



# 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: 0073-16-1
2. For Civil Service Commission Meeting of: March 7, 2016
3. Check One:                Ratification Agenda  
                                      Consent Agenda        X  
                                      Regular Agenda  
                                      Human Resources Director's Report
4. Subject: Report of Appointments Past Charter Authorized Durations
5. Recommendation: Adopt the report.
6. Report prepared by: Gilda Cassanego, Senior Personnel Analyst  
Telephone number: (415) 557-4859
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: [Signature]  
Date: 2/24/16
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 "CSC RECEIPT STAMP" box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)



## **Notification List**

Report of Appointments Past Charter Authorized Duration for Charter Sections 10.104-16, 10.104-17, and 10.104-18

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

Gilda Cassanego  
Client Services Consultant  
Department of Human Resources  
One South Van Ness Avenue, 4<sup>th</sup> floor  
San Francisco, California 94103

Edwin M. Lee  
Mayor



Micki Callahan  
Human Resources Director

**MEMORANDUM**

**DATE:** February 24, 2016  
**TO:** Honorable Civil Service Commission  
**THROUGH:** Micki Callahan, Human Resources Director *mc*  
**FROM:** Gilda Cassanego, Senior Human Resources Consultant  
**SUBJECT:** Appointments Exempt from Civil Service per Charter Section 10.104 in Categories 16, 17 and 18  
Appointments Past Charter Authorized Durations

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This report provides information on exempt appointments under Charter Sections 10.104-16, 10.104-17, and 10.104-18, which are past Charter authorized durations. It also summarizes the Department of Human Resources' (DHR) procedures to monitor appointments that are nearing their time limit.

Appointments 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 years
- Category 18: Three years.

There are no appointments under Categories 16, 17, and 18 exceeding the Charter authorized durations. This report is for all City departments excluding the Municipal Transportation Agency, Community College District, Trial Courts, and Unified School District.

In September 2015, DHR reported that 53 appointments had exceeded their three-year limit in Category 18. In comparison, this report has no appointments that have exceeded their limit for special projects and professional services.

DHR continues to assist departments in managing their appointments in these three categories. DHR's Client Services team reviews eMerge PeopleSoft reports to identify appointments nearing their limit twice annually. Client Services analysts notify departments of the upcoming appointment expiration dates and provide available options including to resolve appointments nearing their expiration dates. These options include separating employees, or transitioning employees to more appropriate appointments types such as Permanent Civil Service.

Attachment

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.