

CIVIL SERVICE COMMISSION



MERIT SYSTEM AUDIT PROGRAM

FISCAL YEAR
2020-2021

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INTRODUCTION

The role of the Civil Service Commission is to oversee and protect the civil service merit system for the City and County of San Francisco.

The Civil Service Commission is authorized by Charter (Article X Section 10.101. General Powers and Duties) to establish rules, policies, and procedures to carry out the merit system provisions of the Charter. The Commission provides oversight and hears appeals on examinations, eligible lists, minimum qualifications, classification, discrimination complaints, future employment restrictions with the City and other merit system matters.

In its effort to ensure compliance of the civil service merit system, the Commission delineates responsibilities and goals to the Civil Service Commission Department Staff for the purposes of coordinating/conducting open dialog and discussion on the merits of existing rules, policies and procedures; make recommendations for change; and, where departmental staff, employee organizations, employees, applicants and members of the public can obtain consistent, fair and concise information on the merit system, the jurisdiction of the Civil Service Commission, and the application of its Rules, policies and procedures.

COMPLIANCE REVIEW AND TECHNICAL ASSISTANCE

Charter Section 10.101 states, “The Commission shall have the power to inquire into the operation of the civil service merit system to ensure compliance with merit principles and rules established by the Commission.” The Civil Service Commission at its meeting on October 16, 2006, gave general directions for the Civil Service Commission staff to conduct audits to determine if City and County departments are adhering to Federal and California State Law as well as compliance with existing Civil Service Commission Rules, policies, and procedures.

Under its Charter Authority, the Civil Service Commission staff conducts an annual Audit Program. The purpose of the Audit Program is to ensure compliance with merit system Rules, policies and procedures established by the Civil Service Commission through the investigation of the conduct or actions of appointees in all positions.

MERIT SYSTEM AUDIT PROGRAM GOALS & OBJECTIVES

The Merit System Audit Program was designed to assess compliance of Civil Service Commission Rules, policies and procedures utilized by City and County departments. Commission audit reviews may include, but are not limited to auditing departmental records, determining compliance with departmental and merit system practices, and interviewing and applying relevant merit system Rules, policies, and procedures. When an audit/review is conducted and completed, Civil Service Commission staff prepares a written report outlining the subject matter of the audit, an analysis and summary of the findings, and if identified to be applicable, recommendations regarding areas requiring corrective action will be noted. The results and/or recommendation of an audit review could also include scheduling the matter for Civil Service Commission consideration and action if necessary or appropriate.

In summary:

- The audit is a mechanism utilized to assist departments in reviewing their internal procedures regarding the compliance of Civil Service Commission Rules, policies and/or procedures.
- The audit review provides an assessment as to whether there is compliance of required documentation and/or records and recommends changes that may be needed to meet compliance standards.

ACKNOWLEDGMENT

Appreciation is extended to the departments and their staff who graciously participated in the audit.

FISCAL YEAR 2020-21 AUDIT OBJECTIVES

All candidates selected for permanent civil service, provisional and exempt appointments must meet the minimum qualifications for the jobs to which they are appointed. It is the City's policy that employment verifications for all applicants be completed by departmental Human Resources professionals prior to an offer of employment with the City and County of San Francisco. This means that prior to extending an employment offer, or processing a candidate's appointment, hiring departments are required to verify information provided by the applicant regarding their qualifying experience and education, licenses, certifications, etc. Throughout this fiscal year, the Commission received numerous complaints alleging that appointees did not meet the required qualifications for the position to which they were appointed.

Therefore, this fiscal year the Commission focused on reviewing the following selection and appointment practices for nine recruitments conducted by various City departments to assess the department's compliance with applicable Charter provisions, Commission Rules, and merit system policies and procedures:

- Departmental practices with respect to the verification and documentation of minimum qualifications for individuals appointed to Permanent Civil Service (PCS), Permanent Exempt (PEX) or Temporary Exempt (TEX) positions.

The position recruitments for the following departments listed below were selected for the Fiscal Year 2020-21 Merit System Audit Program.

Department	Classification	Job Type
Building Inspection	Class 5207	PEX
Building Inspection	Class 6249	PCS
Municipal Transportation Agency	Class 5288	TEX
Municipal Transportation Agency	Class 1241	PCS
Public Utilities Commission	Class 0922	PEX
Department of Public Health	Class 1165	PEX
Human Services Agency	Class 0922	PEX
SFO	Class 5322	PCS
SFO	Class 7329	TEX

STANDARDS

QUALIFICATIONS OF APPLICANTS

Commission Rule 110.9 Qualifications of Applicants states in part,

“Every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. Experience gained in violation of Commission Rules shall not be recognized. City and County employees shall receive credit only for the duties of the class to which appointed or assigned unless sufficient and credible documentation is provided to verify performance of other duties. Employees may receive credit for duties not usually performed by incumbents in a class if their employee file contains contemporaneous documentation that the duties were assigned and performed. By way of example but not limitation, records that describe and verify the out-of-class assignment that may be accepted as documentation include a valid performance appraisal completed during the normal evaluation period, payroll records filed at the time of the assignment and Notice of Assignment. Credit for duties not usually performed by incumbents in a class based on non-contemporaneous documentation shall require the certification of the Appointing Officer and the approval of the Human Resources Director...”

Commission Rule 410.9 .1 Qualifications of Applicants states in part,

“Every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. Experience gained in violation of Commission Rules shall not be recognized. City and County employees in Service-Critical classes at the Municipal Transportation Agency shall receive credit only for the duties of the class to which appointed or assigned unless sufficient and credible documentation is provided to verify performance of other duties. Employees in Service-Critical classes at the Municipal Transportation Agency may receive credit for duties not usually performed by incumbents in a Service-Critical class if their employee file contains contemporaneous documentation that the duties were assigned and performed. By way of example but not limitation, records that describe and verify the out-of-class assignment that may be accepted as documentation include a valid performance appraisal completed during the normal evaluation period, payroll records filed at the time of the assignment and Notice of Assignment. Credit for duties in Service-Critical classes at the Municipal Transportation Agency not usually performed by incumbents in a Service-Critical class based on non-contemporaneous documentation shall require the certification of the Municipal Transportation Agency Deputy Director, Labor Relations and Human Resources, and the approval of the Director of Transportation.

Commission Policy and Procedures on Exempt Appointments states in part,

“Exempt appointees must possess the minimum requirements for their class or position as established by the last examination announcement or class specification, whichever was issued most recently with a statement of the minimum qualifications. The department must verify and document that the individual meets the minimum qualifications for his or her exempt position in accordance with the Department of Human Resources’ policies and procedures; such documentation must be maintained in the employee’s personnel file in accordance with the Commission’s “Citywide Employee Personnel Records Guidelines.”

Department of Human Resources Memorandum No. 08-2010 – Verification of Employment History Information and Access to Employment Records in PeopleSoft

This memorandum outlines procedures and policies regarding obtaining employment history and reference checks for current and past City employees prior to making a job offer. It states in part, “It is the City’s policy that employment verifications for all applicants be completed by departmental Human Resources professionals prior to an offer of employment with the City and County of San Francisco. It is particularly important that departmental Human Resources professionals review and verify employment history information for current and past City employees who are under consideration for appointment to a City position (e.g., promotion, transfer, “Prop F” hire, etc.). To facilitate that review, departmental Human Resources professionals now have access to the PeopleSoft system for purposes of employment verification prior to employment.”

Department of Human Resources Policy on Verifying Possession of Minimum Qualifications (in-service conducted at HR Professional meeting on 8/19/2009)

“All candidates selected for permanent civil service, provisional and exempt appointments must meet the minimum qualifications for the jobs to which they are appointed at the time of the deadline published on the announcement. ***Prior to extending an employment offer, hiring departments shall verify information provided by the applicant regarding their qualifying experience.***”

The policy provides specific instructions on “how” and “when” to verify an applicant’s qualifications:

- When an applicant’s qualifying experience was obtained through employment with the City and County of San Francisco the verification should be performed by the Department Personnel Officer or designee, who will check available PeopleSoft records. Credit for experience obtained outside of the employee’s class will only be allowed if it was recorded and placed in the personnel file at the time the assignment was made. Qualifying experience of City and County employees should be verified prior to the examination. City and County experience should be verified by the recruiting analyst at the time of application.
- In order to verify work experience earned outside of City and County of San Francisco employment, the hiring authority must contact the candidate’s current

and/or former employers to confirm dates of service, job titles(s) and duties performed. *A record of this contact must be made.* If this verification information cannot be obtained, the hiring authority shall keep a written record of the due diligence efforts that were made. The hiring authority must seek verification from a candidate's current and/or former employers prior to making an employment offer. Verification may be solicited at the time of reference checks.

EXEMPTING POSITIONS FROM CIVIL SERVICE APPOINTMENT

Commission Rule Series 14 Appointments: Section 114.44 Exclusions from Civil Service Appointment states:

All permanent employees of the City and County shall be appointed through civil service process by competitive examination unless exempted from civil service examination and selection process in accordance with Charter provisions. Appointments excluded by Charter from the competitive civil service examination and selection process shall be known as exempt appointments. Any person occupying a position under exempt appointment shall not be subject to civil service selection, appointment, and removal procedures and shall serve at the pleasure of the appointing officer.

Overview on Exempt Appointments

Exempt appointment is defined as an appointment to a permanent or temporary position exempt from competitive civil service selection, appointment, and removal procedures in accordance with the Charter. Exempt employees are considered "at will" and serve at the discretion of the department head.

SUMMARY ANALYSIS OF AUDIT FINDINGS

MINIMUM QUALIFICATIONS

Minimum qualifications (MQs) as listed on the job/examination announcement are formal statements describing what is required for individuals to have to compete further in the employee selection process. They are descriptions of the education, training, work experience, licenses, certifications, etc., that one must have to possess the competencies needed to perform a job at entry. Applicants who do not meet the stated MQs are eliminated from the selection process. Screening applications on the basis of MQs is considered a selection procedure that is covered by the Federal Uniform Guidelines on Employee Selection Procedures. To successfully withstand Title VII lawsuits that allege discrimination or other illegal hiring practices, any MQ that is used to screen applicants must be job-related and consistent with business necessity. Generally, the minimum qualifications for the tested position will remain the same as the minimum qualifications that are stated in the class specification.

Verification as Part of the Application Process

Applicants may be required to submit verification of qualifying education and experience, at any point in the application, examination, or departmental selection processes. All documents related to verification of minimum qualifications are required to be obtained prior to the appointment date of the candidate and are to be in the Official Employee Personnel File (OEPF) exhibiting compliance of procedures and policies. This refers to all candidates selected for permanent civil service, provisional or exempt appointments. In general, there are several documents that can be requested and used to assess employment verification of experience:

- Transcripts, licenses, or certifications
- Standard letters (on letterhead) from employers
- Performance evaluations that describe duties performed
- DHR Employment Verification form
- PeopleSoft records or appointment processing form

The following provides limited information regarding experience and can be used when other verification is not obtainable:

- W2 form
- Income tax returns
- Paycheck stubs

FINDINGS

All the appointees reviewed for this audit were deemed by their respective department appointing officers or designees to have met the minimum qualifications for the position to which they were appointed. The Department of Human Resources (DHR) policy requires that all documents related to verification of minimum qualifications are to be obtained prior to the appointment date of the candidate and are to be in the OEPF exhibiting compliance of procedures and policies. This applies to all candidates selected for permanent civil service, provisional or exempt appointments. Of the six (6) departments that participated in this audit, five (5) complied with this procedure illustrating that each appointee is qualified for the position to which appointed. The Department of Building Inspection (DBI) failed to obtain verification of external work experience for their employee when the employee was appointed to Class 6248 at the time of hire with DBI on January 11, 2016. As a result of this review, the DBI Human Resources Manager has obtained verification of external work experience which validates the employee's qualifying work experience. DBI's human resources staff will also ensure that documents of work experience, education, licenses, etc. will be verified and obtained prior to appointment in accordance with DHR policies and procedures.

OVERALL SUMMARY

This year's audit illustrates how the Merit System Audit Program is indeed a constructive mechanism utilized to assist departments in reviewing their internal procedures regarding the compliance of Civil Service Commission Rules, policies, and Department of Human Resources procedures.

AUDIT REVIEWS

DEPARTMENT OF BUILDING INSPECTION

About the Department of Building Inspection

The department oversees the enforcement of the City and County of San Francisco's Building, Housing, Plumbing, Electrical, and Mechanical Codes, along with the Disability Access Regulations.

Overview

The department's Human Resources Manager was contacted for participation in the Merit System Audit Program. The audit review was conducted with the department's Human Resources Manager and Human Resources Analyst.

Class 5207 Associate (Civil) Engineer -Permanent Exempt

Job Announcement

On June 15, 2020, a recruitment announcement was posted for a Class 5207 Associate Engineer – Permanent Exempt (category 18) position for the Department of Building Inspection. Applicants were required to complete a Minimum Qualification Supplemental Questionnaire for selection consideration.

Minimum Qualifications

The minimum qualifications for this class are:

1. Three (3) years of verifiable professional Civil Engineering experience of which two (2) years of professional experience equivalent to the City & County of San Francisco Class 5203 Assistant Civil Engineer or higher; and
2. Possession of a current Certificate of Registration as a professional Engineer in the State of California in Civil Engineering.

Selection Procedures

This vacancy position was approved for a Permanent Exempt status. The status of this position excludes the appointment process from the competitive Civil Service examination process as stipulated in the Charter and Commission Rules. However, the department chose to refer seventeen (17 redacted applications to the hiring manager for review. The hiring manager interviewed three (3) applicants and selected James Lo for the position. He was appointed on November 2, 2020.

Qualifications of Appointee to Class 5207

The appointee has a Bachelor of Science and Master of Science degree in Civil Engineering. He has more than six years external qualifying work experience and possesses a Civil Engineer license.

Review of Documents/Findings

The job announcement was thorough in providing all applicable information. The appointee met the qualifications for this class and verification of qualifications was obtained.

Class 6249 Senior Electrical Inspector - Permanent Civil Service

Job Announcement

On March 13, 2019, a recruitment announcement was posted for a Class 6249 Senior Electrical Inspector – Permanent Civil Service status position for the Department of Building Inspection. Applicants were required to complete a Minimum Qualification Supplemental Questionnaire and the examination consisted of a written multiple-choice examination and oral examination. Candidates who achieved a passing score on both the written and oral examination were placed on the score report according to their score ranking. The certification rule for the eligible list/score report was Rule of Three scores.

Minimum Qualifications

The minimum qualifications for this class are:

Experience:

1. Three (3) years of verifiable experience within the past eight (8) years as a journey level Electrical Inspector in a public jurisdiction responsible for independently inspecting electrical installations and enforcing electrical codes at a level equivalent to class 6248 Electrical Inspector with the City & County of San Francisco; and
2. Three (3) years of verifiable experience as a journey level electrician.

License and Certification:

1. Possession and maintenance of a valid California Driver's license; and
2. Possession and maintenance of one of the following certifications:
 - International Code Council (ICC) Commercial Electrical Inspector; or
 - International Association of Electrical Inspectors (IAEI) National Certification Program Construction Code Inspectors (NCPCCI) program Electrical General.

Selection Procedures

Candidates/eligibles in ranks 2 to 4 were reachable eligibles that participated in the post-referral interview process. The hiring manager selected Mark Jusino – ranked #4 for the position. He was appointed on March 21, 2020.

Qualifications of Appointee to Class 6249

The appointee has three (3) years' work experience in Class 6248 Electrical Inspector with the Department of Building Inspection and over eleven (11) years of external experience as an Electrician. He also possesses the International Association of Electrical Inspectors (IAEI) National Certification. He meets the qualifications required for this appointment to Class 6249.

Review of Documents/Findings

The job announcement was thorough in providing all applicable information. The appointee meets the qualifications for this class, however, verification of external work experience qualifications was not in the employee's personnel file, so it is likely that verification of the required experience for Class 6248 at the time of hire with DBI on January 11, 2016, was not obtained as required per DHR policies and procedures. As a result of this review, the DBI Human Resources Manager has presently secured a verification of external work experience which will be placed in the OEPPF. DBI's human resources staff will also ensure that documents of work experience, education, licenses, etc will be verified and obtained prior to appointment in accordance with DHR policies and procedures.

THE SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY

About the San Francisco Municipal Transportation Agency

In 1999 the City Charter was amended to establish the San Francisco Municipal Transportation Agency by consolidating the Municipal Railway and the Department of Parking and Traffic. In 2007 through voter proposition, taxi regulation was added to services of the agency.

Overview

The Municipal Transportation Agency's Human Resources Director was contacted for participation in the Merit System Audit Program. The audit review was conducted with MTA's Human Resources Manager.

Class 5288 Transportation Planner II – Temporary Exempt

Job Announcement

On January 9, 2020, a recruitment announcement was posted for a Class 5288 Transportation Planner II – Temporary Exempt status position for the San Francisco Municipal Transportation Agency.

Minimum Qualifications

The minimum qualifications for this class are:

1. Possession of a master's degree from an accredited college or university in Planning, Transportation, Transportation Engineering, Public Administration, or other closely related field; or
2. Possession of a baccalaureate degree from an accredited college or university preferably in transportation, mass transit planning or other closely related field; and two (2) years of transit planning and/or transportation planning experience.

Substitution:

Additional transit planning and/or transportation planning experience beyond the minimum qualifications may be substituted for the educational requirement on a year-for-year basis. Additional post-graduate education as described in item 1 of the minimum qualifications may be substituted for required experience on a year-for-year basis (30 semester units/45 quarter units equal one (1) year of experience).

Selection Procedures

This vacancy position was approved for a Temporary Exempt status (category 18). The status of this position excludes the appointment process from the competitive Civil Service examination process as stipulated in the Charter and Commission Rules. However, the hiring division elected to review fourteen (14) applications. Five (5) of the fourteen (14) applicants/candidates were invited to participate in a post-referral interview process which was conducted by a panel of three (3). Candidate, Arty Zhang, scored the highest in the interview process and was selected/appointed effective May 30, 2020.

Qualifications of Appointee to Class 5288

The appointee has a Bachelor of Science degree in Society and Environment and more than two (2) years qualifying experience as a Class 5277 Planner I with the Municipal Transportation Agency.

Review of Documents/Findings

The job announcement was thorough in providing all applicable information. The appointee met the qualifications for this class and verification of qualifications was obtained.

Class 1241 Human Resources Analyst – Permanent Civil Service

Job Announcement

On June 3, 2019, a recruitment announcement was posted for a Class 1241 Human Resources Analyst – Permanent Civil Service status position for the San Francisco Municipal Transportation Agency. There were four (4) approved vacancies.

Minimum Qualifications

The minimum qualifications for this class are:

1. Possession of a baccalaureate degree from an accredited college or university.
2. One (1) year of professional human resources experience in one or more of the following areas of activity: recruitment and selection, classification and compensation, employee and/or labor relations, benefits administration, and human resources operations.

Substitution:

Education – Verifiable professional human resources work experience in one or more of the following areas may substitute or up to two years of the required education on a year-for-year basis: recruitment and selection, classification and compensation, employee and/or labor relations, benefits administration, and human resources operations. One (1) year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework.

Experience – Completion of a 12-month human resources trainee program equivalent to the City and County of San Francisco’s 1249 Human Resources Training Program may substitute for the one (1) year of required professional experience.

Selection Procedures

There was a total of forty-seven (47) candidates remaining on the score report/eligible list of which sixteen (16) candidates responded to the Notice of Interest. Certification rule for this examination was Rule of Ten Scores. There were fifty-one (51) ranks of eligibles on the score report/eligible list. Seven (7) reachable eligibles and one (1) alternate eligible chose to participate in the post-referral interview process. Four (4) candidates were selected for appointment: Aileen Hayashida-Fong (rank #22), Jia Celine Arrieta (rank #17), Keaney Chan (rank #11), and Noel Chieng (rank #29).

Qualifications of Appointees to Class 1241

- **Aileen Hayashida-Fong** possesses a master’s degree in human resources management and was working as a Class 1210 Benefits Analyst for almost eight years (total) and promoted to Class 1813 Senior Benefits Analyst for about five months with the San Francisco Health Service System. Appointment date: May 30, 2020
- **Jia Celine Arrieta** possesses a bachelor’s degree in business administration (Management) and completed the Self-Directed Human Resource Analyst Training Program in FY 18-19. Appointment date: May 16, 2020
- **Keaney Chan** possesses bachelor’s degree in business administration (Accounting), and he worked as a Manager Trainee for over a year with The Hertz Corporation Human Resources Team. Duties performed are equivalent to the City’s Class 1241 Human Resources Analyst. Appointment date: June 13, 2020
- **Noel Chieng** possesses a bachelor’s degree in psychology and completed the Self-Directed Human Resource Analyst Training Program in FY 18-19. Appointment date: May 16, 2020

Review of Documents/Findings

The job announcement was thorough in providing all applicable information. The appointees met the qualifications for this class and verification of qualifications was obtained.

SAN FRANCISCO PUBLIC UTILITIES COMMISSION

About the San Francisco Public Utilities Commission

The San Francisco Public Utilities Commission (PUC) provides retail drinking water and wastewater services to the City of San Francisco, wholesale water to three Bay Area counties, and green hydroelectric and solar power to our municipal departments.

Overview

The Chief People Officer of Human Resource Services was contacted for participation in the Merit System Audit Program. The audit review was conducted with the Senior Human Resources Analyst.

Class 0922 Manager I Sewer Condition Assessment Manager – Permanent Exempt

Job Announcement

On August 6, 2020, a recruitment announcement was posted for a Class 0922 Manager I Sewer Condition Assessment Manager - Permanent Exempt status position for the San Francisco Public Utilities Commission. There was one (1) approved vacancy.

Minimum Qualifications

The minimum qualifications are:

- 1. Education:** Possession of a baccalaureate degree from an accredited college or university.
- 2. Experience:** 5 years of verifiable experience within a sewer repair and construction capacity.
- 3. License:** Possession of a valid California driver's license.

Education Substitution: Additional qualifying experience may fully substitute the degree requirement on a year-for-year basis. One (1) year is equivalent to thirty (30) semester units/forty-five (45) quarter units.)

Selection Procedures

This vacancy position was approved for a Permanent Exempt status. The status of this position excludes the appointment process from the competitive Civil Service examination process as stipulated in the Charter and Commission Rules. However, the department chose to invite four (4) applicants that qualified for the position to participate in an interview process conducted by a panel of subject matter experts. Three (3) applicants attended the interviews. Daniel Whitlock was selected for the position. He was appointed on February 6, 2021.

Qualifications of Appointee to Class 0922

The selected candidate was deemed qualified because he possesses approximately nine and a half (9 ½) years of experience within a sewer repair capacity as demonstrated by the positions held with the City as verified by review of PeopleSoft documents. Four (4) years of his qualifying experience was used towards substitution of the degree requirement on a year-for-year basis.

Review of Documents/Findings

The job announcement was thorough in providing all applicable information. The appointee meets the qualifications for this class and his employment history was verified by PeopleSoft data.

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH

About the San Francisco Department of Public Health

The San Francisco Department of Public Health has two Divisions - the San Francisco Health Network and Population Health and Prevention. The SF Health Network is the City's health system and has locations throughout the City including Zuckerberg San Francisco General Hospital and Trauma Center, Laguna Honda Hospital and Rehabilitation Center, and over 15 primary care health centers. The Population Health and Prevention Division have a broad focus on the communities of San Francisco and are comprised of the Community Health and Safety Branch, Community Health Promotion and Prevention Branch, and the Community Health Services Branch.

Class 1165 Chief Nursing Officer – Permanent Exempt

Job Announcement

On June 26, 2020, an announcement was posted for the recruitment of a Class 1165 Manager Chief Nursing Officer - Permanent Exempt status position for the Department of Public Health, Laguna Honda Hospital. There was one (1) vacancy approved.

Minimum Qualifications

The minimum qualifications are:

1. Possession of a master's degree from an accredited college or university in Hospital Administration, Nursing, Public Health Administration, or a closely related field; and
2. Three (3) years of experience as an administrator of a large general teaching hospital or related organization or three (3) years of complex health care administrative experience; and
3. Possession of a valid Registered Nurse license issued by the California Board of Registered Nursing.

Selection Procedures

This vacancy position was approved for a Permanent Exempt status. The status of this position excludes the appointment process from the competitive Civil Service examination process as stipulated in the Charter and Commission Rules. However, the department chose to invite the eight (8) applicants/candidates to the first round of interviews conducted by a panel of five (5). A final round of interviews was conducted for two (2) candidates. Monica Biley scored the highest in the interview process and was selected for appointment to Class 1165 on October 17, 2020.

Qualifications of Appointee to Class 1165

The selected candidate was deemed qualified based on possession of a Masters of Public Administration and a Bachelor of Science degree in Nursing; Registered Nurse license issued by the California Board of Registered Nursing and qualifying external work experience.

Review of Documents/Findings

The job announcement was thorough in providing all applicable information. The appointee meets the qualifications for this class and all required documents of verification were obtained.

HUMAN SERVICES AGENCY

About the Human Services Agency

The Human Services Agency is a City and County department that is a central resource for public assistance.

Class 0922 County Veterans Service Officer – Permanent Exempt

Job Announcement

On May 11, 2020, an announcement was posted for the recruitment of a Class 0922 County Veterans Service Officer - Permanent Exempt status position for the Human Services Agency.

Minimum Qualifications

The minimum qualifications are:

1. Possession of a baccalaureate degree from an accredited college or university in public administration, business administration, sociology, or closely related field; and
2. Three (3) years of verifiable progressively responsible experience working in a federal, state, county, non-profit assisting veterans to identify and obtain benefits, and/or making referrals to obtain benefits; and
3. Veteran status as defined in the California Military and Veterans Code (MVC), section 980; and
4. Accreditation by the California Department of Veteran Affairs (pursuant to Title 38, code of Federal Regulations, 14.629) must be obtained within six (6) months of employment.

Education Substitution: Additional experience as described above may be substituted for the required degree on a year for year basis. Thirty (30) semester units or forty-five (45) quarter units equal one (1) year.

Experience Substitution: Possession of a Juris Doctorate (J.D.) or master's degree may substitute for one (1) year of the required professional experience.

Selection Procedures

This vacancy position was approved for a Permanent Exempt status. The status of this position excludes the appointment process from the competitive Civil Service examination process as stipulated in the Charter and Commission Rules. However, the department chose to invite all ten (10) applicants that met the minimum qualifications to participate in a first round of interviews via the telephone. The top five (5) highest scoring candidates from the telephone interview were invited to participate in a second round of interviews via Zoom. The candidate selected was Alfred Sims who was appointed on June 27, 2020.

Qualifications of Appointee to Class 0922

The selected candidate was deemed qualified based on possession of a Master of Science degree; applicable/verifiable work experience with the Department of Veterans Affairs and Veteran status as defined in the California Military and Veterans Code (MVC), section 980.

Review of Documents/Findings

The job announcement was thorough in providing all applicable information. The appointee meets the qualifications for this class and all required documents of verification were obtained.

SAN FRANCISCO INTERNATIONAL AIRPORT

About the San Francisco International Airport

The San Francisco International is an international airport approximately 13 miles south of San Francisco, near Millbrae and San Bruno in San Mateo County. It has flights to points throughout North America and is a major gateway to Europe and Asia. SFO is the largest airport in the San Francisco Bay Area including all of Northern California and the second busiest in California, after Los Angeles International Airport.

Class 5322 Graphic Artist – Permanent Civil Service

Job Announcement

On February 24, 2020, a recruitment announcement was posted for a Class 5322 Graphic Artist – Permanent Civil Service status position for the San Francisco International Airport. There was two (2) approved vacancies. The certification rule for this recruitment was Rule of Ten Scores.

Minimum Qualifications

The minimum qualifications for this class are:

1. Possession of an Associate in Arts degree (two-year degree) from an accredited college or university with coursework in graphic art or design.
2. One (1) year of professional experience in graphic art or web design.

Selection Procedures

There was a total of eighty-one (81) applications received for this vacancy. Of those eighty-one (81) submitted, twenty-four (24) applicants were deemed qualified and only twenty-three (23) passed the examination. There were two (2) employees in provisional status (Class 5322) on the score report/eligible list who were reachable. The decision was made to appoint both employees to Class 5322 for permanent Civil Service status since they were reachable. Breanna Berry (rank #6) was appointed on October 17, 2020. Derek Wong (rank #5) was appointed on October 17, 2020.

Qualifications of Appointee to Class 5322

Breanna Berry is qualified based on possession of a Master of Fine Arts degree and qualifying work experience. Derek Wong possesses a Bachelor of Fine Arts degree and qualifying work experience.

Review of Documents/Findings

The job announcement was thorough in providing all applicable information. The appointees meet the qualifications for this class and all required documents of verification were obtained.

Class 7329 Electronic Maintenance Technician Assistant Supervisor - Temporary Exempt

Job Announcement

On September 16, 2019, a recruitment announcement was posted for a Class 7329 Electronic Maintenance Technician Assistant Supervisor – Temporary Exempt status position for the San Francisco International Airport. There was one (1) approved vacancy.

Minimum Qualifications

The minimum qualifications for this class are:

1. Completion of a two (2) year course or equivalent program in electronics from a recognized academic, trade, or technical institution; or completion of a military training program in electronics; and
2. Five (5) years of industrial or institutional electronics experience performing installation, instrumentation calibration, maintenance, troubleshooting, repair and modification of electronic control systems and related electrical components and electronic sub-systems to the electronic component level; and
3. Possession of a valid California driver's license.

Required Special Condition:

The position at the San Francisco International Airport is required to possess at least five (5) years working experience with SIMPLEX fire alarm system and the Monitor Dynamics Inc (MDI) access control system.

Selection Procedures

This vacancy position was approved for a Temporary Exempt status. The status of this position excludes the appointment process from the competitive Civil Service examination process as stipulated in the Charter and Commission Rules. There were thirty-two (32) applications received for this recruitment. Of those, nine (9) candidates were selected for interviews. Pedro Ortiz was selected/appointed to Class 7329 on July 25, 2020.

Qualifications of Appointee to Class 7329

The appointee has a Bachelor of Science degree in Engineering Technology and approximately eight (8) years of qualifying work experience as a Class 7318 Electronic Maintenance Technician with the City and County of San Francisco.

Review of Documents/Findings

The job announcement was thorough in providing all applicable information. The appointee meets the qualifications for this class and verification of qualifications was obtained.