification. Test development will be completed in 2014. | |
| 2622 | Laura Minighini | PUBLIC HEALTH | DPH | 9/20/2010 | Eligible list adopted on 1/16/14 - Referral in process | |
| 2654 | Efren M Alvarez | PUBLIC HEALTH | DPH | 1/25/2010 | CBT eligible list adopted on11/5/13 - Referral in progress | |
| 2654 | Michael L King | PUBLIC HEALTH | DPH | 3/22/2010 | CBT eligible list adopted on11/5/13 - Referral in progress | |
| 2654 | Robert J Hunt | PUBLIC HEALTH | DPH | 8/9/2010 | CBT eligible list adopted on11/5/13 - Referral in progress | |
| 2034 | Nobelt 5 Fidit | ODEIO (IED E III | 1 | | Due to the staffing issues with the DPH Examination Team, the DPH | |
| | | | | | Human Resources Director is working directly with RAS to create a more | |
| | | Í | | | effective/practical examination plan for fiscal year 2014/15 that will | |
| 2802 | Sally C Stephens | PUBLIC HEALTH | DPH | 7/6/2010 | capture this classification. | |
| 2002 | Sally C Stephens | I DDEJO NEAEM | 1 | 7,0,00 | CBT exam in progress by DPH. Announcement issued from 9/27 - | |
| 2225 | Patricia A Erwin | PUBLIC HEALTH | DPH | 7/6/2010 | 10/11/13. Eligible list adoption targeted for March 2014. | |
| - ^^3_ | Paricia A Elwin | POBLIC REALITY | + | 1,70,2010 | Eligible list adopted 3/4/13 and does not expire until 3/3/15 - Referral in | |
| 1212 | Indiana M Saenz | PUBLIC HEALTH | DPH | 1/4/2010 | progress | |
| 2903 | Indialia ivi Saeriz | I ODEO MENEMI | 1 5.17 | 1, 1,2010 | CBT exam in progress by DPH. Announcement issued from 9/27 - | |
| 6122 | Amelia Castelli | PUBLIC HEALTH | DPH | 9/7/2010 | 10/11/13. Eligible list adoption targeted for March 2014. | |
| 0122 | Amelia Castelli | 1 ODERO TENETTI | 1 | 0,7,20,10 | CBT exam in progress by DPH. Announcement issued from 9/27 - | |
| 6100 | Sout Tong | PUBLIC HEALTH | DPH | 9/20/2010 | 10/11/13. Eligible list adoption targeted for March 2014. | |
| 6122 | Jinyi Tang | F ODLIG REALITI | + 5' '' | 0/20/2010 | PBT exam in progress by DPH. Announcement issued from 9/27 - | |
| 6404 | Stanbania K Cuchica | PUBLIC HEALTH | DPH | 1/19/2010 | 10/11/13. | |
| 6124 | Stephanie K Cushing | Tropro ueveru | 1 2011 | 1 17 10/2010 | 100,11,77 | |