




# 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: July 21, 2014
3. Check One:           Ratification Agenda  
                          Consent Agenda  
                          Regular Agenda  
                          Human Resources Director's Report X
4. Subject: Report of Provisional Appointments
5. Recommendation: Adopt 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: 7/10/14
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**

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## **Notification List**

### Report on Positin-Based Testing Program

John Kraus

Assistant Deputy Director

Recruitment and Assessment Services

Department of Human Resources

One South Van Ness Avenue, 4<sup>th</sup> Floor

San Francisco, CA 94103

Donna Kotake

Workforce Development Director

Department of Human Resources

One South Van Ness Avenue, 4<sup>th</sup> Floor

San Francisco, CA 94103



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

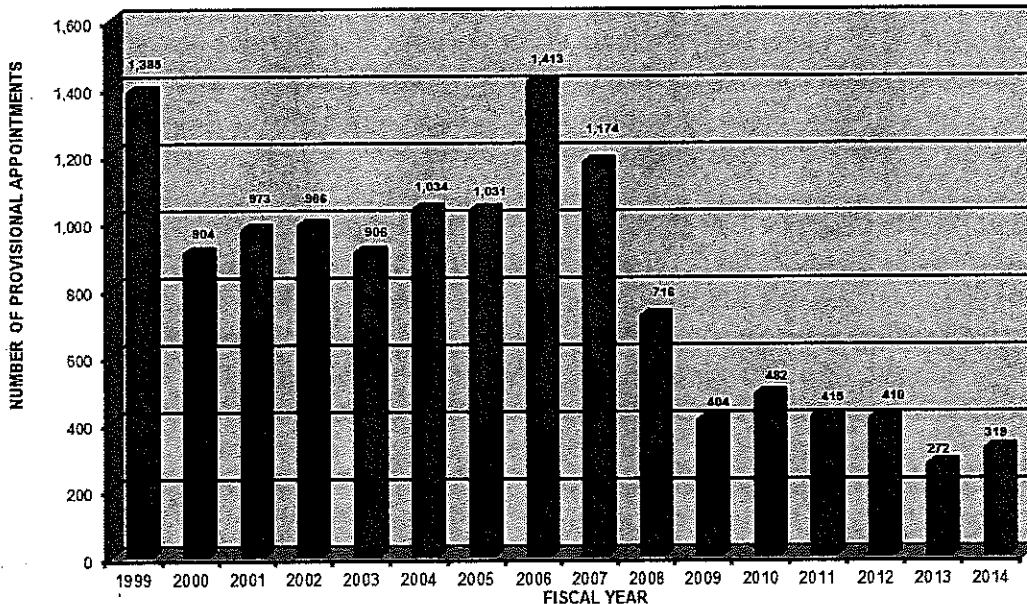
**Date:** July 10, 2014  
**To:** Honorable Civil Service Commission  
**Through:** Micki Callahan  
Human Resources Director  
**From:** John Kraus  
Assistant Deputy Director, Recruitment & Assessment Services  
**Subject:** Report of Provisional Appointments

This report, requested by the Civil Service Commission (CSC), provides an update on the status of provisional appointments in the City and County of San Francisco as of June 30, 2014.

The Department of Human Resources (DHR) is pleased to report that, as of 6/30/14, the City's provisional employee count was 319. This count is very close to what was last reported six months ago (290) and it reflects the City's continued success at reducing provisional employees.

A graphic depiction comparing provisional counts over time is shown below. The current count of 319 represents 1.08%<sup>1</sup> of the City's total work force.

CITYWIDE PROVISIONAL APPOINTMENTS  
1999-2014



<sup>1</sup> 1.08% represents the provisional workforce for MTA and all other City entities except the Unified School District (USD) and Community College (CCD). If we exclude MTA as well the CCS and the USD in our calculations, this percentage rises slightly to 1.31%.

The 319 provisional count corresponds to 55 different job codes. This is one additional class code than what was last reported to the CSC for the period ending December 31, 2013.

We do find that some titles continue to show relatively high provisional counts. [See Attachment A, which presents the number of provisional employees by classification.] The classes with the most provisional employees are: Medical Evaluations Assistant (57), Home Health Aide (37), Health Program Coordinator III (19), Porter (31), Psychiatric Social Worker (15) and Clerk (12). These six classes alone account for 54% (171) of all of the City's provisional employees. The remaining 49 classes have 9 or fewer provisional employees per class; 40 of those (i.e., 73% of the 55 total classes) have only 1 to 5 provisional employees.

It should be noted that, of the total 319 positions with provisional employees, 37 will be addressed shortly either because referrals are in already progress or because a list has recently been adopted (i.e., 2 for Junior Clerk, 12 for Clerk, 1 for Senior Transcriber Typist, 7 for Legal Secretary I, 1 for Assistant Materials Coordinator, 2 for Eligibility Worker, 1 for Transit Planner IV, 1 for Chief Stationary Engineer, 8 for Legal Assistant and 2 for Museum Security Supervisor). Further, examinations are already underway for another 16 classifications. These classifications (i.e., 1 for Elections Clerk, 2 for Executive Secretary II, 2 for Assistant Purchaser, 57 for Medical Evaluations Assistant, 2 for Senior Microbiologist, 2 for Diagnostic Imaging Technician II, 2 for Dietician, 15 for Psychiatric Social Worker, 1 for Marriage, Family and Child Counselor, 1 for Senior Psychiatric Social Worker, 7 for Senior Marriage Family Therapist, 5 for Senior Environmental Health Inspector, 4 for Stationary Engineer, 6 for Institutional Utility Worker and 4 for Security Guard) represent 35% (112) of all the City's provisional employees.

Additionally, 20 of the 55 classifications (i.e., 7 for Unit Clerk, 2 for Health Care Billing Clerk II, 1 for Medical Records Clerk, 2 for Medical Records Technician, 9 for Nursing Supervisor, 8 for Clinical Psychologist, 37 for Home Health Aide, 3 for Health Program Coordinator I, 9 for Health Program Coordinator II, 19 for Health Program Coordinator III, 31 for Porter 2 for Porter Assistant Supervisor, 1 for Assistant Health Educator, 6 for Health Educator, 4 for Hospital Eligibility Worker, 2 for Arborist Technician, 1 for Arborist Technician Supervisor, 1 for Senior Stationary Engineer, and 1 for Sheet Metal Worker) are targeted for announcement issuance within fiscal year 2014/2015 (no later than June 2015). This group of 20 classes represents another 47% (151) of the City's provisional employees.

It is also important to note that 260 (82%) of the 319 provisional employees are employed at the Department of Public Health (DPH). However, DPH is addressing the issue and is about to hire a new Merit Systems Division Manager. Further 4 additional analysts have been added to this team. Also, of the 260 provisionals at DPH, 102 are in classes where there is an exam/eligible list already in progress (as indicated above). As for the remaining 158, DPH is now being assisted by DHR's Recruitment and Assessment Services Team (RAS) to process these exams. Specifically, DPH has asked RAS to develop standardized exams for 4 classifications that account for a total of 68 provisional employees (i.e., 37 for Home Health Aide, 3 for Health Program Coordinator I, 9 for Health Program Coordinator II and 19 for Health Coordinator III). We anticipate that these exam projects will be completed by the end of calendar year 2014 and it is expected that they will reduce DPH's provisional count by 26% (i.e., 68 fewer provisional employees) by the end of fiscal year 2014/2015.

There are 44 provisional employees in miscellaneous classes who have been serving beyond their three-year term limit. As indicated in Attachment B, examinations are in progress for 9 of these positions while referrals are in progress, or will shortly be issued, for 4 of these positions.

Finally, please note that DHR has updated its website to include the "Citywide Classification-Based Examination Plan for FY 2014/2015". This document will allow agencies and departments to see which examination projects are targeted for the upcoming fiscal year. As a planning tool, it will hopefully reduce their need to make provisional appointments.

Recommendation: Adopt the report.

**ATTACHMENT A**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**SUMMARY OF PROVISIONAL APPOINTMENTS**  
**(as of June 30, 2014)**

**ATTACHMENT A**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**SUMMARY OF PROVISIONAL APPOINTMENTS**  
(as of June 30, 2014)

JOB CODE	JOB TITLE	PROVISIONAL COUNT
0922	MANAGER I	3
1402	JUNIOR CLERK	2
1403	ELECTIONS CLERK	1
1404	CLERK	12
1428	UNIT CLERK	7
1432	SENIOR TRANSCRIBER TYPIST	1
1452	EXECUTIVE SECRETARY II	2
1458	LEGAL SECRETARY I	7
1636	HEALTH CARE BILLING CLERK II	2
1942	ASSISTANT MATERIALS COORDINATOR	1
1950	ASSISTANT PURCHASER	2
2110	MEDICAL RECORDS CLERK	1
2112	MEDICAL RECORDS TECHNICIAN	2
2202	DENTAL AIDE	1
2324	NURSING SUPERVISOR - [MULTIPLE SPECIALTIES]	9
2424	X-RAY LABORATORY AIDE	4
2430	MEDICAL EVALUATION ASSISTANT	57
2464	SENIOR MICROBIOLOGIST	2
2468	DIAGNOSTIC IMAGING TECHNICIAN II	2
2574	CLINICAL PSYCHOLOGIST	8
2583	HOME HEALTH AIDE	37
2589	HEALTH PROGRAM COORDINATOR I	3
2591	HEALTH PROGRAM COORDINATOR II	9
2593	HEALTH PROGRAM COORDINATOR III	19
2604	FOOD SERVICE WORKER	5
2606	SENIOR FOOD SERVICE WORKER	1
2624	DIETICIAN	2
2650	ASSISTANT COOK	1
2736	PORTER	31
2738	PORTER ASSISTANT SUPERVISOR	2
2802	EPIDEMIOLOGIST I	4
2803	EPIDEMIOLOGIST II	2
2819	ASSISTANT HEALTH EDUCATOR	1
2822	HEALTH EDUCATOR	6
2903	ELIGIBILITY WORKER	2
2908	HOSPITAL ELIGIBILITY WORKER	4
2920	MEDICAL SOCIAL WORKER	1
2930	PSYCHIATRIC SOCIAL WORKER	15
2931	MARRIAGE, FAMILY AND CHILD COUNSELOR	1
2932	SENIOR PSYCHIATRIC SOCIAL WORKER	7
2935	SENIOR MARRIAGE FAMILY THERAPIST	1
3434	ARBORIST TECHNICIAN	2
3436	ARBORIST TECHNICIAN SUPERVISOR	1
5290	TRANSIT PLANNER IV	1
6122	SENIOR ENVIRONMENTAL HEALTH INSPECTOR	5
6124	PRINCIPAL ENVIRONMENTAL HEALTH INSPECTOR	1
6138	INDUSTRIAL HYGIENIST	2
7205	CHIEF STATIONARY ENGINEER	1
7334	STATIONARY ENGINEER	4
7335	SENIOR STATIONARY ENGINEER	1
7376	SHEET METAL WORKER	1
7524	INSTITUTION UTILITY WORKER	6
8173	LEGAL ASSISTANT	8
8202	SECURITY GUARD	4
8228	MUSEUM SECURITY SUPERVISOR	2

TOTAL NUMBER OF PROVISIONALS:

319

**ATTACHMENT B**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**LISTING OF ALL PROVISIONAL APPOINTMENTS OVER 3 YEARS**  
**(INCLUDES NOTES ON EXAMINATION STATUS OF EACH**  
**INCUMBENT/CLASSIFICATION)**  
**(as of June 30, 2014)**



**ATTACHMENT B**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**LISTING OF ALL PROVISIONAL APPOINTMENTS OVER 3 YEARS**  
**(INCLUDES NOTES ON EXAMINATION STATUS OF EACH INCUMBENT/CLASSIFICATION)**  
**(as of June 30, 2014)**

JOB CODE	NAME	DEPARTMENT	DEPT CODE	APPOINTMENT DATE	COMMENTS / STATUS OF EXAMINATION PROCESS
0922	Lisa A Pagan	ECONOMIC AND WORKFORCE DEVELOPMENT	ECN	5/9/2005	PBT exam process to be conducted by Mayor's Office
0922	Amy B Cohen	ECONOMIC AND WORKFORCE DEVELOPMENT	ECN	6/12/2006	PBT exam process to be conducted by Mayor's Office
0922	Marc A Majors	ECONOMIC AND WORKFORCE DEVELOPMENT	ECN	10/10/2006	PBT exam process to be conducted by Mayor's Office
1403	Demetri Chames	ELECTIONS	REG	1/17/2004	PBT exam in progress by DHR – Test scheduled for 7/17/14. Eligible list adoption targeted for August 2014.
2324	Mary J Hansell	PUBLIC HEALTH	DPH	2/16/2011	DPH targeting next CBT exam announcement issuance - (multiple specialty) for 1st quarter (July - September 2014) of the fiscal year.
2324	Judith Sansone	PUBLIC HEALTH	DPH	6/13/2011	DPH targeting next CBT exam announcement issuance - (multiple specialty) for 1st quarter (July - September 2014) of the fiscal year.
2324	Madonna P Valencia	PUBLIC HEALTH	DPH	6/25/2011	DPH targeting next CBT exam announcement issuance - (multiple specialty) for 1st quarter (July - September 2014) of the fiscal year.
2430	Lidia C Ruiz	PUBLIC HEALTH	DPH	10/4/2010	CBT exam in progress by DPH. - Announcement issued from 1/24 - 2/7/14 and test administered in May 2014.
2430	Mayra X Orellana	PUBLIC HEALTH	DPH	2/21/2011	CBT exam in progress by DPH. - Announcement issued from 1/24 - 2/7/14 and test administered in May 2014.
2430	Alicia L Avellan	PUBLIC HEALTH	DPH	3/21/2011	CBT exam in progress by DPH. - Announcement issued from 1/24 - 2/7/14 and test administered in May 2014.
2430	Ana T Hernandez	PUBLIC HEALTH	DPH	4/18/2011	CBT exam in progress by DPH. - Announcement issued from 1/24 - 2/7/14 and test administered in May 2014.
2464	John Lei	PUBLIC HEALTH	DPH	9/6/2010	PBT exam in progress by DPH – Announcement issued from 6/6 - 6/20/14.
2583	Zhaoping Zeng	PUBLIC HEALTH	DPH	8/9/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Karen E Anderson	PUBLIC HEALTH	DPH	9/18/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Violeta C Rutledge	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Eleanor B Macias	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Azucena C Rivera	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Shirley K Anderson	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Sally Ann D Arriola	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Jackie J Foster	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Marlyn B Hashimoto	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).

**ATTACHMENT B**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**LISTING OF ALL PROVISIONAL APPOINTMENTS OVER 3 YEARS**  
**(INCLUDES NOTES ON EXAMINATION STATUS OF EACH INCUMBENT/CLASSIFICATION)**  
**(as of June 30, 2014)**

JOB CODE	NAME	DEPARTMENT	DEPT CODE	APPOINTMENT DATE	COMMENTS / STATUS OF EXAMINATION PROCESS
2583	Annie M Ling	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Wesley A Reams	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Keona D Uribe	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Chao L Li	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Antoinette G Arguelles	PUBLIC HEALTH	DPH	11/15/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Luisito Dela Cruz	PUBLIC HEALTH	DPH	11/15/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Priscila G Morales	PUBLIC HEALTH	DPH	11/15/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Nieves P Morano	PUBLIC HEALTH	DPH	11/15/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Alice P Racadag	PUBLIC HEALTH	DPH	11/15/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2583	Rowena C Sembrano	PUBLIC HEALTH	DPH	1/3/2011	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2591	Lisa Reyes	PUBLIC HEALTH	DPH	5/30/2011	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2593	Rhea H Durr	PUBLIC HEALTH	DPH	5/2/2011	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed by December 2014. CBT announcement targeted for 3rd quarter (January - March 2015).
2624	Robert K Williams	PUBLIC HEALTH	DPH	2/5/2011	CBT exam in progress by DPH. - Announcement issued on 6/27/14 on a continuous basis.
2802	Sally C Stephens	PUBLIC HEALTH	DPH	7/6/2010	CBT exam process to be conducted by DPH.
2903	Indiana M Saenz	PUBLIC HEALTH	DPH	1/4/2010	Referral in progress - Eligible List adopted 6/4/13 and does not expire until 6/3/15.
2903	Tsehainesh Legese	PUBLIC HEALTH	DPH	5/2/2011	Referral in progress - Eligible List adopted 6/4/13 and does not expire until 6/3/15.
6122	Amelia Castelli	PUBLIC HEALTH	DPH	9/7/2010	CBT exam in progress by DPH. - Announcement issued on 9/27 - 10/11/3.
6122	Jinyi Tang	PUBLIC HEALTH	DPH	9/20/2010	CBT exam in progress by DPH. - Announcement issued on 9/27 - 10/11/3.
6122	Elyse D Heilshorn	PUBLIC HEALTH	DPH	1/10/2011	CBT exam in progress by DPH. - Announcement issued on 9/27 - 10/11/3.
6122	Corey R Chrisman	PUBLIC HEALTH	DPH	2/21/2011	CBT exam in progress by DPH. - Announcement issued on 9/27 - 10/11/3.

**ATTACHMENT B**  
 CITY AND COUNTY OF SAN FRANCISCO  
 LISTING OF ALL PROVISIONAL APPOINTMENTS OVER 3 YEARS  
 (INCLUDES NOTES ON EXAMINATION STATUS OF EACH INCUMBENT/CLASSIFICATION)  
 (as of June 30, 2014)

JOB CODE	NAME	DEPARTMENT	DEPT CODE	APPOINTMENT DATE	COMMENTS / STATUS OF EXAMINATION PROCESS
6124	Stephanie K Cushing	PUBLIC HEALTH	DPH	1/19/2010	PBT exam in progress by DPH. - Announcement issued on 9/27 - 10/11/13.
7524	Clifford T Nakai	PUBLIC HEALTH	DPH	5/9/2011	CBT exam in progress by DHR - Announcement issued on 3/24 - 3/28/14 and test administered 7/2/14. Target eligible list adoption August 2014.
8228	Arkadiy Tiflyevskiy	ASIAN ART MUSEUM	AAM	1/25/2011	Referral in progress -- CBT Eligible List adopted 6/13/14 and expires 6/12/15.

