




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

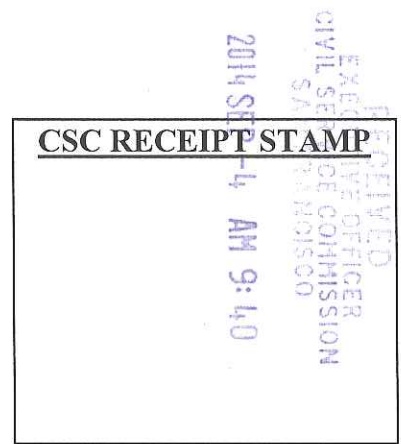
1. Civil Service Commission Register Number: _____ - _____ -
2. For Civil Service Commission Meeting of: September 15, 2014
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Directors Report X
4. Subject: Report on Exempt Positions Under Charter Sections 10.104-16 and 10.104-18 for San Francisco Unified School District Class 2615 Student Nutrition Worker.
5. Recommendation: Adopt the Report
6. Report prepared by: Glenys Rogers Telephone number: 415.241.6101
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:

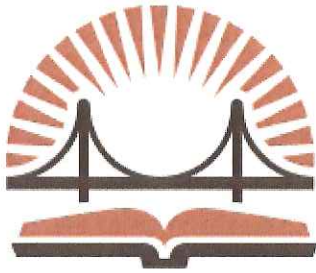
Human Resources Director: 
Date: 9/3/14
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**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



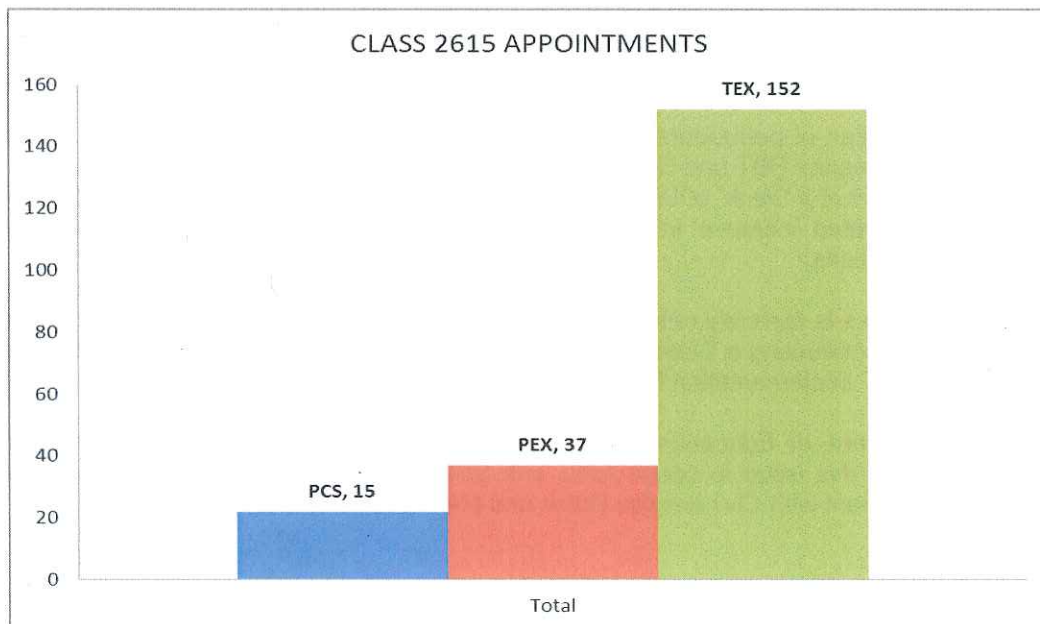


SFUSD SAN FRANCISCO PUBLIC SCHOOLS

DATE: September 15, 2014
TO: Honorable Civil Service Commission
THROUGH: Monica Vasquez, Chief Human Resources Officer *[Signature]*
FROM: Glenys Rogers, Director, Special Projects *[Signature]*
SUBJECT: Report on Exempt Positions Under Charter Sections 10.104-16 and 10.104-18 for San Francisco Unified School District Class 2615 Student Nutrition Worker.

The San Francisco Unified School District respectfully submits the attached summary report on class 2615 Student Nutrition Worker in relation to Civil Service Charter Sections 10.104-16 and 10.104-18 as requested by the Civil Service Commission.

Currently the District employs two hundred four (204) class 2615 Student Nutrition Workers. A graphic depiction of the Category 16 (TEX) and Category 18 (PEX) and permanent civil service (PCS) counts in this classification is shown below.



The majority of employees in class 2615 work 3.5 hours a day. Consequently the majority of employees in this class historically were appointed under Civil Service Charter Section 10.104-16, as their hours did not often exceed the equivalent of half-time in any fiscal year. However, many Class 2615 employees in the District have remained in "on-going" Category 16 and Category 18 appointments over multiple years, and in some cases over decades. The District recognizes this as a serious and unsustainable issue that both the District and SEIU Local 1021 are resolved to address.

In 2010 the District negotiated an agreement with SEIU Local 1021 to create the new classification 2616 Lead Student Nutrition Worker. This classification was created to differentiate 2615 Student Nutrition Workers who perform lead and supervisory duties, and to provide an opportunity for lead workers to achieve permanent civil service status. On December 3, 2012 the new 2616 classification description, as well as revisions to the 2615 classification description, received final DHR approval. Please see attached "Notice of Final Action".

In 2013 the District negotiated a side letter agreement with SEIU Local 1021 which stated "the District and the Union shall jointly seek Civil Service Commission approval for the City to conduct separate *closed* examinations to establish District-only eligible lists for SEIU-represented classifications 2615 Student Nutrition Worker, and 2616, Lead Student Nutrition Worker", and was based on similar language used by the City DHR in its "Side Letters to the July 1, 2012-June 30, 2014 CBA Between City and County of San Francisco and SEIU Local 1021". Please see attached District "Side Letter Agreement".

While negotiating the Side Letter Agreement with SEIU Local 1021, the District bargaining team was unaware of the arbitration agreement between the City DHR and SEIU Local 1021 that allowed for this language, but not for its use by other City and County entities. As a result, the District is now aware that it entered into an agreement with SEIU Local 1021 which included proposed actions that could not be supported by Civil Service Rules and Merit System provisions.

The San Francisco Unified School District Superintendent and Board of Education recently requested assistance from Mayor Edwin M. Lee to resolve this issue in a memo dated June 11, 2014. The District is of the current understanding that the requests presented in this memo cannot be granted under Civil Service Rules and Merit System provisions. Please see the attached copy of the District's "Memo to the Mayor".

The District is taking immediate action to pursue a remedy in accordance with Civil Service and Merit System provisions of the City and County of San Francisco.

In December 2013 newly appointed Chief Human Resources Officer Monica Vasquez proposed the creation of a Class 1244 Exam Analyst position. In the spring of 2014 the funding for this position was granted. On August 4, 2014, San Francisco Unified School District filled this position with a highly qualified candidate.

This newly developed District role is responsible for the following:

- Implementation of permanent systems, procedures, trainings, and materials to enable the District to conduct regular PBT and CBT testing for eligible Civil Service classes
- Development of a "bank" of tests for commonly used District Civil Service classifications.
- A demonstrated increase in the movement of eligible district employees into permanent civil service positions

SFUSD Human Resources is currently refining its CBT implementation plan for the 2615 Classification, with the goal of developing and conducting a Class 2615 CBT within the next 12-14 months. Please see the attached SFUSD "Class 2615 CBT Implementation Plan".

The Superintendent, Board of Education and District Human Resources Department is committed to the expeditious resolution of this issue in cooperation with SEIU Local 1021 and the City Department of Human Resources, and in alignment with Civil Service Rules and Merit System provisions.

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: December 3, 2012

Re: **Notice of Proposed Classification Actions –Final Notice No. 4 FY 12/13 (copy attached).**

Pursuant to completion of discussion with SEIU, Local 1021 regarding this classification action, the classification action contained in the above referenced notice became effective December 3, 2012.

Micki Callahan
Human Resources Director

by:

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Employee Relations Unit
DHR – Class and Comp Unit
DHR – Recruitment and Assessment Unit
DHR – Support Services
Jennifer Johnston, CSC
Linda Cosico, DHR
Maria Newport, SFERS
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 4
Fiscal Year: 2012/2013
Posted Date: 08/17/2012
Reposted Date: 11/26/2012

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	2615	Student Nutrition Worker

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
2	2616	Lead Student Nutrition Worker

For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at Christina.Penland@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

- cc:** All Employee Organizations
All Departmental Personnel Officers
DHR – Employee Relations Unit
DHR – Class and Comp Unit
DHR – Recruitment and Assessment Unit
DHR – Support Services
Jennifer Johnston, CSC
Linda Cosico, DHR
Maria Newport, SFERS
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Student Nutrition Worker
Job Code: 2615**

INTRODUCTION

Under general supervision, assists in the preparation of a variety of foods served in a school lunchroom; performs routine duties in the cleaning of kitchen areas and serving utensils; and performs related duties as required.

Requires responsibility for: Following established methods and procedures relating to the preparation and serving of food in school lunchrooms; preparing simple records relative to purchase and sale of food in lunchrooms; maintaining cleanliness of kitchen areas and serving utensils; following simple oral or written instructions; making frequent contacts with students, faculty and other employees on routine matters. Nature of work requires considerable physical and manual effort with some exposure to accident and injury hazards and somewhat disagreeable elements.

DISTINGUISHING FEATURES

The Student Nutrition Worker classification is the entry-level class of the series performing routine duties in preparation and serving of food; maintaining point of sales; maintaining cleanliness of kitchen areas and serving utensils. This class is distinguished from 2616 Lead Student Nutrition Worker classification in that the latter classification performs duties of a more difficult and complex nature, including supervision.

SUPERVISION RECEIVED/EXERCISED:

This class does not supervise.

This class receives guidance and oversight from the 2616 Lead Student Nutrition Worker or a higher level classification.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Assists in the preparation and/or heat up of a variety of foods, such as salad bars, sandwiches, soups, grain and noodle dishes; washes, and prepares foods and vegetables; assembles bag lunches.
2. Maintains Student Nutrition Program compliance with all federal, state, and local guidelines. Follows the collection and recording procedures approved for Point of Sale at the school. Identifies reimbursable meal on the serving line. Maintains confidentiality of students receiving free or reduced price meals.
3. Serves food to students and faculty members.
4. Provides food preparation and customer service needs for reimbursable meal menus, milk sales and all assigned site functions. Follows prescribed menus and recipes.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Student Nutrition Worker
Job Code: 2615**

5. Maintains high quality food standards with emphasis on the goal that foods are appetizing, appealing, and high in nutritive value for assigned site.
6. Maintains high customer service and communication standards, including written and oral.
7. Maintains high food safety and sanitation standards. Must utilize first-in-first-out (FIFO) inventory management system.
8. Washes, scrubs and otherwise cleans, pots, pans, trays and other items as directed.
9. Sweeps floor, sanitizes equipment, stoves, work tables, and performs other duties relative to keeping the kitchen and storage rooms sanitized and orderly; sanitizes tabletops.
10. Closely monitors computer at meal times to ensure accuracy of all transactions. Performs all software procedures, including: powering on the computer; turning on computer/restarting as requested by technical support; opening foodservice software program and logging in; opening till for meal service; ensuring accuracy of all transactions; posting payments to student accounts; enter cash totals into computer; logging out and closing computer programs.
11. Maintains and completes required forms and records accurately, as assigned by supervisor.
12. Attends and participates in meetings as required.
13. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Approved food handling practices, food preparation and use of cafeteria equipment; and food and supply ordering, receiving and inventory control.

Skills to operate: Basic office equipment including computer, peripherals, telephone

Ability to: Do the various tasks of a kitchen; meet work schedules and time lines, and work under pressure of deadlines and interruptions; keep records as required; add, subtract, multiply, and divide accurately; work cooperatively with others; understand and carry out oral and written directions; operate a Point of Sale system independently.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Requires possession of high school diploma or equivalent

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Student Nutrition Worker
Job Code: 2615**

Experience:

Requires six (6) months of routine kitchen work experience including use of a computer and point of sale software.

LICENSE AND CERTIFICATION

Requires possession and maintenance of a current Food Safety certification

SUPPLEMENTAL INFORMATION

Must be able to lift 50 pounds.

This classification requires neatness, cleanliness and reliability.

Consolidates and abolishes classes 2614 School Lunchroom Helper, Female 2616 School Lunchroom Helper, Male.

PROMOTIVE LINES

To: 2616 Lead Student Nutrition Worker

From: Original entrance examination

ORIGINATION DATE: 05/06/74

AMENDED DATE: 12/03/2012

REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

Business unit(s): SFCCD, SFUSD

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Lead Student Nutrition Worker
Job Code: 2616**

INTRODUCTION

Under general direction, is responsible for coordinating Elementary or Secondary school lunchroom; leads and participates in meal preparation activities, including heating fully prepackaged meals, assembling and heating menu items not fully prepackaged and performing other phases of quantity food preparation according to approved menus; oversees maintenance of lunchroom and equipment; and performs related duties as required.

DISTINGUISHING FEATURES

The Lead Student Nutrition Worker classification is responsible for coordinating Elementary or Secondary school lunchrooms, leading the work of 2615 Student Nutrition Workers and performing a variety of culinary activities in the areas of food preparation, lunchroom and equipment maintenance and providing services to staff, students and faculty. This class is distinguished from the lower class of 2615 Student Nutrition Worker in that this class has lead worker responsibilities in coordinating, delegating and assigning school lunchroom work activities.

SUPERVISION EXERCISED:

Provides lead direction, guidance and oversight to 2615 Student Nutrition Worker.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Assigns, instructs, and participates in the work of 2615 Student Nutrition Workers, in following prescribed menus to meet nutritional needs of children with modifications in allowable food quantities; assists in training regarding equipment use, food preparation, and point of sale computers as appropriate.
2. Maintains Student Nutrition Program compliance with all federal, state, and local guidelines. Follows the collection and recording procedures approved for point of service at the school. Identifies reimbursable meals on the serving line. Maintains confidentiality of students receiving free or reduced price meals.
3. Communicates with site staff, parents, students, and food services at assigned site; including distribution of student account information and written policies and procedures.
4. Provides food preparation and customer service needs for reimbursable meal menus, milk sales and all assigned site functions. Follows prescribed menus and recipes.
5. Maintains high quality food standards with emphasis on the goal that foods are appetizing, appealing, and high in nutritive value for assigned site.
6. Maintains high customer service and communication standards, including written, oral, and

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Lead Student Nutrition Worker
Job Code: 2616**

electronic communication via e-mail.

7. Maintains high food safety and sanitation standards. Must utilize first-in-first-out (FIFO) inventory management system.
8. Closely monitors computer at meal times to ensure accuracy of all transactions. Operates Point of Sale system, including: turning on computer/restarting as requested by technical support; opening foodservice software program and logging in; opening till for meal service; ensuring accuracy of all transactions; posting payments to student accounts; enter cash totals into computer; prepare cash for bank deposit and record in computer; enter items received into computer; run automated reports to tabulate meal totals; verify all computers have sent data to manager machine by running appropriate automated reports. Secondary School assignments also maintain production and receiving records and accurate inventory in Point of Sale Terminal; including entering daily updates and results of monthly physical inventories.
9. Maintains accurate records in compliance with federal, state, and local regulations. Maintains and completes required forms and records accurately, as assigned by supervisor.
10. Attends and participates in meetings as required.
11. Monitors staffing needs at site and coordinates with central Student Nutrition Services.
12. Requisitions and monitors food and supplies for assigned site within the established guides for meeting district menu compliance and projected food costs.
13. Calls for substitutes when needed.
14. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Approved food handling practices, food preparation and use of cafeteria equipment; food and supply ordering, receiving and inventory control.

Skills to operate: Basic office equipment including computer, peripherals, telephone

Ability to: Do the various tasks of a kitchen as well as be able to oversee and train 2615 Student Nutrition Workers in doing required food service tasks; keep records as required; meet work schedules and time lines, and to work under pressure of deadlines and interruptions; work cooperatively with others; and understand and carry out oral and written directions.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Lead Student Nutrition Worker
Job Code: 2616**

Education:

Requires possession of high school diploma or equivalent.

Experience:

One (1) year of routine kitchen work experience including use of a computer and point of sales software.

LICENSE AND CERTIFICATION

Requires possession and maintenance of a current Food Safety certification.

SUPPLEMENTAL INFORMATION

Must be able to lift 50 pounds.

PROMOTIVE LINES

From: 2615 Student Nutrition Worker

ORIGINATION DATE: 12/03/2012

AMENDED DATE:

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): SFUSD



Labor Relations

Carmelo Sgarlato, Executive Director
555 Franklin Street, Rm. 306
San Francisco, CA 94102-5299
(415) 241-6230 ext. 3036 – Fax (415) 241-6779

SIDE LETTER AGREEMENT

This side letter establishes the SFUSD’s commitment to resolve the present status of Student Nutrition (SNS) Workers from exempt appointments to permanent civil service and related issues raised by SEIU during 2013-2014 negotiations. To achieve said result, the District and Union will work together in furtherance of the following:

1. The District and the Union shall jointly seek Civil Service Commission approval for the City to conduct separate *closed* examinations to establish District-only eligible lists for SEIU-represented classifications 2615, SNS Worker and 2616, Lead SNS Worker.
2. If such examinations are approved:
 - a. All members currently appointed as PEX or TEX in the 2615 classification will be eligible to take that examination;
 - b. Length of service in the District as PEX or TEX in the 2615 classification shall be counted as a factor among the total points achievable in such examination, subject to DHR approval.
 - c. All members who hold the National Restaurant Association “ServeSafe Certification” will be eligible to take the 2616 examination; and
 - d. The District and the Union shall recommend an examination schedule to the City, including the earliest possible examination date which shall not be later than June 30, 2014.
3. The District and the Union shall jointly seek Civil Service Commission approval for the establishment of a “priority eligible list” resulting from the above-referenced examination. Such a priority eligible list must be used prior to use of lists resulting from standard, open and competitive examinations, provided, however, that any holdover lists in such classes must first be exhausted.
4. The District shall advise the Union as to the processes by which the examinations are developed, and will consider any concern raised by the Union. The District will conduct examination preparation classes to which employees eligible to participate in the examination will be invited. The District shall allow at least one (1) Union Representative (Chapter leadership) to observe and participate during examination classes.

For the District

Carmelo Sgarlato 7/24/13
Ernie Stangor 7/24/13

For the Union

Tom Decey 7/24/2013
Wanda Plummer-Duffy 7/24/2013 7:35 PM



Date: June 11, 2014

To: Mayor Edwin M. Lee

From: Superintendent Carranza

Subject: SFUSD Student Nutrition Workers

The San Francisco Unified School District is committed to ensuring that Student Nutrition (SNS) Workers in exempt (temporary) appointments are provided the opportunity to seek and obtain permanent civil service status. To that end, SFUSD and SEIU Local 1021 are jointly seeking Civil Service Commission approval to grant permanent civil service status to all eligible active Student Nutrition Workers by one of the following methods:

1. A joint appeal to the Civil Service Commission for Student Nutrition Workers, who have worked 10 years or more with the District, to be granted a one-time exemption from the Civil Service examination process (City Based Test and Position Based Test), and for such eligible SNS Workers to be “grandfathered” into permanent civil service (PCS) status.
2. The City to conduct a one-time separate closed examination to establish District-only eligible lists for SNS Workers and Lead SNS Workers as described in the July 24, 2013 side letter between SFUSD and SEIU 1021 (attached).

There are currently **208** 2615 Student Nutrition Workers at the School District. The table below provides an analysis of SNS Workers by Appointment Type and Years of Service.

Appointment Type	20-36 Years	15-19 Years	10-14 Years	5-9 Years	0-4 Years	Total	% of Active 2615s
PCS	7	0	9	0	0	16	7.7%
PEX	27	5	8	1	0	41	19.7%
TEX	0	3	47	64	37	151	72.6%
Total	34	8	64	62	40	208	100%

We respectfully ask your assistance in our joint appeal to the Civil Service Commission in the matters described above. Thank you for your consideration of our request.

CLASS 2615 CBT IV MENTATION PLAN

Task Name	Duration	Start*	Finish*	Resource Names
Recruitment Planning		Ongoing	Ongoing	HR, SEIU, DHR
1 Investigation of preparatory workshops for upcoming Performance Test				G. Rogers
2 Look into putting together Online Application training				Classified Team
Requisition	1 month	September	September	P. Yettou/DHR
3 Request for 150 positions				P. Yettou
4 Submit City Requisition and other required req forms				P. Yettou
5 Request CBT by submitting Request to Hire forms				P. Yettou
6 Receive CBT List ID# from DHR				P. Yettou
Job Analysis(WRIPAC Long or Short Method)	2 months	September	November	Z. Reicker/Classified Team
7 Contact Z. Reicker for introductions and job analysis planning				P. Yettou
8 Secure additional SMEs				Z. Reicker
9 Reach out to SEIU regarding the upcoming job analysis process				P. Yettou
10 Administer Job Analysis to additional SMEs using edited tasks				P. Yettou
11 Ask Z. Reicker to rate edited tasks				P. Yettou
12 On-site job observations at pertinent cafeterias				P. Yettou/Z. Reicker
13 Job Analysis Qualifications Form				SMEs/P. Yettou
14 Job Analysis Task Rating Form				SMEs/P. Yettou
15 Job Analysis KSA Form				SMEs/P. Yettou
16 Task and KSA Linkup Worksheet				SMEs/P. Yettou
Review DHR job analysis and work simulations for custodial/porter staff on developmental and administrative ideas for Performance-Based Test				P. Yettou
Exam Development	3 months	November	February 2015	P. Yettou/DHR/SNW
Task-Based T&E				
Review KSA-Task linkages from JA				Classified Team
Develop test plan				Classified Team
Identify potential exam items				Classified Team
Check with SME on test items				Classified Team/SNW
Develop instructions for T&E				
Submit task-based T&E to DHR for review				Classified Team/DHR
Incorporate changes, revisions if needed				Classified Team/DHR
Performance-Based Test (PT)				

CLASS 2615 CBT IM 1ENTATION PLAN

18	Review KSA-Task linkages from JA					P. Yettou
19	Review notes from on-site job observations and DHR custodial/porter work simulation					P. Yettou
20	Determine tasks to measure and verify with SMEs					P. Yettou/SNW
21	Determine if pictures or visual aids will be used as part of PT					P. Yettou/SNW
22	Determine PT evaluation method and scoring system, e.g. (process, checklists, etc.) and light feedback from SMEs					Classified Team/SNW
23	Draft potential scenarios and corresponding checklists					Classified Team
24	Have SMEs review scenarios and checklists					Classified Team/SNW
25	Revise scenarios and corresponding checklists based on SME feedback					Classified Team
26	Determine scenario(s) to administer					Classified Team
27	Develop instructions for Raters, Candidates and Administrators					P. Yettou
28	Submit PT to DHR for review/approval?					Classified Team/DHR
29	Incorporate changes, revisions if needed					Classified Team
	Pilot test					
		2-3 weeks	February 2015	February 2015		Classified Team/SNW
30	Pilot Performance Test					Classified Team/SMEs/Permanent SNWs?
31	Note if instructions and administration times of PT need to be adjusted based on pilot and feedback					Classified Team
32	Incorporate changes, revise if needed					Classified Team/DHR
33	Submit finalized versions of scenarios to DHR for review					P. Yettou
34	Develop/create the Candidate Worksheets/Final Rating letter					P. Yettou/DHR
	Exam Workshops					
		1 month	January 2015	February 2015		Classified Team
	Online Application Workshops					
35	Logistics: Venue, Trainer, Equipment, Schedule					Classified Team
36	Training materials					Classified Team
37	Sample application/Jobaps link					Classified Team
38	Dry Run					Classified Team
39	Actual Training					Classified Team
	English preparatory workshops					
40	Logistics: Venue, Trainer, Equipment, Schedule					TBD
41	Training materials					TBD
42	Sample Instructions					TBD
43	Workshops					TBD
	Job announcement					
		3 months	March 2015	June 2015		Classified Team

CLASS 2615 CBT II IMPLEMENTATION PLAN

44	Determine length of eligibility list					Classified Team/DHR
45	Posting dates					Classified Team
46	Screening process					Classified Team
47	Screen for MQs, special conditions or desirables					Classified Team
48	Letters/notices due to applicants not meeting MQ					Classified Team
49	Appeal response timeframe					Classified Team/DHR
50	Waiting period prior to actual exam (per CS rule)					Classified Team
	Administer & Score Exam	3 months	June 2015	September 2015		Classified Team/DHR
51	Administer Performance Test					Classified Team/DHR
52	Exam scoring					Classified Team/DHR
53	Notify candidates of passing/not passing exam					Classified Team
54	Review Period per CS rules					Classified Team/DHR
55	Send final rater review email to passing candidates					Classified Team
56	Eligibility List					Classified Team/DHR
57	Create list according to City format					Classified Team/DHR
58	Check with CSC & DHR of any appeals					Classified Team
59	Waiting period for appeals					Classified Team/DHR
60	Send authorization to Adopt List of Eligibles to DHR					Classified Team
61	Once list is adopted, canvass candidates for continued interest					Classified Team
	Interviews & Hiring	2 months	September 2015	November 2015		Classified Team/SNS

* All timeframes are impacted by challenges/appeals, possible resource restrictions and therefore should be considered tentative

