



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: _____ - _____ - _____
2. For Civil Service Commission Meeting of: August 20, 2018
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Director's Report X
4. Subject: Report on Provisional Appointments
5. Recommendation: Adopt the Report.
6. Report prepared by: Anna Biasbas Telephone number: 415-557-4806
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: *Kate H*
Date: 8/6/18
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 ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

<u>CSC RECEIPT STAMP</u>
THIS DOCUMENT SUPPORTS CALENDAR ITEM <u>10</u>

Notifications

Micki Callahan, Human Resources Director
Department of Human Resources
1 S Van Ness Ave., 4th Floor
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William Miles II
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City and County of San Francisco
Micki Callahan
Human Resources Director

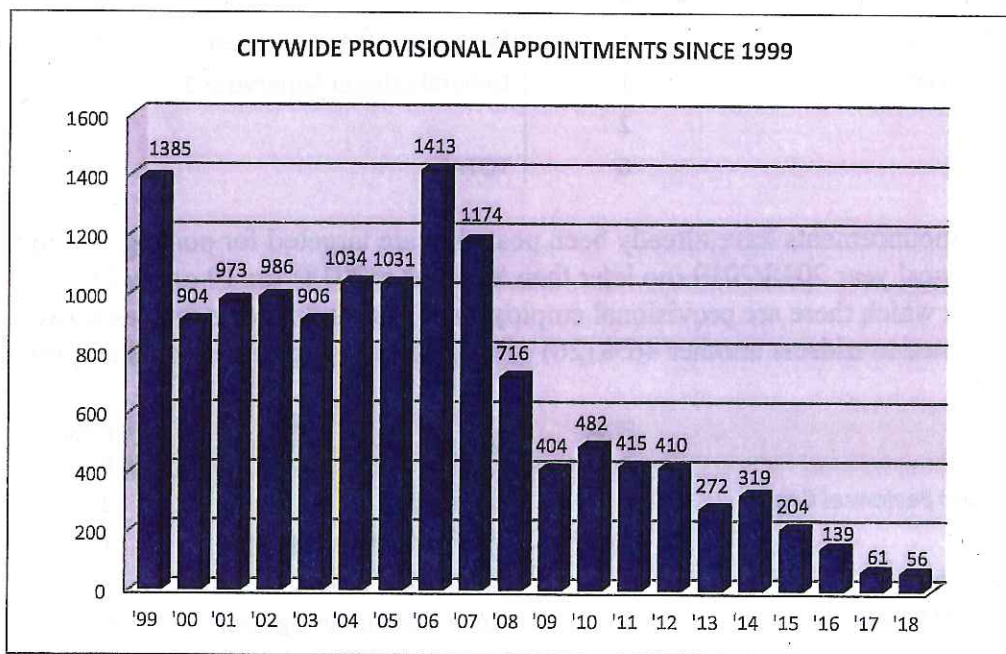


Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

DATE: August 2, 2018
TO: Honorable Civil Service Commission
THROUGH: Micki Callahan
Human Resources Director 
FROM: Anna Biasbas
Director, Selection and Hiring Resources
William Miles II
Principal Selection and Hiring Resources Analyst
SUBJECT: Report on 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 June 30, 2018.

As the chart below illustrates, the City's provisional employee count as of 6/30/18 continues to trend lower. In fact, the current count of 56 provisional employees now represents the lowest number in the last 18+ years. In terms of a percentage, the 56 provisional employees constitute less than one quarter of one percent (0.14%¹) of the City's entire work force.



¹ 0.14% represents the provisional workforce for MTA and all other City entities except the Unified School District (USD) and Community College District (CCD). If we exclude MTA in our calculations, this percentage rises slightly to 0.17%.

The current count of provisional employees (56) has decreased by 8% of what was reported last year (61). It covers 21 different class codes. This is eight less class codes than what was reported 12 months ago.

Some titles show higher provisional counts than others, with the highest current count being seven in a single class. [See Attachment A, which shows all provisional counts by classification.]

- Seventeen of the 21 classes (81%) have fewer than five provisional employees per class.
- Four classes show the highest counts and represent 41% (23) of all City provisional employees.

These are:

CLASS	Prov. #
Health Worker 3	6
Stationary Engineer	7
Senior Stationary Engineer	5
Electrician	5

There are 12 positions across 6 classifications (see below) in which provisionals are currently employed (21% of the 56 total) and for which a list has been adopted or a referral has been issued. Consequently, we expect permanent civil service appointments to these positions in the near future.

CLASS	Prov. #	CLASS	Prov. #
Accountant III	1	Behavioral Health Clinician	1
Pharmacy Technician	1	General Laborer Supervisor 1	1
Health Worker 1	2		
Health Worker 3	6	TOTAL	12

Additionally, announcements have already been posted or are targeted for posting within the first quarter of fiscal year 2018/2019 (no later than September 2018) for 10 of the 21 classifications in which there are provisional employees. These announcements, as shown below, are expected to address another 46% (26) of the City's current provisional employees.

CLASS	Prov. #	CLASS	Prov. #
Senior Payroll and Personnel Clerk	1	Planner 3	2
Senior Clerk	4	Chief Stationary Engineer	1
Clinical Psychologist	1	Operating Engineer, Universal	3
Custodial Assistant Supervisor	1	Senior Stationary Engineer	5
Arborist Technician	3	Electrician	5
		TOTAL	26

All of the 5 remaining classifications with provisionals are targeted for posting within the fiscal year 2017/2018 (no later than June 2018).

As for the number of provisional employees serving in miscellaneous classes beyond the three-year term limit, DHR is proud to report for the third year in a row that the number is zero.

The Department of Public Health (DPH) continues to employ most of the City's provisional workers. That is, 20 (36%) of the total 56 provisional employees are employed by DPH. Although this is 11 positions higher than last year's total of nine provisionals, it is still a significant improvement over the department's total provisional count within the last few of years. In 2016 and 2015, DPH had a total of 85 and 182 provisionals, respectively. The current count of 20 provisionals is a 76% decrease in comparison to 2016 and an 89% decrease in comparison with 2015. Examinations for all of DPH's 20 current provisional employees are now either in progress or targeted for announcement issuance during fiscal year 2018/2019.

DHR continues to post the most current version of the "Citywide Classification-Based Examination Plan" on its website. This document, which is published on an annual basis and updated as needed, allows agencies and departments to see examination projects targeted for the upcoming fiscal year and to assess whether they will be a need to make provisional appointments for classes in the future.

Provisional appointments in the City and County of San Francisco have been less than one percent of the City's entire workforce, as reported to CSC, since fiscal year 2012/2013. Since then, the provisional count continues to drop to levels not observed since it has been tracked. In fact, over the last four fiscal years (2014/2015 through 2017/2018), the percentage of provisional employees in the City workforce has been less than one half of one percent.

Recommendation: Adopt the report.

Attachments:

A: Total Number of Provisional Incumbents Sorted by Job Code as of 6/30/18 (excludes CCD and USD)

c: Ted Yamasaki
Kate Howard

ATTACHMENT A
CITY AND COUNTY OF SAN FRANCISCO
TOTAL NUMBER OF PROVISIONAL INCUMBENTS -- (EXCLUDES CCD and USD)
(Sorted by Job Code as of 6/30/18)

JOB CODE	JOB TITLE	PROVISIONAL COUNT
1222	Senior Payroll & Personnel Clerk	1
1406	Senior Clerk	4
1654	Accountant III	1
1706	Telephone Operator	2
2409	Pharmacy Technician	1
2574	Clinical Psychologist	1
2585	Health Worker 1	2
2587	Health Worker 3	6
2716	Custodial Assistant Supervisor	1
2930	Behavioral Health Clinician	1
3434	Arborist Technician	3
5291	Planner 3	2
5322	Graphic Artist	4
7205	Chief Stationary Engineer	1
7215	General Laborer Supervisor 1	1
7328	Operating Engineer, Universal	3
7334	Stationary Engineer	7
7335	Senior Stationary Engineer	5
7345	Electrician	5
7376	Sheet Metal Worker	4
7510	Lighting Fixture Maint Worker	1

TOTAL PROVISIONAL INCUMBENTS:

56