




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: 0070 - 16 - 1
2. For Civil Service Commission Meeting of: March 7, 2016
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Director's Report
4. Subject: **Report of Provisional Appointments**
5. Recommendation: Adopt the Report
6. Report prepared by: John Kraus Telephone number: 415 557-4884
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: 
Date: 2/8/16
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 ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment



Notifications

Micki Callahan, Human Resources Director
Department of Human Resources
1 S Van Ness Ave. floor 4
San Francisco, CA 94103

Ted Yamasaki
Department of Human Resources
1 S Van Ness Ave. floor 4
San Francisco, CA 94103

John Kraus
Department of Human Resources
1 S Van Ness Ave. floor 4
San Francisco, CA 94103

Anna Biasbas
Department of Human Resources
1 S Van Ness Ave. floor 4
San Francisco, CA 94103

Susan Gard
Department of Human Resources
1 S Van Ness Ave. floor 4
San Francisco, CA 94103



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: February 5, 2016

To: Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

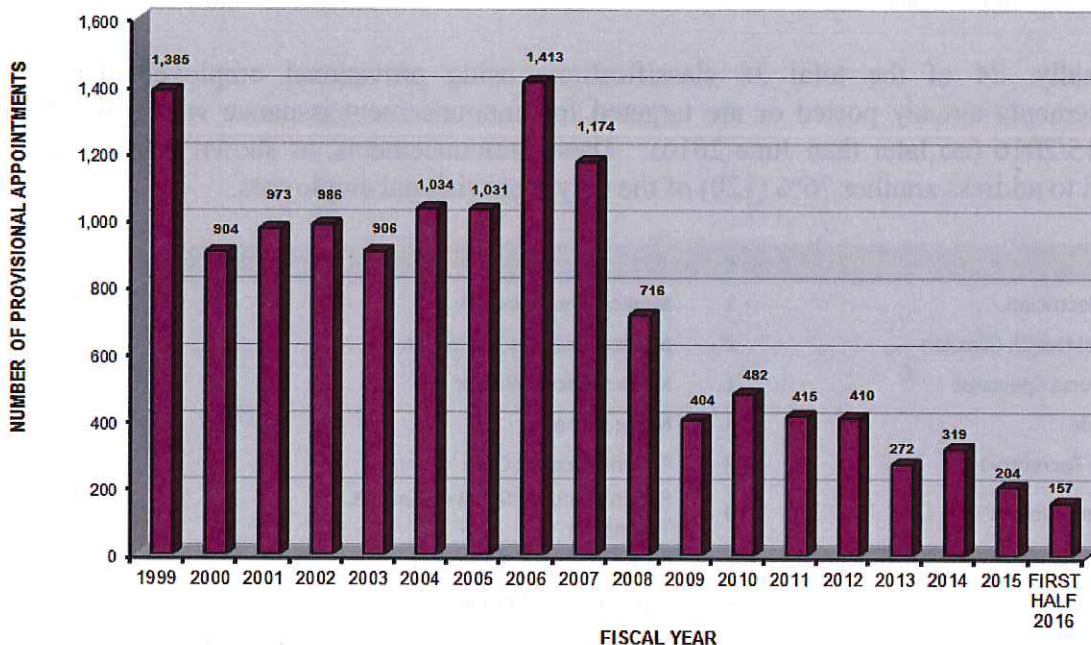
From: Anna Biasbas, Recruitment and Assessment Services Operations Manager
John Kraus, Assistant Deputy Director, Recruitment & Assessment Services

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, 2015.

As the chart below illustrates, the City's provisional employee count, as of 12/31/15, continues to trend lower. In fact, the current count of 157 provisional employees now represents the lowest number in the last 16+ years. In terms of a percentage, the 157 provisional employees constitute approximately one half of one percent (.0049%¹) of the entire City's work force.

**CITYWIDE PROVISIONAL APPOINTMENTS
1999-2016**



¹ .0049% 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 .0060%.

The current number of provisional employees now involves 38 different class codes. This is 8 and 1 fewer classes than what was last reported to the CSC twelve and six months ago, respectively.

Some titles, of course, show higher provisional counts than others. [See Attachment A which shows all provisional counts by classification.] Although 30 classes have fewer than 6 provisional employees per class (40% of all provisionals), nine classes show the highest counts and represent 60% (94) of all City provisional employees. These are:

CLASS	Prov. #	CLASS	Prov. #
Health Care Analyst	9	Nurse Manager	17
Health Worker II	21	Patient Account Clerk	7
Hospital Eligibility Worker	9	Social Worker	9
Medical Records Clerk	9	Stationary Engineer	12
Medical Social Worker	7	TOTAL	94

It should be noted that 20 positions using provisional employees (i.e., 13% of the 157 total) involve recent recruitments where a list has been adopted or a referral has been issued. Therefore, we expect permanent civil service appointments to these positions in the near future. The 9 classes associated with these 20 positions are shown below.

CLASS	Prov. #	CLASS	Prov. #
Clinical Psychologist	3	Health Program Coordinator III	3
Health Care Billing Clerk I	5	Licensed Vocational Nurse	1
Health Care Billing Clerk II	3	Senior Behavioral Health Clinician	1
Health Educator	1	Senior Hospital Eligibility Worker	1
Health Program Coordinator II	2	TOTAL	20

Additionally, 24 of the total 38 classifications using provisional employees have announcements already posted or are targeted for announcement issuance within fiscal year 2015/2016 (no later than June 2016). These announcements, as shown below, are expected to address another 76% (120) of the City's provisional employees.

CLASS	Prov. #	CLASS	Prov. #
Airport Electrician	2	Medical Records Clerk	12
Behavioral Health Clinician	2	Medical Records Technician	4
Clinical Nurse Specialist	1	Medical Social Worker	7
Dental Aide	5	Nurse Manager	17
Executive Secretary I	3	Patient Account Clerk	7
Health Care Analyst	9	Patient Account Services Finance Technician	1
Health Worker I	1	Porter Assistant Supervisor	2
Health Worker II	21	Psychiatric Technician	2
Health Worker III	3	Secretary II	2
Hospital Eligibility Worker	9	Senior Food Service Worker	1
Industrial Hygienist	3	Senior Stationary Engineer	1
Lighting Fixture Maintenance Worker	2	Sheet Metal Worker	3
		TOTAL	120

The Department of Public Health (DPH) continues to employ most of the City's provisional workers, as 125 (80%) of the total 157 provisional employees are employed there. However, it should be pointed out that DPH's provisional count is gradually decreasing. In fact, its current count of 125 provisionals represents 57 fewer DPH provisionals than what was last reported to the CSC six months ago and 111 fewer than what was reported to CSC twelve months ago. The table below shows just some examples of where sizable numbers of provisionals were eliminated during the last six months at DPH. It should be noted that DHR assisted DPH by developing examinations for the shaded classes listed in the table.

CLASS	Prov. #	CLASS	Prov. #
Clinical Pharmacist	8	Nursing Supervisor	6
Health Program Coordinator 2	11	Sr. Psychiatric Social Worker	6
Health Program Coordinator 3	25	X-Ray Laboratory Aide	4
Home Health Aide	35	TOTAL	95

Examinations for all of DPH's 125 current provisional employees are now either in progress or targeted for announcement issuance during fiscal year 2015/2016 or shortly thereafter.

There are 5 provisional employees serving in miscellaneous classes beyond their three-year term limit. This is a significant drop in comparison to the 51 provisional employees who were beyond their three-year term limit six months ago. As indicated in Attachment B, examinations are in progress for 2 positions while referrals are in progress, or will shortly be issued, for the remaining 3 positions.

Finally, please note that DHR continues to update its website to include the "Citywide Classification-Based Examination Plan for FY 2015/2016." This document, which is published on an annual basis and update as needed, allows agencies and departments to see examination projects that are targeted for the upcoming fiscal year and to assess whether there will be a need to make provisional appointments for certain classes in the future. In June of 2016, DHR plans to publish the "Citywide Classification-Based Examination Plan for upcoming FY 2016/2017."

Recommendation: Adopt the report.

c: Micki Callahan
Ted Yamasaki

ATTACHMENT A
CITY AND COUNTY OF SAN FRANCISCO
TOTAL NUMBER OF PROVISIONAL INCUMBENTS -- (EXCLUDES CCD, MTA and USD)
(Sorted by Job Code as of 12/31/15)

JOB CODE	JOB TITLE	PROVISIONAL COUNT
1446	Secretary 2	2
1450	Executive Secretary 1	3
1635	Health Care Billing Clerk 1	5
1636	Health Care Billing Clerk 2	3
1637	Patient Accounts Clerk	7
2105	Patient Svcs Finance Tech	1
2110	Medical Records Clerk	12
2112	Medical Record Technician	4
2119	Health Care Analyst	9
2202	Dental Aide	5
2305	Psychiatric Technician	2
2312	Licensed Vocational Nurse	1
2322	Nurse Manager	17
2323	Clinical Nurse Specialist	1
2555	Physical Therapist Assistant	1
2574	Clinical Psychologist	3
2585	Health Worker 1	1
2586	Health Worker 2	21
2587	Health Worker 3	3
2591	Health Program Coordinator 2	2
2593	Health Program Coordinator 3	3
2606	Senior Food Service Worker	1
2650	Assistant Cook	1
2738	Porter Assistant Supervisor	2
2822	Health Educator	1
2903	Hospital Eligibility Worker	9
2908	Sen Hospital Eligibility Wrkr	1
2920	Medical Social Worker	7
2930	Behavioral Health Clinician	2
2932	Sr Behavioral Health Clinician	1
6138	Industrial Hygienist	3
7334	Stationary Engineer	12
7335	Senior Stationary Engineer	1
7376	Sheet Metal Worker	3
7510	Lighting Fixture Maint Worker	2
8226	Museum Guard	2
9240	Airport Electrician	2
9343	Roofer	1

TOTAL PROVISIONAL INCUMBENTS:

157

ATTACHMENT B
CITY AND COUNTY OF SAN FRANCISCO
LISTING OF ALL PROVISIONAL APPOINTMENTS OVER 3 YEARS -(EXCLUDES CCD, MTA and USD)
(INCLUDES NOTES ON EXAMINATION STATUS OF EACH INCUMBENT/CLASSIFICATION)
(as of December 31, 2015)

JOB CODE	JOB TITLE	NAME	DEPARTMENT	DEPT CODE	APPOINTMENT DATE	COMMENTS / STATUS OF EXAMINATION PROCESS
2591	Health Program Coordinator 2	Gwendolyn Y Smith	PUBLIC HEALTH	DPH	10/31/2011	CBT eligible list adopted by DPH on 9/9/15 - Expiration 9/8/16. Referral in progress.
2738	Porter Assistant Supervisor	Amanda Q He	PUBLIC HEALTH	DPH	6/25/2012	CBT examination process in progress by DPH for multiple specialties - Announcements posted 9/25/15 - 10/19/15..
2738	Porter Assistant Supervisor	Ruiping Tang	PUBLIC HEALTH	DPH	7/31/2012	CBT examination process in progress by DPH for multiple specialties - Announcements posted 9/25/15 - 10/19/15..
2822	Health Educator	Akilah A Cadet	PUBLIC HEALTH	DPH	2/13/2012	CBT eligible list adopted by DPH on 11/10/15 - Expiration 5/9/16. - Referral in progress.
2908	Sen Hospital Eligibility Wrkr	Ana E Linares	PUBLIC HEALTH	DPH	7/23/2012	CBT eligible list adopted by DPH on 7/16/15 - Expiration 7/15/16. - Referral in progress.