



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 18, 2017
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda **X**
 Human Resources Directors Report
4. Subject: Status Report on Classified Exempt Workforce
5. Recommendation: Accept report.
6. Report prepared by: Clara Starr, Associate Vice Chancellor Human Resources

Telephone number: (415) 241-2249
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: *Clara J. Starr*
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

<u>CSC RECEIPT STAMP</u>
THIS DOCUMENT SUPPORTS CALENDAR ITEM <u>14</u>

Notifications

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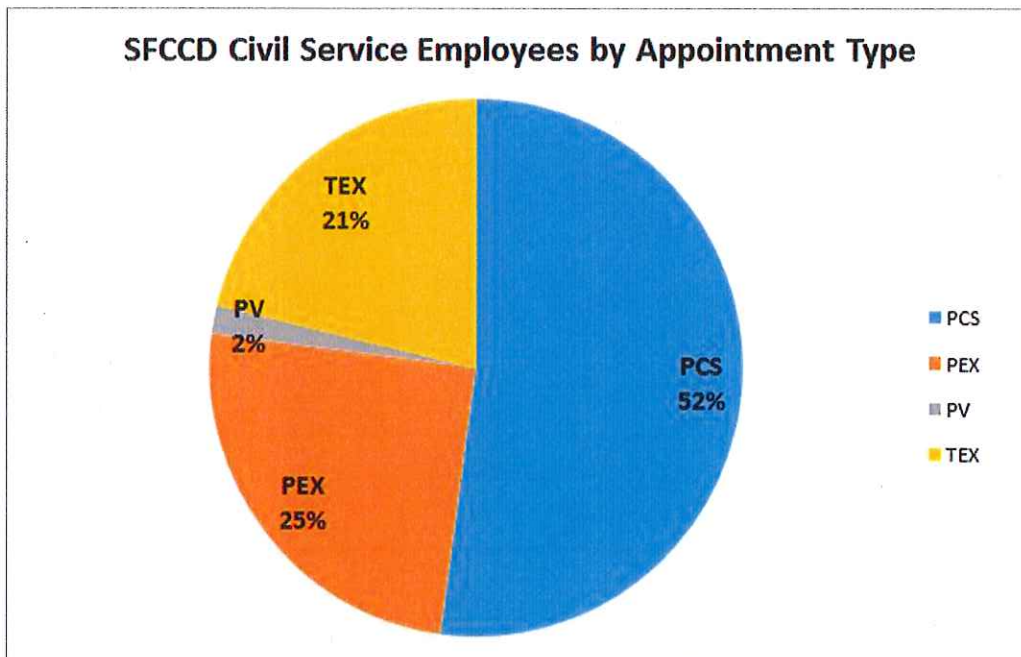
HUMAN RESOURCES DEPARTMENT

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DATE: September 7, 2017
TO: Honorable Civil Service Commission
FROM: Clara Starr, Associate Vice Chancellor
SUBJECT: Report on Classified Exempt Workforce

First, we are proud to state that the San Francisco Community College District (SFCCD)/City College secured accreditation from the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools & Colleges in January 2017. Second, because of our accreditation status, we are also proud to offer free education to qualifying San Francisco residents.

City College employs approximately 2,223 employees, including approximately 48 Administrators, 1,436 Faculty, and 739 Civil Service Employees. The pie chart below gives a percentage breakdown of Category 16 (TEX), Category 18 (PEX), provisional (TPV) and Permanent Civil Service (PCS) counts by appointment type.



Like the San Francisco Unified School District, SFCCD participates in the merit system of the City and County of San Francisco as defined by California Education Code 88137. SFCCD is the only community college district in the state of California operating as a state entity while also governed by the merit system charter of a city and county. As a participating member of the City and County of San Francisco's merit system, the District's Human Resources Department works closely with the City's Department of Human Resources to ensure that the District practices governing the employment of classified employees adhere to the current processes and requirements established by the City and County of San Francisco.

The SFCCD recruits an average of 200-300 employees annually. Approximately 55-65 of the new hires are Classified Civil Service employees. Annual Civil Service hiring is primarily based on the District's program review process, which provides the College with specific information about the programmatic and departmental *needs*. In evaluating effectiveness, departments include an evaluation of their human resources needs to assure that qualifications for requested positions are closely matched to specific programmatic needs and to the College's Education Master Plan and other planning efforts. In assessing the adequacy of staffing, the College considers the following factors: (1) support needed to provide specific function, service, or course and the quality of that service; (2) the health and safety of students, faculty, staff, and District assets; (3) staffing required by law and/or to provide critical support of tasks required of regulatory bodies; (4) support needed to perform critical technology services; and (5) support needed to maintain facilities and physical operations.

Classified Civil Service Exempt Workforce Overview

Currently 354, or 48% of SFCCD's Classified Civil Service Workforce is TEX, PEX or TPV. Listed below are classes most commonly hired in these appointment types:

Classes most commonly hired TEX: 157 employees 21% of the workforce			
Class	Title	# of Emp	Percent
3598	School Aide III	74	47%
4320	Cashier I	11	7%
3248	TIA Pianist	8	5%

Classes most commonly hired PEX: 184 employees 25% of the workforce			
Class	Title	# of Emp	Percent
3598	School Aide III	46	25%
1488	TIA-Evaluation Tech	24	13%
1844	Sr Management Asst	8	4%

Classes most commonly hired PV: 13 employees 2% of the workforce			
Class	Title	# of Emp	Percent
8204	Inst Police Officer	5	38%

District-Only classifications include:

District-Only Classes: 213				
29% of the Workforce				
Class	Title	# of Emp	PEX	TEX
1487	Financial Aids Asst	9	7	2
1488	TIA-Evaluation Tech	25	24	1
1490	Student Services Specia	7	6	1
1745	TIA-Comp Srvcs	1	0	1
1768	TIA-Photo/Cinema	1	1	0
1772	Alternate Media Specialst	1	1	0
1927	TIA-Physical Educat	2	2	0
2439	TIA-Storeroom Mgr	4	4	0
2447	TIA-Chemistry	3	3	0
2502	Athletic Trainer	2	1	1
3248	TIA Pianist	8	0	8
3536	TIA-Performing Arts	2	1	1
3537	TIA-Media Srvcs Mgr	1	1	0
3597	School Aide II	6	4	2
3598	School Aide III	120	46	74
3599	TIA-Guidance Aide	6	2	4
5384	TIA-Electronic Tech	1	1	0
7396	TIA-Broadcast Eq Tec	2	2	0
7397	TIA-Sr Brdcst Eqp Tc	1	1	0
8272	TIA-Campus Control	11	5	6
Total:		213	112	101

Temporary/Exempt Appointment Use

The District's accreditation standing and reputation in Fiscal years 2013 through 2016 caused a significant increase in temporary and exempt positions for a funding and merit system purposes. In anticipating the impact, and now eight months following accreditation, the District continues to collaborate with the City's Department of Human Resources to work on managing and reducing the number of exempt positions by employing strategies to ensure a decrease in exempt hires as outlined below:

Strategies

- Created a Dedicated Exams Unit

Prior to 2015, the College experienced many challenging years of attempting to get traction on conducting exams. In 2013, the accreditation challenge instantly created the need for exempt recruitments, which directly affected the need to address exams with expectations to secure a successful accreditation. As a result, in May of 2015 a 1244 Senior Personnel Analyst was hired to provide dedicated exam services to District employees. The College worked closely with the Department of Human Resources exams unit and followed best practices to arrange training in line with Civil Service Rules and the City's exam process.

- Annual Notification to Exempt & Provisional Staff

In 2015, the College committed to sending an annual informational email regarding provisional or exempt appointments. The purpose of the email is to remind employees in these appointment types of their status and rights in their current position. The exempt and provisional notices are included in the email and the employee is instructed to read, complete and return the notice. The email encourages all provisional and exempt employees appointed to civil service classifications to participate in the exam process for their classification to attain placement on the eligibility list. Finally, it advises employees how to receive notices, exam announcements, and job opportunities for their classification and includes a link and instructions to the City's applicant tracking system, Jobaps.

- Participating in FlexSelect Project to hire PCS

The District secured its first hire using the City's FlexSelect process August 2017 in class 1044 Engineer Principal. We found the program to be user friendly and efficient with the overall process taking approximately two weeks for interested candidates to apply, test, and if successful, to get on an eligible list. It is in our best interest to use the FlexSelect Project particularly because it allows us the flexibility to seek out and attract candidates that meet the Districts specific IT needs.

- Borrowing PCS Eligible Lists from Other City Departments

The District has incorporated a step whereas prior to submitting a Request to Fill (Request to Fill), a canvas of City eligible lists is completed to determine if there are current eligible lists (citywide or position-based) that can be requested before requesting exempt positions. However, in the IT series we do encounter compatibility challenges because of specialized programs used by the District

- Employed Strategy for 1400 Series (primarily classes 1424 and 1426)

Following the City's 2009 layoffs, which significantly impacted the 1400 series, the District began to look closely at classes 1424 and 1426 and decided to follow the City's direction with phasing out the use of these classifications. As such, the District decided that these classifications would gradually be phased out through attrition, and to date, as these classifications are vacated they are replaced with classifications 1404 or 1406. As addressed in the strategy of successful equity adjustment negotiations, the salaries for these classifications were included

- Partnering with the City and County of San Francisco Department of Human Resources

The District has been well served by the City and County's Department of Human Resources for many years. However, in recent years, the City has gone beyond in improving partnerships to ensure that our institution would stay open and accredited. In fact, this effort under Mayor Lee's approval in part attributed to the District's increase in exempt hiring. However, at the time, this decision was made in the best interest of the City and the District.

- Increasing District Knowledge of the Civil Service System

As mentioned in the opening paragraphs of this report, SFCCD is the only community college district in the state of California operating as a state entity while also governed by the merit system charter of a city and county. With this unique structure comes the challenge of educating District leaders and staff regarding civil service staffing and processes. In this regard, the District

recently inquired about having a representative from the Civil Service Commission attend senior management meetings to educate the District's administrators on the merit system.

Things To Do List:

Participate in monthly COPAR meetings with the Executive Officers of the Civil Service Commission. To increase our knowledge and understanding of Civil Service operations, and keep us on the forefront of updates, changes and activities within the system. To build relationships with the Civil Service Commission Executive Officers.

Attend the Department of Human Resources (DHR's) monthly meetings regularly. To stay abreast of DHR operational matters and information while building relationships with Departmental Personnel Officers, senior staff, and key contributors from various city departments.

Increase participation in local job fairs. To educate our community about City College, and to encourage our community to consider us for employment and educational opportunities.

Build stronger relationships with San Francisco Unified School District (SFUSD) Human Resources Department. To continue our growth as a city department with our closest city counterpart in serving our students and the City & County of San Francisco.

Summary & Recommendation

Over the past two years, the District has made progress in equipping, educating and supporting our workforce with the tools to take advantage of opportunities for attaining Permanent Civil Service status. Going forward, the Human Resources Department is committed to improved and regular communications to our Chancellor, Board of Trustees, and labor partners to ensure that District employees continue to be aware of opportunities to grow within the merit system. We respectfully request that the Civil Service Commission accept this report.