



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent Via Electronic Mail

August 4, 2016

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MICHAEL L. BROWN
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REPORT OF FUTURE EMPLOYMENT RESTRICTIONS AND PROBATIONARY RELEASES FROM JULY 1, 2015 TO JUNE 30, 2016.


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 "Meeting" 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
Gilda Cassanego, Department of Human Resources
Anne Marie Forbus, Department of Human Resources
Susan Gard, Department of Human Resources
Shawn Sherburne, Department of Human Resources
Ted Yamasaki, Department of Human Resources
Commission File
Commissioners' Binder
Chron



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

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

CSC-22 (11/97)

CSC RECEIPT STAMP



MEMORANDUM

DATE: July 27, 2016

TO: Honorable Civil Service Commission

THROUGH: Micki Callahan, Human Resources Director

FROM: Shawn Sherburne, Client Services Manager
Gilda Cassanego, Senior Human Resources Consultant

SUBJECT: Report of Future Employment Restrictions and Probationary Releases from July 1, 2015 to June 30, 2016

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, 2015 to June 30, 2016.

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, 2015 to June 30, 2016 (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 five (5) employees with future employment restrictions imposed with no Commission appeals and one (1) employee with future employment restrictions appealed to and denied by the Commission.

Probationary Releases

This report also includes the total number of employees released from probation for the period of July 1, 2015 to June 30, 2016. Out of 1,512 permanent civil service appointments, there were a total of 97 employees (6.4%) that were released from probation. Three (3) of these employees were released for disciplinary reasons and 94 were released for non-disciplinary reasons.

Recommendation

Adopt the report.

Attachment

Report on Future employment restrictions for July 1, 2015 to June 30, 2016.

ATTACHMENT A

FUTURE EMPLOYMENT RESTRICTIONS IMPOSED BUT NOT APPEALED

DEPARTMENT	Job Code	TITLE	SEPARATION DATE	RESTRICTION
Airport	7334	Stationary Engineer	10/28/2015	Departmental
Airport	2708	Custodian	11/21/2015	Departmental
Human Services Agency	2914	Social Work Supervisor	4/20/2016	Citywide
Public Utilities Commission	7372	Stationary Engineer, Sewage	10/31/2015	Citywide
Public Utilities Commission	7355	Truck Driver	1/21/2016	Citywide

FUTURE EMPLOYMENT RESTRICTIONS APPEALED

DEPARTMENT	Job Code	TITLE	SEPARATION DATE	RESTRICTION	STATUS
Public Health	7334	Stationary Engineer	10/20/2015	Citywide	CSC denied the appeal at 3-7-2016 meeting. Restrictions are 1) cancel any current examination and eligibility status; 2) future employment subject to the review and approval of the Human Resources Director after five (5) years of satisfactory work experience outside City and County service for any position involving health and safety responsiveness such as Stationary Engineer; and 3) one (1) year satisfactory work experience outside City and County service for any other position not involving health and safety responsiveness.