




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 19, 2019
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Director's Report X
4. Subject: Report on Provisional Appointments
5. Recommendation: Adopt the Report.
6. Report prepared by: Stephanie Mayorga-Tipton Telephone number: 415-557-4951
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: 7/31/19
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> |
| |

Notifications

Micki Callahan, Human Resources Director
Department of Human Resources
1 S Van Ness Ave., 4th Floor
San Francisco, CA 94103

Kate Howard
Department of Human Resources
1 S Van Ness Ave., 4th Floor
San Francisco, CA 94103

Anna Biasbas
Department of Human Resources
1 S Van Ness Ave., 4th Floor
San Francisco, CA 94103

Susan Gard
Department of Human Resources
1 S Van Ness Ave., 4th Floor
San Francisco, CA 94103

Stephanie Mayorga-Tipton
Department of Human Resources
1 S Van Ness Ave., 4th Floor
San Francisco, CA 94103

William Miles II
Department of Human Resources
1 S Van Ness Ave., 4th Floor
San Francisco, CA 94103

City and County of San Francisco
Micki Callahan
Human Resources Director



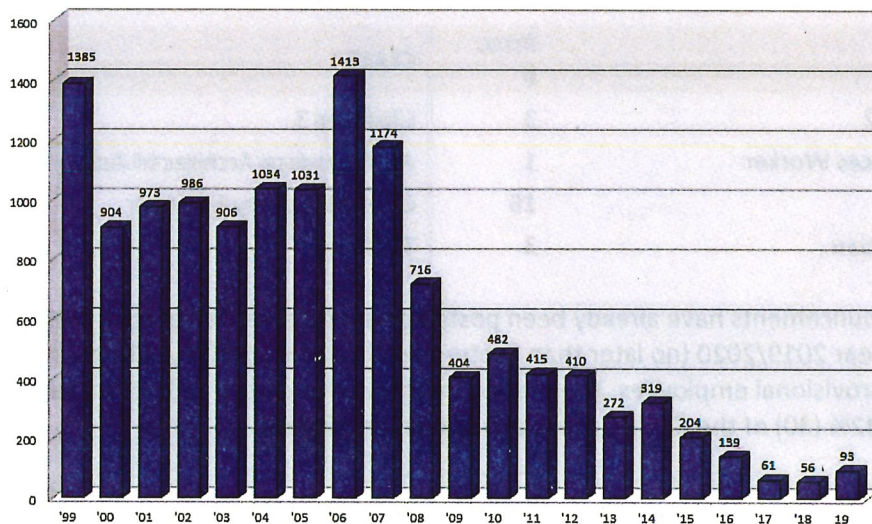
Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

DATE: August 1, 2019
TO: Honorable Civil Service Commission
THROUGH: Micki Callahan
Human Resources Director
FROM: Stephanie Mayorga-Tipton
Manager, Selection and Hiring Resources
William Miles II
Principal Selection and Hiring Resources Analyst
SUBJECT: Report on 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, 2019.

As the chart below illustrates, the City's provisional employee count as of 6/30/19 has increased this year, but is still a significantly low percentage of the workforce. In terms of a percentage, the 93 provisional employees constitute less than one quarter of one percent (0.24%¹) of the City's entire workforce.

CITYWIDE PROVISIONAL APPOINTMENTS SINCE 1999



¹ 0.24% 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 0.27%.

The current count of provisional employees (93) has increased by 66% over what was reported last year (56). The number of classifications with provisional appointments (23) though has only slightly increased from last year (21). These increases may be attributed to a shortage in Human Resources staff citywide. Many Human Resources employees have recently taken internal or external promotions and/or have resigned to take other opportunities in jurisdictions closer to their place of residence. In fact, several City departments are engaging in work orders with DHR for fiscal year 2019/2020 to conduct some of their recruitments due to their current shortage in staff specializing in examinations.

Some titles show higher provisional counts than others, with the highest current count being 19 in a single class. [See Attachment A, which shows all provisional counts by classification.]

- Eighteen of the 23 classes (78%) have fewer than five provisional employees per class.
- Five classes show the highest counts and represent 62% (58) of all City provisional employees.

These are:

| CLASS | Prov. # |
|----------------------------|---------|
| Human Resources Analyst | 12 |
| Gardener | 16 |
| Stationary Engineer | 19 |
| Senior Stationary Engineer | 6 |
| Sheet Metal Worker | 5 |
| TOTAL: | 58 |

There are 28 positions across seven classifications (see below) in which provisionals are currently employed (30% of the 93 total) and for which a list has been adopted or a referral has been issued. Consequently, we expect permanent civil service appointments to these positions in the near future.

| CLASS | Prov. # | CLASS | Prov. # |
|----------------------------|---------|-------------------------------|---------|
| Health Worker 2 | 3 | Librarian 3 | 1 |
| Protective Services Worker | 1 | Arch/Landscp Architectrl Ast1 | 3 |
| Gardener | 16 | Chief Stationary Engineer | 1 |
| Arborist Technician | 3 | TOTAL: | 28 |

Additionally, announcements have already been posted or are targeted for posting within the first quarter of fiscal year 2019/2020 (no later than September 2019) for 10 of the 23 classifications in which there are provisional employees. These announcements, as shown below, are expected to address another 32% (30) of the City's current provisional employees.

| CLASS | Prov. # | CLASS | Prov. # |
|-------------------------|---------|-------------------------------|---------|
| Human Resources Analyst | 12 | Painter Supervisor 1 | 1 |
| Telephone Operator | 2 | Lighting Fixture Maint Worker | 1 |
| Public Health Nurse | 2 | Child Support Officer II | 4 |

| | | | |
|-----------------------|---|----------------------------------|----|
| Medical Social Worker | 1 | Investigator, Taxi & Access Svcs | 2 |
| Planner 2 | 1 | Airport Communications Disp | 4 |
| | | TOTAL: | 30 |

All of the six remaining classifications with provisionals are targeted for posting within the fiscal year 2019/2020 (no later than June 2019).

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

The Department of Public Health (DPH) continues to employ the greatest percentage of the City's provisional workers. That is, 22 (24%) of the total 93 provisional employees are employed by DPH. Although this is two positions higher than last year's total of 20 provisionals, it is still a significant improvement over the department's total provisional count within the last few years. In 2016 and 2015, DPH had a total of 85 and 182 provisionals, respectively. The current count of 22 provisionals is a 74% decrease in comparison to 2016 and an 88% decrease in comparison with 2015. Examinations for all of DPH's 22 current provisional employees are now either in progress or targeted for announcement issuance during fiscal year 2018/2019.

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 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. In fact, over the last five fiscal years (2014/2015 through 2018/2019), the percentage of provisional employees in the City workforce has been less than one half of one percent.

Recommendation: Adopt the report.

Attachments:

A: Total Number of Provisional Incumbents Sorted by Job Code as of 6/30/19 (excludes CCD and USD)

c: Kate Howard
Anna Biasbas

**ATTACHMENT A
CITY AND COUNTY OF SAN FRANCISCO
TOTAL NUMBER OF PROVISIONAL INCUMBENTS -- (EXCLUDES CCD and USD)
(Sorted by Job Code as of 6/30/19)**

| JOB CODE | JOB TITLE | PROVISIONAL COUNT |
|-----------------|---|--------------------------|
| 1241 | Human Resources Analyst | 12 |
| 1706 | Telephone Operator | 2 |
| 2586 | Health Worker 2 | 3 |
| 2830 | Public Health Nurse | 2 |
| 2920 | Medical Social Worker | 1 |
| 2940 | Protective Services Worker | 1 |
| 3417 | Gardener | 16 |
| 3434 | Arborist Technician | 3 |
| 3634 | Librarian 3 | 1 |
| 5260 | Architectural/Landscape Architectural Assistant I | 3 |
| 5278 | Planner 2 | 1 |
| 5322 | Graphic Artist | 3 |
| 7205 | Chief Stationary Engineer | 1 |
| 7215 | General Laborer Supervisor 1 | 1 |
| 7242 | Painter Supervisor 1 | 1 |
| 7334 | Stationary Engineer | 19 |
| 7335 | Senior Stationary Engineer | 6 |
| 7376 | Sheet Metal Worker | 5 |
| 7510 | Lighting Fixture Maintenance Worker | 1 |
| 8158 | Child Support Officer II | 4 |
| 9144 | Investigator, Taxi & Accessible Services | 2 |
| 9202 | Airport Communications Dispatcher | 4 |
| 9343 | Roofer | 1 |

TOTAL PROVISIONAL INCUMBENTS: 93