



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 18, 2017
3. Check One: Ratification Agenda
 Consent Agenda X
 Regular Agenda
 Human Resources Director's Report
4. Subject: Report of Appointments Past Charter Authorized Durations under Charter Sections
10.104-16 through 10.104-18
5. Recommendation: Adopt the report.
6. Report prepared by: Shawn Sherburne, Client Services Manager
Telephone number: (415) 557-4811
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in Civil
Service Commission Procedure Number Two.)**
8. Reviewed and approved for Civil Service Commission Agenda:
Human Resources Director: Micki Callahan
Date: 9/15/17 *J. T.*
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 "CSC RECEIPT STAMP"
box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)

CSC RECEIPT STAMP

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Notification List

Report of Appointments Past Charter Authorized Durations under Charter Sections 10.104-16 through 10.104-18

Katsuina Leblanc
Senior Human Resources Consultant
Department of Human Resources
One South Van Ness Avenue, 4th floor
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Susan Gard
Chief of Policy
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Lisa Pigula
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Shawn Sherburne
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One South Van Ness Avenue, 4th floor
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Ted Yamasaki
Managing Deputy Director
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103



MEMORANDUM

DATE: September 5, 2017
TO: Honorable Civil Service Commission
THROUGH: Micki Callahan, Human Resources Director
FROM: Katsuina Leblanc, Senior Human Resources Consultant
Shawn Sherburne, Client Services Manager
SUBJECT: Report of Expired Exempt Appointments for the period of January 1, 2017 – June 30, 2017 under Charter Sections 10.104-16 through 10.104-18

The Department of Human Resources (DHR) presents data on exempt appointments under Charter Sections 10.104.16 through 10.104.18 that have exceeded the permissible duration to the Civil Service Commission twice annually. This report includes data on exempt appointments that exceed the permissible appointment duration under Charter Sections 10.104-16 (Category 16), 10.104-17 (Category 17), and 10.104-18 (Category 18), for all City departments except the Municipal Transportation Agency, Trial Courts, Community College District, and the Unified School District for the period of January 1, 2017 – June 30, 2017.

Pursuant to the Charter, appointments made under these exempt categories are not to exceed the following durations:

- Category 16: The equivalent of half-time during any fiscal year (1,040 hours)
- Category 17: Two (2) years
- Category 18: Three (3) years.

As of August 31, 2017, **there were no appointments** under Categories 16 and 17 that exceed the Charter authorized durations. Of the 2,366 Category 18 appointments, **four (4) appointments exceed the Charter authorized duration of three (3) years** for special projects and professional services. The four (4) appointments are in four separate departments as follows:

1. Public Utilities Commission (PUC)
2. Department of Public Works (DPW)
3. Sheriff's Department (SHF)
4. Department of Public Health (DPH)

Attachment A identifies the incumbents, job codes, and departments where the appointments are still active.

While departments are expected to monitor and track its use of Category 16, 17, and 18 appointments to ensure incumbents do not exceed Charter specified appointment durations, DHR provides appointment data to the departments from the People and Pay System (PeopleSoft) to identify appointments exceeding Charter duration limitations. The DHR Client Services Consultants also provide available options to address the appointment in advance of the expiration (e.g., separating employees who have completed their special projects, transitioning employees to more appropriate appointment types, etc.)

Although DHR actively supported departments to track and manage their exempt incumbents, the departments noted above allowed their appointments to exceed the Charter authorized duration.

Attachments

Attachment A: Expired Category 18 Appointments Spreadsheet

Category 18 Appointments that Expired 6/30/17 Or Prior

Name	Empl Class	Department	Job Code	Position	Appointment Dt	Appointment Expiration Date
Ng, Peter H	TEX	PUC	1312	01115641	3/31/2014	3/31/2017
Tuvo, Siobhan M	TEX	DPW	0922	01126510	5/14/2014	5/14/2017
Santizo, Daniel E	PEX	SHF	0932	01088759	6/7/2014	6/7/2017
Lan, Yuchun P	TEX	DPH	2112	01126249	6/23/2014	6/23/2017

