



# 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: September 17, 2018
3. Check One:           Ratification Agenda  
                              Consent Agenda       X    
                              Regular Agenda  
                              Human Resources Director's Report
4. Subject: Report of Future Employment Restrictions and Probationary Releases from  
              July 1, 2017 to June 30, 2018
5. Recommendation: Adopt the report.
6. Report prepared by: Shawn Sherburne, Client Services Manager  
Telephone number: (415) 557-4811
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in Civil  
Service Commission Procedure Number Two.)**
8. Reviewed and approved for Civil Service Commission Agenda  
Human Resources Director: Micki Callahan *[Signature]*  
Date: 9/5/18
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 "CSC RECEIPT STAMP"  
box to the right using the time-stamp in the CSC Office.

<b>CSC RECEIPT STAMP</b>

Attachment  
CSC-22 (11/97)

**Notification List**

Report of Future Employment Restrictions and Probationary Releases from July 1, 2017 to June 30, 2018

Katsuina Leblanc  
Senior Human Resources Consultant  
Department of Human Resources  
One South Van Ness Avenue, 4<sup>th</sup> floor  
San Francisco, California 94103

Shawn Sherburne  
Client Services Manager  
Department of Human Resources  
One South Van Ness Avenue, 4<sup>th</sup> floor  
San Francisco, California 94103

Paul Greene  
Supervising Client Services Consultant  
Department of Human Resources  
One South Van Ness Avenue, 4<sup>th</sup> floor  
San Francisco, California 94103

Melissa Cayabyab  
Supervising Client Services Consultant  
Department of Human Resources  
One South Van Ness Avenue, 4<sup>th</sup> floor  
San Francisco, California 94103

Susan Gard  
Chief of Policy  
Department of Human Resources  
One South Van Ness Avenue, 4<sup>th</sup> floor  
San Francisco, California 94103

Kate Howard  
Managing Deputy Director  
Department of Human Resources  
One South Van Ness Avenue, 4<sup>th</sup> floor  
San Francisco, California 94103

Ted Yamasaki  
Managing Deputy Director  
Department of Human Resources  
One South Van Ness Avenue, 4<sup>th</sup> floor  
San Francisco, California 94103

City and County of San Francisco  
Micki Callahan  
Human Resources Director



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

## MEMORANDUM

**DATE:** September 17, 2018

**TO:** Honorable Civil Service Commission

**THROUGH:** Micki Callahan, Human Resources Director

**FROM:** Shawn Sherburne, Client Services Manager  
Katsuina Leblanc, Senior Human Resources Consultant

**SUBJECT:** Report of Future Employment Restrictions and Probationary  
Releases from July 1, 2017 to June 30, 2018

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This is an annual report to the Civil Service Commission on the total number of separations with future employment restrictions and probationary releases for the period of July 1, 2017 to June 30, 2018.

### **Separations with Future Employment Restrictions**

This report includes future employment restrictions for all City departments, excluding City employees designated as Peace Officers per the Penal Code 830 and the Municipal Transportation Agency, for the period of July 1, 2017 to June 30, 2018 (attached). The attachment lists all future employment restrictions imposed by departments, all future employment restrictions appealed to the Commission, and the status of those appeals. In summary, there were six (6) employees separated with future employment restrictions imposed. During this reporting time period there were no appeals of future employment restriction made to the Commission.

### **Probationary Releases**

This report also includes the total number of employees released from probation for the period of July 1, 2017 to June 30, 2018. Out of 4,307 permanent civil service appointments, there were a total of 152 employees (3.5%) that were released from probation. Four (4) of these employees were released for disciplinary reasons and 148 were released for non-disciplinary reasons.

### **Recommendation**

Adopt the report.

### **Attachment**

Report on Future employment restrictions for July 1, 2017 to June 30, 2018.

ATTACHMENT A

FUTURE EMPLOYMENT RESTRICTIONS IMPOSED BUT NOT APPEALED					
DEPARTMENT	JOB CODE	TITLE	SEPARATION DATE	RESTRICTION	
Airport Commission	2716	Custodial Assistant Supervisor	4/17/2018	Department	
Fire Department	H003	EMT/Paramedic/Firefighter	8/23/2017	Department	
Human Services	2940	Protective Services Worker	4/20/2017	City-Wide	
Human Services	2905	Sr. Eligibility Worker	6/14/2018	City-Wide	
Juvenile Court	7205	Chief Stationary Engineer	10/27/2017	Department	
Public Health	2430	Medical Evaluations Assistant	9/9/2017	Department	