




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: March 6, 2017
3. Check One: Ratification Agenda
 Consent Agenda X
 Regular Agenda
 Human Resources Director's Report
4. Subject: Report of Appointments Past Charter Authorized Durations 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: 2/22/17
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 "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 Appointments Exempt from Civil Service under Charter Sections 10.104-16 through 10.104-18

Melanie Laman
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

Anne Marie Monroe
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

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



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

MEMORANDUM

DATE: February 23, 2017
TO: Honorable Civil Service Commission
THROUGH: Micki Callahan, Human Resources Director *MC*
FROM: Melanie Laman, Senior Human Resources Consultant
 Shawn Sherburne, Client Services Manager
SUBJECT: Report of Appointments Past Charter Authorized Durations under Charter Sections 10.104-16 through 10.104-18

This report provides information on exempt appointments under Charter Sections 10.104-16 (Category 16), 10.104-17 (Category 17), and 10.104-18 (Category 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.

As of December 31, 2016, there were no appointments under Categories 16 exceeding the Charter authorized durations. Of the 123 Category 17 appointments, 3 appointments exceed their two-year limit (Attachment B). Of the 2,366 Category 18 appointments, 10 appointments exceed their three-year limit for special projects and professional services (Attachment C).

This report includes information for all City departments except the Municipal Transportation Agency, Trial Courts, Community College District, and the Unified School District.

Departments are expected to monitor and track its use of Category 16, 17, and 18 appointments to ensure incumbents do not exceed Charter specified appointment durations. DHR also assists departments in managing their appointments in Category 17 and 18. DHR Client Services Consulting reviews eMerge PeopleSoft reports twice annually to identify appointments nearing their Charter limitations. DHR Client Services Consultants notify departments of the upcoming appointment expiration dates and provide available options for resolution (e.g., separating employees who have completed their special projects, transitioning employees to new appointments, etc.).

Definitions on Attachment B and C – Expired Category 17 and 18 Appointments:

- Appt Type: TEX is a temporary exempt appointment that usually has temporary funding, and is for a short duration. PEX is a permanent exempt appointment that can be funded through temporary or permanent funds, and is for a project related assignment.
- Department: Name of the City department.
- Job Code and Job Title: Class number and job title.
- Position Number: Position number in the eMerge PeopleSoft Request to Fill (RTF) system.

- Appointment Date: Effective date of the appointment.
- Appt Expiration Date: Expiration date of the appointment, which is the effective date plus Charter duration.

Attachments

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

Attachment B: Expired Category 17 Appointments Spreadsheet

Attachment C: Expired Category 18 Appointments Spreadsheet

Attachment A

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.

Attachment B

Attachment B - Expired Category 17 Appointments

ID	Empl Class	Last Name	First Name	Descr	Job Code	Position	Appointment Dt	Appt. expiration (appt. + 2 yrs.)
1	034056 TEX	Chan	Gloria	DPW/GSA	9251	1096635	10/22/2007	10/22/2009
2	104633 TEX	Segarra	Patricia	ASR	4214	1123440	8/4/2014	8/4/2016
3	156903 TEX	Perkins	Pauline	CWP/PUC	5601	1110216	9/1/2014	9/1/2016

Attachment C

Attachment C - Expired Category 18 Appointments

ID	Empl Class	Last Name	First Name	Department	Job Code	Position	Appt. Date	Appt. Expiration (Appt. + 3 yrs.)
1	TEX	Winter	Kelly	ADP	9774	1125272	9/14/2013	9/14/2016
2	PEX	Zook	Jason	DPH	5504	1122044	4/1/2013	4/1/2016
3	PEX	Huang	Zhi	DPW/GSA	5201	1123874	9/3/2013	9/3/2016
4	PEX	Moala	Holly	ECN	9772	1122336	4/28/2013	4/28/2016
5	PEX	Ng	May	ECN	9774	1123113	5/28/2013	5/28/2016
6	PEX	Ellison	Lillie	ECN	922	1122333	10/14/2013	10/14/2016
7	PEX	Rice	Lowell	ECN	9774	1116505	12/9/2013	12/9/2016
8	PEX	Phillips	Sarah	ECN	932	1120497	12/9/2013	12/9/2016
9	TEX	Carney	Heather	HHP/PUC	1022	1122242	7/22/2013	7/22/2016
10	TEX	Livia	Diane	WTR/PUC	5277	1124067	10/28/2013	10/28/2016