



Notifications

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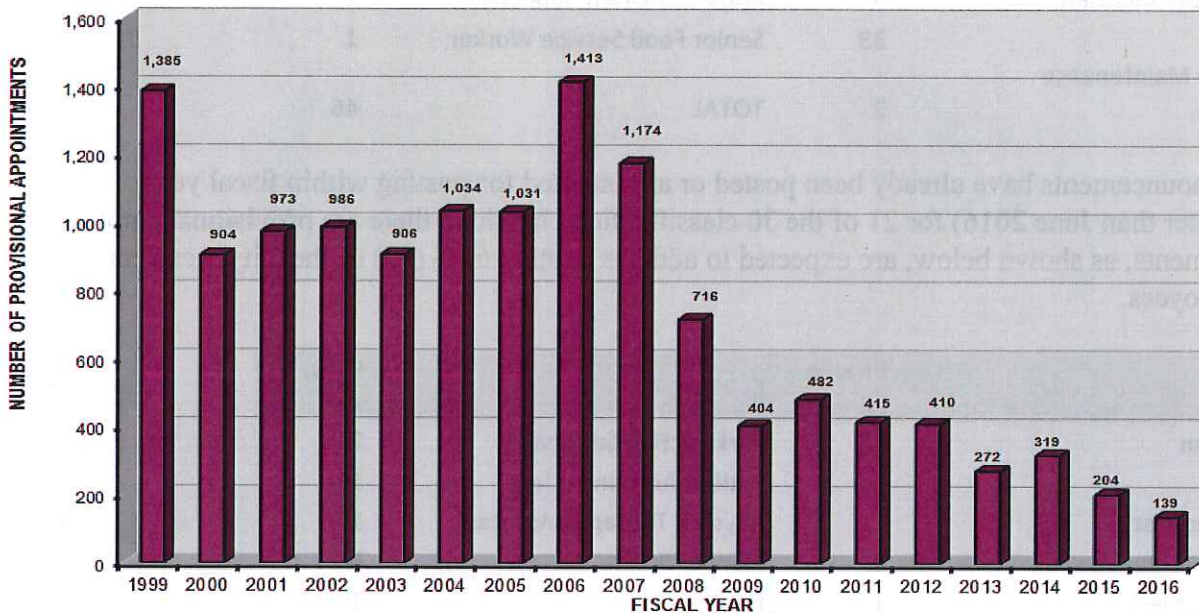
Micki Callahan  
Human Resources Director

**Date:** August 24, 2016  
**To:** Honorable Civil Service Commission  
**Through:** Micki Callahan  
Human Resources Director *McC*  
**From:** Anna Biasbas  
Recruitment and Assessment Services Operations Manager  
**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, 2016.

As the chart below illustrates, the City’s provisional employee count as of 6/30/16 continues to trend lower. In fact, the current count of 139 provisional employees now represents the lowest number in the last 16+ years. In terms of a percentage, the 139 provisional employees constitute less than one half of one percent (.00424%<sup>1</sup>) of the City’s entire work force.

**CITYWIDE PROVISIONAL APPOINTMENTS  
1999-2016**



<sup>1</sup>.00424% represents the provisional workforce for MTA and all other City entities except the Unified School District (USD) and Community College District (CCD). If we exclude MTA in our calculations, this percentage rises slightly to .00515%.

The current number of provisional employees crosses 30 different class codes. This is seven less class codes than reported 12 months ago, and six fewer classes than reported to the CSC six months ago.

Some titles show higher provisional counts than others. [See Attachment A, which shows all provisional counts by classification.]

- 25 classes have fewer than six provisional employees per class (35% of all provisionals).
- Five classes show the highest counts and represent 65% (91) of all City provisional employees.

These are:

CLASS	Prov #	CLASS	Prov #
Health Worker II	33	Planner II	6
Health Worker III	9	Stationary Engineer	25
Hospital Eligibility Worker	18	TOTAL	91

There are 46 positions across 7 classifications (see below) in which provisionals are currently employed (33% of the 139 total) for which a list has been adopted or a referral has been issued. We expect permanent civil service appointments to these positions in the near future.

CLASS	Prov #	CLASS	Prov #
Behavioral Health Clinician	5	Nurse Practitioner	1
Sr. Behavioral Health Clinician	3	Porter Assistant Supervisor	1
Health Worker II	33	Senior Food Service Worker	1
Lightening Fixture Maintenance Worker	2	TOTAL	46

Additionally, announcements have already been posted or are targeted for posting within fiscal year 2016/2017 (no later than June 2016) for 21 of the 30 classifications in which there are provisional employees. These announcements, as shown below, are expected to address another 64% (89) of the City's current provisional employees.

CLASS	Prov #	CLASS	Prov. #
Arborist Technician	2	Park Section Supervisor	2
Assistant Cook	1	Patient Accounts Clerk	1
Clinical Nurse Specialist	1	Physical Therapist Assistant	1
General Laborer	4	Planner II	6
Health Care Billing Clerk	1	Roofer	1
Health Worker I	2	Secretary II	2
Health Worker III	9	Security Guard	2
Health Worker IV	4	Senior Medical Social Worker	1
Hospital Eligibility Worker	18	Stationary Engineer	25
Legal Process Clerk	2	Senior Stationary Engineer	1
Medical Records Clerk	3	TOTAL	89

Only two classifications (Social Worker and Museum Guard) with a total of four provisional employees (.028% of the 139 total) are not targeted for an examination this fiscal year. The Social Worker is targeted for announcement issuance during the 1<sup>st</sup> quarter of next fiscal year (no later than September 2017). The Museum Guard has not yet been targeted due to ongoing discussions regarding the use of the class.

As for the number of provisional employees serving in a miscellaneous class beyond the three-year term limit, DHR is proud to report that the number has decreased to zero.

The Department of Public Health (DPH) continues to employ most of the City's provisional workers: 85 (61%) of the total 139 provisional employees. However, DPH's provisional count is continually decreasing. In fact, its current count of 85 provisionals represents 38 fewer DPH provisionals than what was reported to the CSC six months ago, and 95 fewer than what was reported to CSC 12 months ago. Examinations for all of DPH's 85 current provisional employees are now either in progress or targeted for announcement issuance during fiscal year 2015/2016.

DHR continues to post the most current version of the "Citywide Classification-Based Examination Plan" on its website. This document, which is published on an annual basis and updated as needed, allows agencies and departments to see examination projects targeted for the upcoming fiscal year and to assess whether there will be a need to make provisional appointments for certain classes in the future.

Provisional appointments in the City and County of San Francisco have been less than one percent of the City's entire workforce, as reported to CSC, since fiscal year 2012/2013. Since then, the provisional count continues to remain very low and show a decrease in numbers. In fact, within the last two fiscal years (2014/2015 and 2015/16), the percentage of provisional employees in the City workforce has been less than one half of one percent. We are, therefore, respectfully requesting that the CSC reduce the frequency of this report to an annual (versus semi-annual) basis, with the next delivered report due in August 2017. Should there be an increase in the number of provisional requests exceeding 3%, we would look into the matter more closely and report to the CSC.

Recommendation: Adopt the report and reduce the reporting requirement from twice annually to once a year.

**Attachments:**

A: Total Number of Provisional Incumbents Sorted by Job Code as of 6/30/16 (excludes CCD, MTA and USD)

cc: Micki Callahan  
Ted Yamasaki



**ATTACHMENT A**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**TOTAL NUMBER OF PROVISIONAL INCUMBENTS -- (EXCLUDES CCD, MTA and USD)**  
**(Sorted by Job Code as of 6/30/16)**

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>PROVISIONAL COUNT</b>
1446	Secretary 2	2
1635	Health Care Billing Clerk 1	1
1637	Patient Accounts Clerk	1
2110	Medical Records Clerk	3
2323	Clinical Nurse Specialist	1
2328	Nurse Practitioner	1
2555	Physical Therapist Assistant	1
2585	Health Worker 1	2
2586	Health Worker 2	33
2587	Health Worker 3	9
2588	Health Worker 4	4
2606	Senior Food Service Worker	1
2650	Assistant Cook	1
2738	Porter Assistant Supervisor	1
2903	Hospital Eligibility Worker	18
2910	Social Worker	2
2922	Senior Medical Social Worker	1
2930	Behavioral Health Clinician	5
2932	Sr Behavioral Health Clinician	3
3422	Park Section Supervisor	2
3434	Arborist Technician	2
5278	Planner 2	6
7334	Stationary Engineer	25
7335	Senior Stationary Engineer	1
7510	Lighting Fixture Maint Worker	2
7514	General Laborer	4
8106	Legal Process Clerk	2
8202	Security Guard	2
8226	Museum Guard	2
9343	Roofer	1

**TOTAL PROVISIONAL INCUMBENTS: 139**