



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

Sent Via Electronic Mail

September 6, 2018

F. X. CROWLEY
PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION MEETING

ELIZABETH SALVESON
VICE PRESIDENT

SUBJECT: REPORT ON SECONDARY CRITERIA FOR H-6 INVESTIGATOR,
FIRE DEPARTMENT.

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

The above matter will be considered by the Civil Service Commission at a meeting to be held on September 17, 2018 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

SCOTT R. HELDFOND
COMMISSIONER

This item will appear on the Regular 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.

MICHAEL L. BROWN
EXECUTIVE OFFICER

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
Jared Cooper, 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
Anna Biasbas, Department of Human Resources
Dave Johnson, Department of Human Resources
Jesusa Bushong, Fire Department
Commission File
Commissioners' Binder
Chron

THE BOARD OF SUPERVISORS
CALENDAR PAGE 13

STAFF REPORT



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: N/A - -
2. For Civil Service Commission Meeting of: **September 17, 2018**
3. Check One:
 - Ratification Agenda
 - Consent Agenda
 - Regular Agenda
 - Human Resources Directors Report
4. Subject: Secondary Criteria for H-6 Investigator, Fire Department.
5. Recommendation: Approve proposed Secondary Criteria.
6. Report prepared by: Scott DeWolfe Telephone number: 415-551-8941
7. Notifications: **(Attach a list of 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: *Kate HC*

Date: *9/5/2018*

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

Notification List

San Francisco Firefighters Local 798
Tom O'Connor, President
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Asian Firefighters' Association
Norm Caba, President
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San Francisco, CA 94141

Black Firefighter' Association
Kevin Smith, President
4936 Third Street
San Francisco, CA 94124

EMS Officers' Association
Ehrhardt Groothoff, President
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Kenwood, CA 95452

Firefighter-Paramedic Association
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Los Bomberos de San Francisco
Mariano Elias, President
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San Francisco Fire Chiefs Association
Kevin Burke, President
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Notification List (Amended)

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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

MEMORANDUM

DATE: September 5, 2018
TO: The Honorable Civil Service Commission
THROUGH: Micki Callahan, Human Resources Director *MC*
FROM: Dave Johnson, Public Safety Team Manager
SUBJECT: Secondary Criteria for Fire Department H-6 Investigator

Background

In accordance with the provisions of CSC Rule 313, the names of eligible candidates on a Fire Department promotional list for a uniformed rank are certified to the appointing officer and considered for appointment. The appointing officer then considers secondary criteria to guide the selection process. Under CSC Rule 313.2.1, these secondary criteria are to be submitted to the Civil Service Commission for approval before the issuance of the job announcement for the respective rank.

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 Civil Service Commission's Rules, and in consultation with the Fire Department, the Human Resources Director recommends that the Commission approve the following secondary criteria for the next for H-6 Investigator announcement.

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.