




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 21, 2017
 3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Director's Report X
 4. Subject: **Report of 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: 
Date: 8/2/17
 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.
- CSC RECEIPT STAMP**

Attachment

CSC RECEIPT STAMP

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 11

Notifications

Micki Callahan, Human Resources Director
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City and County of San Francisco
Micki Callahan
Human Resources Director



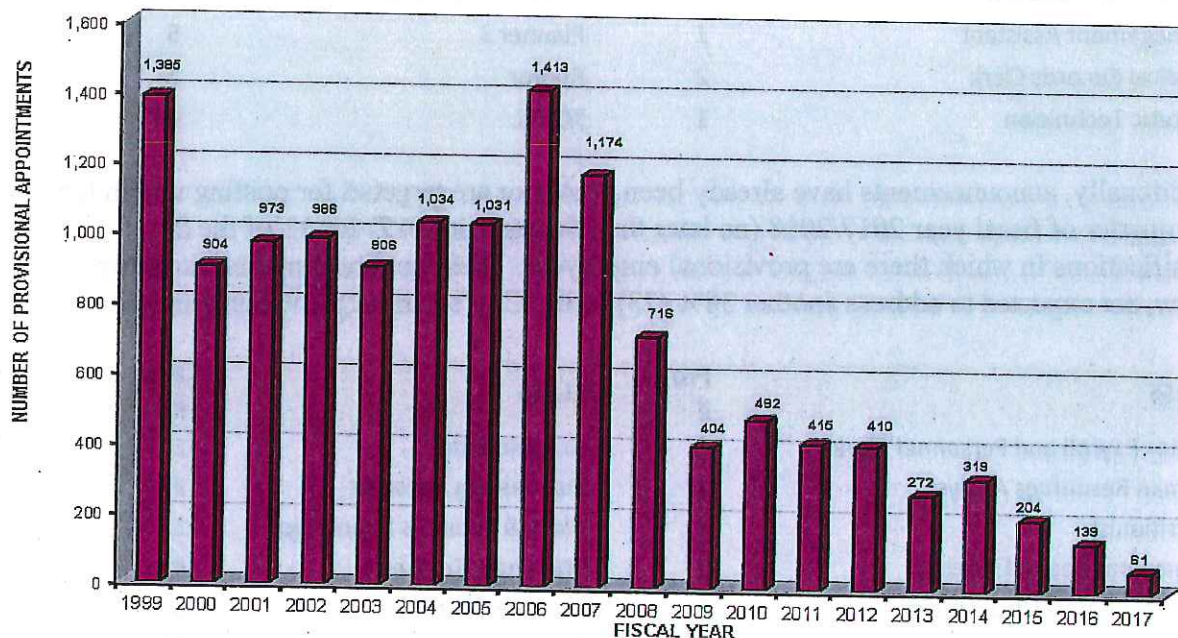
Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

DATE: August 1, 2017
TO: Honorable Civil Service Commission
THROUGH: Micki Callahan *WC*
Human Resources Director
FROM: Anna Biasbas
Director, Selection and Hiring Resources
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, 2017.

As the chart below illustrates, the City's provisional employee count as of 6/30/17 continues to trend lower. In fact, the current count of 61 provisional employees now represents the lowest number in the last 17+ years. In terms of a percentage, the 61 provisional employees constitute less than one quarter of one percent ($0.16\%^1$) of the City's entire work force.

**CITYWIDE PROVISIONAL APPOINTMENTS
1999-2017**



¹ 0.16% 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 0.18%.

The current count of provisional employees (61) has decreased by more than half (56%) of what was reported last year (139). It covers 29 different class codes. This is one less class code than what was reported twelve months ago.

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

- Twenty-five of the 29 classes (86%) have fewer than five provisional employees per class.
- Three classes show the highest counts and represent 28% (17) of all City provisional employees.

These are:

CLASS	Prov. #
Health Worker 2	6
Planner 3	5
Security Guard	6

There are 14 positions across 6 classifications (see below) in which provisionals are currently employed (23% of the 61 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. #
Instructional Designer	1	Arborist Technician	3
Management Assistant	1	Planner 3	5
Medical Records Clerk	2	Roofer	1
Dietetic Technician	1	TOTAL	14

Additionally, announcements have already been posted or are targeted for posting within the first quarter of fiscal year 2017/2018 (no later than September 2017) for 11 of the 28 classifications in which there are provisional employees. These announcements, as shown below, are expected to address another 38% (23) of the City's current provisional employees.

CLASS	Prov. #	CLASS	Prov. #
Senior Payroll and Personnel Clerk	1	Graphic Artist	1
Human Resources Analyst	2	Engineering Assistant	2
Nutritionist	1	Bldgs & Grounds Maint Supt	1
Behavioral Health Clinician	2	Stationary Engineer	4
Contract Compliance Officer 1	2	Security Guard	6
Survey Assistant I	1	TOTAL	23

10 of the 11 remaining classifications with provisionals are targeted for posting within the fiscal year 2017/2018 (no later than June 2018). Only one classification (Museum Guard) with a total of two provisional employees (3.28% of the 61 total) is currently not targeted for an examination this fiscal year due to ongoing discussions regarding the use of the class.

As for the number of provisional employees serving in miscellaneous classes beyond the three-year term limit, DHR is proud to report for the second 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: 9 (15%) of the total 61 provisional employees. However, DPH's provisional count has significantly decreased to historical lows. In fact, the current count of 9 represents 76 fewer than what was reported to the CSC twelve months ago. It also represents an 89% decrease in provisionals over the last year. Examinations for all of DPH's 9 current provisional employees are now either in progress or targeted for announcement issuance during fiscal year 2017/2018.

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 three fiscal years (2014/2015, 2015/2016 and 2016/2017), 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 6/30/17 (excludes CCD and USD)

c: Micki Callahan
Ted Yamasaki

ATTACHMENT A
CITY AND COUNTY OF SAN FRANCISCO
TOTAL NUMBER OF PROVISIONAL INCUMBENTS -- (EXCLUDES CCD and USD)
(Sorted by Job Code as of 6/30/17)

JOB CODE	JOB TITLE	PROVISIONAL COUNT
1222	Senior Payroll & Personnel Clerk	1
1230	Instructional Designer	1
1241	Human Resources Analyst	2
1406	Senior Clerk	4
1654	Accountant III	3
1842	Management Assistant	1
2110	Medical Records Clerk	2
2586	Health Worker 2	6
2593	Health Program Coordinator 3	1
2622	Dietetic Technician	1
2846	Nutritionist	1
2910	Social Worker	1
2930	Behavioral Health Clinician	2
2992	Contract Compliance Officer 1	2
3434	Arborist Technician	3
4222	Senior Tax Auditor-Appraiser	1
5291	Planner 3	5
5310	Survey Assistant I	1
5322	Graphic Artist	1
5362	Engineering Assistant	2
6130	Safety Analyst	1
7120	Bldgs & Grounds Maint Supt	1
7334	Stationary Engineer	4
7335	Senior Stationary Engineer	1
8158	Child Support Officer II	3
8202	Security Guard	6
8226	Museum Guard	2
8228	Museum Sec Supv	1
9343	Roofer	1

TOTAL PROVISIONAL INCUMBENTS:

61