

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

August 7, 2014

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: THE DEPARTMENT OF HUMAN RESOURCES' ANNUAL REPORT ON CERTIFICATION OF ELIGIBLES – ENTRY AND PROMOTION – UNIFORMED RANKS OF FIRE, POLICE, AND SHERIFF DEPARTMENTS.

The above matter will be considered by the Civil Service Commission at a meeting to be held on August 18, 2014 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Human Resources Director's Report. Please refer to the attached Notice for procedural and other information about Commission hearings. The meeting agenda and all meeting materials will be posted on the Civil Service Commission's website at www.sfgov.org/Civil_Service under "Meetings" no later than end of day on Wednesday, August 13, 2014. If you would like a copy of the Department of Human Resources' staff report on the above-captioned matter emailed to you in advance of August 13th, please contact the Civil Service Commission's Office at CivilService@sfgov.org or (415) 252-3247.

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 non-privileged materials being considered by the Civil Service Commission for this item will be 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

Jennifer Johnston
JENNIFER JOHNSTON *F&Z*
Executive Officer

Attachment

Cc: Susan Gard, Department of Human Resources
Donna Kotake, Department of Human Resources
John Kraus, Department of Human Resources
Dave Johnson, Department of Human Resources
Fire Chief Joanne Hayes-White, San Francisco Fire Department
Sheriff Ross Mirkarimi, Sheriff's Department
Police Chief Greg Suhr, San Francisco Police Department


THIS DOCUMENT SUPPORTS
CALENDAR ITEM 5



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: August 18, 2014
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Director's Report
4. Subject: Annual Report on Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Fire, Police and Sheriff Departments
5. Recommendation: Accept the report.
6. Report prepared by: John Kraus Telephone number: 415 557-4884
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: 7/30/14
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 RECEIPT STAMP

Notification List

Annual Report on Certification of Eligibles – Entry and Promotion Uniformed Ranks of Fire, Police and Sheriff Departments

Fire Chief Joanne Hayes-White
San Francisco Fire Department
698 Second Street, Second Floor
San Francisco, CA 94107

Police Chief Greg Suhr
San Francisco Police Department
850 Bryant Street, #525
San Francisco, CA 94103

Sheriff Ross Mirkarimi
Sheriff's Department
City Hall, Room 456
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

John Kraus
Recruitment & Assessment Services
Department of Human Resources
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Dave Johnson
Recruitment & Assessment Services
Department of Human Resources
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Susan Gard
Chief of Policy
Department of Human Resources
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Donna Kotake
Workforce Development Director
Department of Human Resources
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director



DATE: July 23, 2014
TO: The Honorable Civil Service Commission
THROUGH: Micki Callahan, Human Resources Director
FROM: John Kraus, Assistant Deputy Director
SUBJECT: Annual Report on the Certification of Eligibles - Entry and Promotion - Uniformed Ranks of Fire, Police and Sheriff Departments


Background

On an annual basis, the Department of Human Resources [DHR] reports to the Civil Service Commission [CSC] to summarize examination and hiring activities for the San Francisco Fire, Police, and Sheriff Departments. This report covers the fiscal year July 1, 2013 through June 30, 2014. As indicated in the last report, selection processes may be referenced in more than one annual report because Public Safety test development and administration dates may span two reporting cycles.

FY 13-14 Public Safety Appointments

New hires and promotions in the three Departments during the past fiscal year were as follows:

	Job Title	Class	#
	Firefighter	H 2	99
	Firefighter Paramedic	H 3	10
	Inspector, Prevention	H 4	4
	Lieutenant, Suppression	H 20	14
	Lieutenant, Prevention	H 22	8
	Captain, Suppression	H 30	5
	Captain, Prevention	H 32	7
	Captain, EMS	H 33	2
	Battalion Chief	H 40	3
		Police Officer	Q2
Sergeant		Q50	55
Lieutenant		Q60	10
Captain		Q80	5
	Deputy Sheriff 1	8302	30
	Deputy Sheriff	8504	9
	Senior Deputy Sheriff	8306	3

	Sheriff's Sergeant	8308	3
	Sheriff's Lieutenant	8310	2
	Sheriff's Captain	8312	1

FY 2013-2014 Examination Activities

San Francisco Fire Department (SFFD)

H-2 Firefighter – In May 2014, DHR issued a “Continuous Testing” announcement for H-2 Firefighter. The centerpiece of this new process is the administration of the FireTEAM test developed and validated by the National Testing Network [NTN]. Since NTN charges applicants a fee to take this test and CSC Rule 311.5.2.1 states that applicants will not be charged for examinations, DHR sought and received from the CSC an exception to that rule, on a pilot basis for a period not to exceed eighteen (18) months.

This program, so far, appears to have produced a significantly higher applicant “show rate” for the test. When the last firefighter selection process was conducted in 2009, approximately 6,700 of the 11,000 applicants scheduled for the test [about 61%] followed through and participated in the test. Had it been known beforehand who actually would show up to take the 2009 test, the test scheduling process would have accommodated all of the candidates within a six week period, not the nine week period that was actually used. The new assessment process is more efficient, as the current show rate exceeds 95%.

A passing score on the NTN test, along with possession of a valid California Emergency Medical Technician [EMT] Certificate, will place an applicant on the eligible list. The principle advantage of this selection process from a recruiting perspective is that applicants may apply at any time and, at their convenience, schedule themselves for the written test and obtain their EMT Certificates. The previous selection process had limited application filing and test administration dates and the test results were fixed to produce a list that lasted four years. Now, DHR will regularly add new eligibles to the list. The continuous testing feature also enables DHR to actively track the demographics of the applicant pool, so that recruitment efforts can be adjusted as appropriate to meet the needs of the City and the Department.

As of July 17, 2014, 1,315 candidates have taken the written test and submitted documentation of a valid EMT Certificate. DHR is currently analyzing test scores to establish the minimum passing standards for the various test components that comprise the FireTEAM exam.

H-4 Inspector – 95 out of 102 applicants for this selection process were deemed qualified. By the time the test was administered, 23 candidates had withdrawn from the process, and of the 72 invited to participate, 38 candidates showed up for the first test component. One of those 38 candidates failed to show for the second test component, leaving a total of 37 candidates that participated in both test components that were administered in January 2014.



In February 2014, 15 fire officers from jurisdictions across the nation were convened to rate the candidate responses to the H-4 test components. Six officers worked in two teams of three to rate the responses to the “Role Play” exercise. Candidate responses to the “Inspection” exercise were evaluated by nine officers working in one team of three [assigned to the most complex aspect of the exercise] and three teams of two.

Inspection of the scoring key, in accordance with CSC Rule 311.10.1, was conducted in February, 2014. All 37 candidates who completed the test were invited to participate, but only 16 elected to do so. None of the issues raised by candidates following inspection resulted in a change to the scoring key. All but one candidate passed the entire selection process. The eligible list was adopted on April 2, 2014.

H-33 EMS Captain – A job analysis for this classification was conducted in May 2014. We expect to issue the job announcement in August 2014.

H-110 Marine Engineer – A job analysis for this classification was conducted in May 2014. The job announcement, which was issued on April 7, 2014, resulted in 29 applicants, 19 of whom were found to have met the minimum requirements. All but one of the 19 candidates show up to take the test, administered June 26 and 27, 2014. The exam consisted of a knowledge test involving ship-board equipment, and a performance test measuring welding ability. One candidate already worked part-time on the fireboat. Therefore, to minimize any perceived or real advantage that the “in-house” applicant would have, all candidates were provided the opportunity to “tour” the fireboat prior to test administration. All but two of the 18 candidates passed the test. The list will be adopted pending the resolution of a protest concerning the fact that a particular candidate was determined eligible.

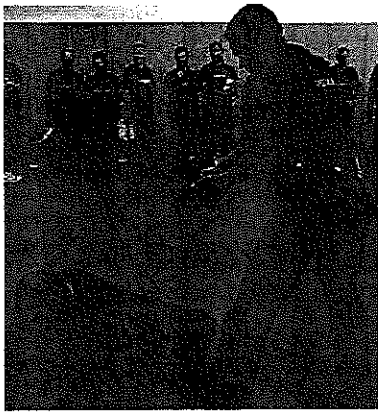
San Francisco Police Department (SFPD)

Q-2 Police Officer – In November 2013, DHR issued a “Continuous Testing” announcement for Q-2 Police Officer. As with the H-2 test program, the centerpiece of this selection process is the use of the Frontline National test developed and administered by the National Testing Network. A revision to CSC Rule 211.3 was made to implement an 18-month pilot exception to charging an examination fee.

DHR worked with a consulting firm, Human Performance Systems, to validate and introduce a new physical ability test [PAT] for Q-2. This PAT is supported by a criterion validation study which demonstrated that performance on the PAT is positively related to the physical fitness ratings of Police Academy recruits and their performance on the Commission on Peace Officer Standards and Training Work Sample Test Battery [the physical standard for passing the Academy]. The criterion data was based on 150 recruits who participated in three Academy classes. The validity study shows that the PAT will reliably predict success on the physical aspects of the Academy, as well as on the Work Sample Test Battery.

Both the PAT and the oral exam were moved to the “pre-list” stage of the recruitment and selection process. In the past, these components were administered after the eligible list was adopted. Therefore, whereas previous eligible lists only reflected the cognitive ability of the candidates, this new list also takes into account candidates’ physical and oral communication abilities.

As of July 17, 2014, more than 1,200 candidates had advanced successfully through the written, physical, and oral test components and were added to the eligible list. Again, similar to H-2,



applications for this selection process may be submitted at any time, and qualified applicants may then schedule for the written test at their convenience.

Q-60 Lieutenant - The job analysis for this classification was completed in November of 2013 to reflect current job duties, etc. Test development is scheduled for Fiscal Year 14-15, to coincide with the expiration of the current eligible list that was extended to four years.

Q-80 Captain - Components of the Q-80 Captain test were developed in August 2013. The selection process will be administered in FY 2014-2015 to coincide with the expiration of the current eligible list.

San Francisco Sheriff's Department (SFSD)

8300 Sheriff's Cadet – Following an extensive job analysis, the 8300 job announcement was posted and applications were accepted in May 2014. 566 of 580 applicants were deemed qualified, and have been scheduled for the written test which will be administered across three sessions in July 2014.



8306 Senior Deputy – The 8306 job announcement was posted and applications were accepted in June 2013. 146 of 147 applicants were deemed qualified, and invited to participate in the written test administered in November 2013. All 98 candidates who participated in the written test were subsequently invited to the oral exam, and 84 of those participated. The names of the 80 candidates who met the minimum standard of effectiveness across both test components were placed on the eligible list, which was adopted on March 6, 2014.

Testing Center

On April 1, 2014 DHR moved to the first floor at 1740 Cesar Chavez. This space offers greater seating capacity and a floor layout conducive to multiple and simultaneous activity use than the prior test location on the second floor. For example, at the new location DHR recently conducted simultaneously a written test for several hundred candidates for Elections Clerk, a supervisory test battery on computers for 40 candidates, and a test development meeting for 5215 Fire Protection Engineer.

The move to this new location was a major undertaking that included many meetings over several months with the builder, the landlord, the Office of Real Estate, the Mayor's Office on Disability, the Department of Technology, etc. DHR adjusted its test schedule three times as "move-in" dates were postponed several times. However, when the move-in date was finally confirmed on Friday, March 1, DHR staff quickly reacted to have the facility ready for use by Tuesday, April 1.

The Grand Opening of the City and County of San Francisco Testing Center was held June 4. At that event, the Main Testing Room was dedicated to the memory of Civil Service Commissioner Donald

Casper, and the reception area was dedicated to the memory of Civil Service Commission Executive Officer Anita Sanchez.

Plans for Fiscal Year 2014-2015

Examination Plan

In the coming year, DHR plans to administer public safety examinations for the following classifications: H-3 EMT, H-6 Fire Investigator, H-33 EMS Captain, H-50 Assistant Chief, Q-80 Captain, 8308 Sergeant, and 8310 Lieutenant. It also plans to conduct test development activities for Q-60 Lieutenant.

Recommendation

The DHR Public Safety Team appreciates the opportunity to present this report and respectfully recommends that it be adopted as submitted.

