



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent Via Electronic Mail

August 4, 2016

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: ANNUAL REPORT ON CERTIFICATION OF ELIGIBLES –
ENTRY AND PROMOTION – UNIFORMED RANKS OF
FIRE, POLICE AND SHERIFF DEPARTMENTS.**


The above matter will be considered by the Civil Service Commission at a meeting to be held on **August 15, 2016 at 2:00 p.m.** in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Consent Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. The meeting agenda and all meeting materials will be posted on the Civil Service Commission's website at www.sfgov.org/CivilService under "Meetings" no later than end of day on Wednesday, August 10, 2016. If you would like a copy of the staff report on the above-captioned matter emailed to you in advance of August 15th, please contact the Civil Service Commission's Office at CivilService@sfgov.org or (415) 252-3247.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting.

All non-privileged materials being considered by the Civil Service Commission for this item will be available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION


MICHAEL L. BROWN
Executive Officer

Attachment

Cc: Micki Callahan, Department of Human Resources
Acting Chief Toney Chaplin, San Francisco Police Department
Chief Joanne Hayes-White, San Francisco Fire Department
Susan Gard, Department of Human Resources
Sheriff Vicki Hennessey, Sheriff Department
Dave Johnson, Department of Human Resources
John Kraus, Department of Human Resources
Commission File
Commissioners' Binder
Chron



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 Commission Register Number: 0258-16-1 - -
2. For Civil Service Commission Meeting of: **August 15, 2016**
3. Check One: Ratification Agenda
Consent Agenda X
Regular Agenda
Human Resources Director's Report
4. Subject: **Annual Report on Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Fire, Police, and Sheriff**
5. Recommendation: **Adopt the report.**
6. Report prepared by: Dave Johnson Telephone number: 415.557.4871
7. Notifications: (Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).
8. Reviewed and approved for Civil Service Commission Agenda.
Human Resources Director: [Signature]
Date: 07.27.16
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ☐ CSC RECEIPT STAMP ☐ box to the right using the time-stamp in the CSC Office.

Attachment



NOTIFICATIONS

Fire Chief Joanne Hayes-White
San Francisco Fire Department
698 Second Street, 2nd Floor
San Francisco, CA 94107-2015
Joanne.Hayes-White@sfgov.org

Acting Police Chief Toney Chaplin
San Francisco Police Department
1245 3rd Street, 6th Floor
San Francisco, CA 94158
Toney.chaplin@sfgov.org

Sheriff Vicki Hennessey
San Francisco Sheriff's Department
1 Carlton B. Goodlett Place, City Hall, Room 456
San Francisco, CA 94102
Vicki.hennessey@sfgov.org

Micki Callahan, Human Resources Director
Department of Human Resources
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103-5413
Micki.callahan@sfgov.org

John Kraus
Assistant Deputy Director
Recruitment and Selection
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103-5413
John.Kraus@sfgov.org

Dave Johnson
Manager, Public Safety Team
Recruitment and Selection
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103-5413
Dave.Johnson@sfgov.org

Susan Gard
Chief of Policy
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103-5413
Susan.gard@sfgov.org



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director



DATE: July 27, 2016
TO: The Honorable Civil Service Commission
THROUGH: Micki Callahan, Human Resources Director
FROM: John Kraus, Assistant Deputy Director
SUBJECT: Annual Report on the Certification of Eligibles - Entry and Promotion - Uniformed Ranks of Fire, Police and Sheriff Departments


Background

The Department of Human Resources [DHR] summarizes examination and hiring activities for the San Francisco Fire, Police, and Sheriff Departments in an annual report to the Civil Service Commission [CSC]. This report covers the fiscal year July 1, 2015 through June 30, 2016. As noted in previous reports, selection processes may be referenced in more than one annual report because Public Safety test development and administration dates often cross two fiscal years.

FY 15-16 Public Safety Appointments

New hires and promotions in the three Departments during the past fiscal year were as follows:

	Job Title	Class	#
	Firefighter	H 2	128
	Firefighter Paramedic	H 3	55
	Inspector, Prevention	H 4	6
	Investigator, Investigation	H 6	3
	EMT Paramedic	H 8	94
	Lieutenant, Suppression	H 20	8
	Lieutenant, Prevention	H 22	4
	Captain, Suppression	H 30	3
	Captain, Prevention	H 32	1
	Captain, EMS	H 33	1
	Battalion Chief	H 40	4
	Marine Engineer	H 110	1
	Police Officer	Q2	342
	Sergeant	Q50	55
	Lieutenant	Q60	25
	Captain	Q80	11

	Deputy Sheriff 1	8302	47
	Deputy Sheriff 2	8504	11
	Senior Deputy Sheriff	8306	4
	Sheriff's Sergeant	8308	8
	Sheriff's Lieutenant	8310	4
	Sheriff's Captain	8312	1

FY 2015-2016 Examination Activities

San Francisco Fire Department (SFFD)

H-2 Firefighter – The continuous testing process launched in May of 2014 is ongoing and continues to be successful. DHR anticipates submitting a request to the Commission in the next several months to further extend the exception to CSC Rule 311.5.2.1, which states that applicants will not be charged for examinations. This will allow continued use of the FireTEAM test developed and validated by the National Testing Network [NTN].

DHR posted the initial eligible list from the Continuous Testing Program on May 11, 2015, and continues to “refresh” the list with new eligibles on a monthly basis, regularly providing new candidates to the Fire Department for consideration.

H-8 EMT Paramedic – DHR continues to work with the Department to open and close this recruitment as needed to ensure adequate “as-needed” staffing for the Fire Department ambulance fleet.



period. The other appeal was denied by the CSC because there was no evidence of the applicant logging in and attempting to file an application.

H-30 Suppression Captain – The job announcement was issued in April 2016. One hundred sixty out of 164 applicants were qualified to advance to the test components. Two of the four applicants whose applications were rejected because they were submitted after the deadline were allowed to participate in the test components pending the resolution of their rejection appeals to the CSC. One of those two was later qualified based on information from JobAps indicating the applicant did log in to the online system to attempt to apply during the filing

One hundred thirty eight of the 162 candidates scheduled for the test participated in both test components. We are currently analyzing score data with the intent to post a tentative eligible list in August 2016.

H-33 EMS Captain – Of the 82 candidates who participated in the first component, 73 participated in the second component administered in July 2015. Fifty-nine candidates who participated in both

test components achieved a score above the standard of acceptable performance and were placed on the eligible list. The remaining 14 candidates did not meet the standard of acceptable performance and, consequently, were not placed on the eligible list. The eligible list was adopted on September 23, 2015.

H-50 Assistant Chief – The job announcement was posted in October 2016. Thirty-two of 35 applicants were deemed qualified. Of those 32 candidates, 21 participated in the test components that were administered on February 19 and 20, 2016. The test components were developed by Fields Consulting Group.

It was brought to the attention of staff during administration of the Incident Simulation Exercise on February 20 that two candidates did not receive a booklet that proctors were to distribute during the test. This inconsistency was addressed immediately at that time to remedy the situation. However, DHR later reviewed the video recording of the candidate responses to the exercise and determined that the distribution of that booklet was not consistent across test rooms. Therefore, in an abundance of caution to ensure consistent administration, DHR recommended, and Fields Consulting Group agreed, to revise and re-administer that first part of the test. The re-test is scheduled to be administered in October 2016.

San Francisco Police Department (SFPD)

Q-2 Police Officer – DHR is proceeding with monthly testing at the City and County of San Francisco Test Center with the Frontline National test developed and administered by the NTN. DHR also coordinates monthly administrations of the physical ability test for Police Officer and the oral exam, resulting in new candidates [those who pass all three] being placed on the eligible list every month. Administration of the physical ability test is currently suspended while DHR and the Police Department work with the Human Resources Research Organization to validate a test of grip strength to replace the currently used trigger pull test event. It is anticipated that this validation study will take approximately four months.

Q-50 Sergeant – DHR has been coordinating meetings between APT Metrics staff and Police Department subject matter experts to develop test components. Test administration is anticipated to occur in October/November of 2016.

Q-60 Lieutenant – DHR has been coordinating meetings between I/O Solutions staff and Police Department subject matter experts to develop test components. Test administration is anticipated to occur in September/October of 2016.



Q-80 Captain – DHR reviewed and revised as necessary the two test components developed in August 2013. The job announcement was posted on July 31, 2015. All 46 applicants were deemed qualified and invited to participate in the first test component on October 1, 2015. Forty-three of the 46 candidates participated in that component and the second component. All 43 candidates were deemed to have at least met a minimally acceptable standard of performance and were placed on the tentative eligible list. The list was adopted on January 14, 2016.

San Francisco Sheriff's Department (SFSD)



8302 Deputy Sheriff – DHR conducted two selection processes for Class 8302 Deputy Sheriff. Of the 811 applicants who qualified for the first 8302 administration, 297 advanced through the selection process to be placed on the eligible list which was adopted in July 2015. Of the 821 applicants who qualified for the next 8302 administration [December 2015], 305 advanced through the selection process to be placed on the eligible list adopted on May 31, 2016. In Fiscal Year 2016-17, DHR anticipates implementing a frequent testing program to more effectively meet the hiring needs of the Department.

This program will also leverage recruitment efforts by reducing the time from first contact to standing on an eligible list. DHR is also exploring an alternative to the POST Pellet B, which has long been the core of the examination.

8312 Sheriff's Captain – DHR continues to work with the Department's subject matter experts to develop the test components, while also awaiting finalization of the classification specification by the Department and representatives from the Management Sheriff's Association.

Testing Center

DHR and other City departments continue to effectively utilize the Test Center at 1740 Cesar Chavez. During FY15-16, the main testing room was in use 206 days, the computer lab 120 days, and the interview rooms 73 days. This is more extensive use of the facility across all rooms than for the last fiscal year. The increased use of the computer lab is especially significant as it reflects progress towards DHR's goal of more computer-based testing.

Plans for Fiscal Year 2015-2016

Examination Plan

In the coming year, DHR plans to administer public safety examinations for the following classifications: H-2 Firefighter [continuous], H-20 Lieutenant, H-22 Lieutenant, H-24 Lieutenant, H-40 Battalion Chief, Q-2 Police Officer [continuous], Q-50 Sergeant, Q-60 Lieutenant, 8302 Deputy Sheriff, and 8312 Captain.

Recommendation

The DHR Public Safety Team appreciates the opportunity to present this report, and respectfully recommends that it be adopted as submitted.