




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 Expired Exempt Appointments for the period of January 1, 2018 – June 30, 2018 under Charter Sections 10.104-16 through 10.104-18
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 
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.

CSC RECEIPT STAMP

Attachment

CSC-22 (11/97)

Notification List

Report of Expired Exempt Appointments for the period of January 1, 2018 – June 30, 2018 under Charter Sections 10.104-16 through 10.104-18

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

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

Paul Greene
Supervising Human Resources Consultant
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103

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

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



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 Expired Exempt Appointments for the period of January 1 – June 30, 2018 under Charter Sections 10.104-16 through 10.104-18

The Department of Human Resources (DHR) reports on exempt appointments under Charter Sections 10.104.16 through 10.104.18 twice annually. This report includes data on exempt appointments that exceed the permissible appointment duration under Charter Sections 10.104-16 (Category 16), 10.104-17 (Category 17), and 10.104-18 (Category 18), for all City departments except the Municipal Transportation Agency, Trial Courts, Community College District, and the Unified School District for the period of January 1, 2018 – June 30, 2018.

Pursuant to the Charter, appointments made under these exempt categories are not to exceed the following durations (Attachment A):

- Category 16: The equivalent of half-time during any fiscal year (1,040 hours)
- Category 17: Two (2) years
- Category 18: Three (3) years.

As of September 6, 2018, **there were no appointments** under Categories 16 and 17 that exceed the Charter authorized durations. Of the 2,491 Category 18 appointments, zero (0) appointments exceed the Charter authorized duration of three (3) years for special projects and professional services.

All departments are expected to monitor and track its use of Category 16, 17, and 18 exempt appointments to ensure incumbents do not exceed Charter specified appointment durations. DHR provides appointment data from the People and Pay (formerly known as the eMerge PeopleSoft) system to departments to identify appointments exceeding Charter duration limitations.

Attachments

Attachment A: Charter Section 10.104 - Categories 16, 17 and 18

Attachment A

CHARTER SECTION 10.104, EXCLUSIONS FROM CIVIL SERVICE APPOINTMENT

All employees of the City and County shall be appointed through competitive examination unless exempted by this Charter. The following positions shall be exempt from competitive civil service selection, appointment and removal procedures, and the person serving in the position shall serve at the pleasure of the appointing authority:

16. Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures.
17. Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular Civil Service procedures.
18. Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular Civil Service Commission procedures.