




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

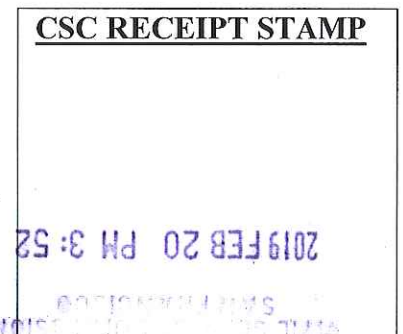
1. Civil Service Commission Register Number: 0054-19-1
2. For Civil Service Commission Meeting of: March 4, 2019
3. Check One: Ratification Agenda
 Consent Agenda X
 Regular Agenda
 Human Resources Director's Report
4. Subject: Report of Expired Exempt Appointments for the period of July 1, 2018 – December 31, 2018 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: 2/19/19
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 "CSC RECEIPT STAMP" box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)



Notification List

Report of Expired Exempt Appointments under Charter Sections 10.104-16 through 10.104-18

Adam Romoslawski
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Kate Howard
Managing Deputy Director
Department of Human Resources
One South Van Ness Avenue, 4th floor
San Francisco, California 94103



MEMORANDUM

DATE: February 21, 2019
TO: Honorable Civil Service Commission
THROUGH: Micki Callahan
Human Resources Director *MC*
FROM: Shawn Sherburne, Client Services Manager
Adam Romoslowski, Senior Human Resources Consultant
SUBJECT: Report of Expired Exempt Appointments for the period of July 1, 2018 – December 31, 2018 under Charter Sections 10.104-16 through 10.104-18

The Department of Human Resources (DHR) presents data twice annually on exempt appointments under Charter sections 10.104.16 through 10.104.18 that have exceeded the permissible duration to the Civil Service Commission. 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 July 1, 2018 – December 31, 2018.

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

- 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 February 20, 2018, there were no appointments under Category 16 that exceed the Charter authorized durations. Of the 154 Category 17 appointments, six (6) appointments exceed the Charter authorized duration of two (2) years for substitution for civil service employees on leave. Of the 2,682 Category 18 appointments, twenty-two (22) appointments exceed the Charter authorized duration of three (3) years for special projects and professional services. The appointments are in the departments as follows:

Category 17 Expired Appointments

1. Department of Technology (TIS) – 3 appointments
2. Adult Probation Department (ADP) – 1 appointment
3. Public Utilities Commission (PUC) – 1 appointment
4. Public Works Department (DPW) – 1 appointment

Attachment B identifies the Category 17 incumbent, job code, and department where the appointment is still active.

Category 18 Expired Appointments

1. Office of Economic and Workforce Development (ECN) – 10 appointments
2. Public Utilities Commission (PUC) – 7 appointments
3. Public Works Department (DPW) – 2 appointment
4. Human Services Agency (HSA) – 1 appointment
5. Port of San Francisco (PRT) – 1 appointment
6. Department of Technology (TIS) – 1 appointment

Attachment C identifies the Category 18 incumbent, job code, and department where the appointment is 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: Charter Section 10.104 - Categories 16, 17 and 18

Attachment B: Expired Category 17 Appointments Spreadsheet

Attachment C: Expired Category 18 Appointments Spreadsheet

Attachment A

Attachment A

CHARTER SECTION 10.104, EXCLUSIONS FROM CIVIL SERVICE APPOINTMENT

All employees of the City and County shall be appointed through competitive examination unless exempted by this Charter. The following positions shall be exempt from competitive civil service selection, appointment and removal procedures, and the person serving in the position shall serve at the pleasure of the appointing authority:

16. Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures.
17. Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular Civil Service procedures.
18. Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular Civil Service Commission procedures.

Attachment B

Category 17 Appointments that Expired 12/31/18 Or Prior

Name	Emp/Class	Department	Job Code	Position	Appointment D	Appointment Expiration Date
Leake, Mennen	TEX	ADP	1222	01111308	4/11/2016	4/11/2018
Olimpiada, Cristalino N	TEX	DPW	7355	01034957	4/23/2016	4/23/2018
Dela Cruz, Jeremy S	TEX	DT	7362	01048651	1/11/2016	1/11/2018
Pierce, Jonathan J	TEX	DT	7362	01120081	11/14/2016	11/14/2018
Rolley, Peter J	TEX	DT	7362	01061574	9/10/2016	9/10/2018
Ulagalelei, Dora T	TEX	PUC	7514	01083159	3/26/2016	3/26/2018

Attachment C

Category 18 Appointments that Expired 12/31/18 Or Prior

Name	Emp. Class	Department	Job Code	Position	Appointment Dt.	Appointment Dt.	Appointment Expiration Date
Decastro, Dennis D	TEX	DPW	7203	01123588	8/31/2015	8/31/2015	8/31/2018
Tyson, Dwayne P	TEX	DPW	7346	01129848	12/7/2015	12/7/2015	12/7/2018
Cohen, Amy B	PEX	ECN	0922	01086979	8/15/2015	8/15/2015	8/15/2018
Pagan, Lisa A	PEX	ECN	0922	01080269	7/20/2015	7/20/2015	7/20/2018
Arvanitidis, Laurel Bettike Barsotti	PEX	ECN	0923	01100142	12/7/2015	12/7/2015	12/7/2018
Chung, Il Y	PEX	ECN	1822	01096595	8/1/2015	8/1/2015	8/1/2018
Yanez, Martha	PEX	ECN	1823	01099011	11/9/2015	11/9/2015	11/9/2018
Brown, Armina	PEX	ECN	1840	01113241	8/15/2015	8/15/2015	8/15/2018
Nim, Quyen D	PEX	ECN	2978	01116501	8/15/2015	8/15/2015	8/15/2018
Babhanyan, Nara	PEX	ECN	9704	01113806	9/14/2015	9/14/2015	9/14/2018
Starbuck, Judith L	PEX	ECN	9704	01090907	10/10/2015	10/10/2015	10/10/2018
Bryant, Joseph Jeffrey	PEX	ECN	9705	01108851	8/15/2015	8/15/2015	8/15/2018
Nolan, Thomas J	PEX	HSA	0922	01120163	9/14/2015	9/14/2015	9/14/2018
Tashian, Kenneth S	PEX	PRT	5504	01111588	10/11/2015	10/11/2015	10/11/2018
Kagey, Henry P	TEX	PUC	5382	01130701	11/23/2015	11/23/2015	11/23/2018
Hill, John	PEX	PUC	7215	01130966	9/12/2015	9/12/2015	9/12/2018
Taufa, Uili F	PEX	PUC	7514	01109552	8/15/2015	8/15/2015	8/15/2018
Brewer, Kenyettia	TEX	PUC	9914	01130262	7/13/2015	7/13/2015	7/13/2018
Lam, Shirley	TEX	PUC	9914	01130260	8/15/2015	8/15/2015	8/15/2018
Leiva, Luis F	TEX	PUC	9922	01130285	7/13/2015	7/13/2015	7/13/2018
Ramos, Michael S	TEX	PUC	9922	01130279	9/28/2015	9/28/2015	9/28/2018
Rahnama, Mohamad R	TEX	TIS	7362	01111872	8/10/2015	8/10/2015	8/10/2018