



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent Via Electronic Mail

September 7, 2017

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REPORT ON SECONDARY CRITERIA FOR H-4 INSPECTOR AND H-32 CAPTAIN.

The above matter will be considered by the Civil Service Commission at a meeting to be held on **September 18, 2017 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.

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 calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All non-privileged materials being considered by the Civil Service Commission for this item are 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: Chief Joanne Hayes-White, Fire Department
- Tom O'Connor, Firefighters Local 798
- Norm Caba, Asian Firefighter's Association
- Kevin Smith, Black Firefighter's Association
- Anthony Dumont, EMS Officers' Association
- Firefighter-Paramedic Association
- Mariano Elias, Los Bomberos de San Francisco
- Bryan Rubenstein, SF Fire Chiefs Association
- United Fire Service Women
- Keith Baraka, SF ResQ
- Deputy Chief Mark Gonzales, Fire Department
- Deputy Chief Raemona Williams, Fire Department
- Micki Callahan, Department of Human Resources
- John Kraus, Department of Human Resources
- Dave Johnson, Department of Human Resources
- Jesusa Bushong, Fire Department
- Commission File
- Commissioners' Binder
- Chron

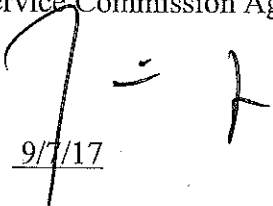
THIS DOCUMENT SUPPORTS
CALENDAR ITEM 12



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

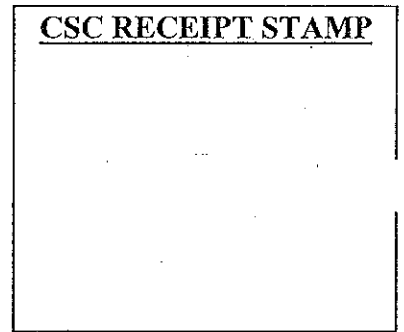
1. Civil Service Commission Register Numbers: N/A
2. For Civil Service Commission Meeting of: **September 18, 2017**
3. Check One:
 - Ratification Agenda
 - Consent Agenda
 - Regular Agenda
 - Human Resources Director's Report
4. Subject: **Secondary Criteria for H-4 Inspector and H-32 Captain**
5. Recommendation: **Adopt report.**
6. Report prepared by: **Dave Johnson** Telephone number: **415.557.4871**
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: 9/7/17
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.

Attachment

CSC-22 (11/97)



Civil Service Commission Distribution List

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MEMORANDUM

DATE: Sept. 7, 2017
TO: The Honorable Civil Service Commission
THROUGH: Micki Callahan
Human Resources Director
FROM: Dave Johnson
Public Safety Team Manager
SUBJECT: Secondary Criteria for H-4 Inspector and H-32 Captain

Background

Under Civil Service Commission (CSC) Rule 313.2.1, any secondary criteria that will be considered by the appointing officer during a promotional selection process for a uniformed rank of the San Francisco Fire Department must be approved by the CSC prior to issuing the job announcement for the respective rank.

The selection process begins following approval of the criteria, and includes posting the eligible list for inspection and subsequent adoption. Individuals from the eligible list are then certified to the appointing officer and considered for appointment in accordance with the provisions of CSC Rule 313. The appointing officer utilizes the approved secondary criteria during the final selection process.

Authority/Standards

Rule 313.2.1 states that: "... For further clarification, prior to the issuance of any job announcement, secondary criteria shall be presented to the Civil Service Commission for its approval in advance and will be discussed in open session with all parties interested."

Rule 313.3.4 states that: "... (5) Selection of an eligible within the grouping shall be made under the authority and direction of the appointing officer. (6) The appointing officer shall develop secondary criteria to guide the selection process. (7) Secondary criteria may include, but need not be limited to experience(s), training, and employment history. (8) Secondary criteria shall be job related. (9) Secondary criteria shall not be based on relationship, race, religion, gender, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition, or other non-merit factors or otherwise prohibited nepotism or favoritism."

Recommendation

Consistent with the CSC Rules, and in consultation with the San Francisco Fire Department, the Human Resources Director has developed secondary criteria to include in the next announcements for H-4 Inspector and H-32 Captain, and recommends that the CSC approve the following:

When making appointments, the Appointing Officer will consider the following secondary criteria: length and variety of Fire Department experience, training and education, completion of State Fire Marshal courses or equivalent, and disciplinary record.