

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 Numbers: 0014-20-4
2. For Civil Service Commission Meeting of: **March 16, 2020**
3. Check One: Ratification Agenda
 Consent Agenda
 ✓ Regular Agenda
 Human Resources Director's Report
4. Subject: **Appealing by Brock Davis of the denial to file an application for the 8310/8510 Sheriff's Lieutenant Examination after the close of the official filing period**
5. Recommendation: **Adopt report.**
6. Report prepared by: **Dave Johnson** Telephone number: **415.557.4871**
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: 02.27.20

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.

CSC RECEIPT STAMP

Attachment

CONFIDENTIAL
Brock A. Davis

[REDACTED]
Katherine Johnson, Assistant Sheriff
San Francisco Sheriff's Department
City Hall, Room 456
1 Dr. Carlton B Goodlett Place
San Francisco, CA 94102
Katherine.Johnson@sfgov.org

Kevin Paulson, Chief Deputy
San Francisco Sheriff's Department
City Hall, Room 456
1 Dr. Carlton B Goodlett Place
San Francisco, CA 94102
Kevin.Paulsen@sfgov.org

Micki Callahan, Human Resources Director
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103-5413
Micki.Callahan@sfgov.org

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Dave.Johnson@sfgov.org

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1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103-5413
Jeanne.buick@sfgov.org

Liezel Cruz
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103-5413
Liezel.Cruz@sfgov.org



MEMORANDUM

TO: The Honorable Civil Service Commission

THROUGH: Micki Callahan, Human Resources Director

FROM: Dave Johnson, Department of Human Resources Public Safety Team *DJ*

DATE: February 21, 2020

RE: **Appeal by Brock Davis; Register No. 0014-20-4**

Background

The job announcement for CBT 8310 Lieutenant 903078 [see Attachment A] identified the filing period as 9:00 AM on November 08, 2019 to 5:00 PM on November 22, 2019. Twenty-nine applications were received during the filing period. Brock Davis did not file an application during the filing period.

On Friday, January 17, 2020, Liezel Cruz of the Department of Human Resources [DHR] was copied on an email from Sheriff's Sergeant Terrence Durkin to Brock Davis [see Attachment B]. Sergeant Durkin was responding to a January 17, 2020 email in which Brock Davis discussed:

- Being out of the country [November 9, 2019 to December 3, 2019] during the application filing period
- Finding out in late December that he had missed 8310 application filing
- Being resigned to not taking the exam
- Believing that Sheriff's Lieutenant Ramil Ramos had been allowed to file an application after the filing period had closed for the previous 8310 selection process
- Requesting the same accommodation because he was not aware of the final date to apply

Liezel Cruz sent an email to Brock Davis on the same day with an attached letter [see Attachment C]. In that letter, Liezel Cruz informed Brock Davis that the request to file an application after the close of the official filing period was denied, citing the terms of the job announcement, and being fair and consistent in treating any other Sheriff Department members who also failed to file an application during the filing period. Brock Davis was provided the option to appeal the decision to the Civil Service Commission [CSC].

Issue

Should Brock Davis be allowed to file an application for CBT 8310 Lieutenant 903078 after the close of the application filing period?

Authority/Standards

Sec. 110.3 Minimum Posting Periods for Examination Announcements

Examination announcements shall be posted on the official bulletin board for a minimum period of five (5) workdays for entrance examinations, and ten (10) workdays for promotional examinations. Examination announcements for promotional examinations shall be distributed to all City and County departments. Appointing officers shall make reasonable efforts to properly notify employees.

Sec. 111.18 Announcement

The examination announcement shall provide the qualifications, dates, duration of eligible lists, and other particulars regarding the examinations thereon announced. Applicants must be guided solely by the announcement of the examination(s) for which they apply.

Findings

Brock Davis appealed to the CSC on January 21, 2020 the DHR denial of his request to file an application for 8310 Lieutenant after the close of the filing period [see Attachment D]. That appeal was provided to DHR on January 23, 2020 [see Attachment E].

The specific language regarding application filing as stated in the job announcement for 8310 Sheriff's Lieutenant is:

“Applications for City and County of San Francisco jobs are only accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- *Select the 8310/8510 Sheriff's Lieutenant job announcement*
- *Select “Apply” and read and acknowledge the information*
- *Select either “I am a New User” if you have not previously registered, or “I have Registered Previously”*
- *Follow instructions on the screen*

“Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

“Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following address: (@sfgov.org).

“Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received. All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline.

Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

“Applications completed improperly may be cause for ineligibility or disqualification.

“If you have any questions regarding this recruitment or application process, please contact the exam analyst, Liezel Cruz, by telephone at 415-551-8947 or by email at Liezel.Cruz@sfgov.org.

In accordance with CSC Rule 110.3, the job announcement was posted on the DHR website which is the City’s official bulletin board for job opportunities. A copy of the posting was also provided to the Sheriff Department for distribution. The job announcement defined the application filing period in accordance with CSC Rule 111.18. The job announcement was issued on November 08, 2019, and the application filing period commenced on that date. Application filing closed at 5:00 PM on November 22, 2019 after a period of 15 calendar days.

The Sheriff’s Department issued an email to all members [see Attachment F] asking that the announcement be posted “... on all department muster boards and cover the information at all muster meetings.”

Brock Davis claims that Ramil Ramos was allowed to file a late application for the previous selection process for which he applied, and that accommodation to file late applications has been granted to many others at the same or different promotional levels.

Analysis

The job announcement was posted and distributed in accordance with CSC rules including posting location, time requirements, and reasonable efforts to notify all qualified members. The job announcement specified the filing period.

Research into the City and County of San Francisco applicant tracking system JobAps yielded the auto-generated email sent to Ramil Ramos for the previous selection process to which he applied [see Attachment G]. Review of this notice indicates that Ramil Ramos submitted an application on 11.20.17 for a selection process that closed on 12.01.17. This evidence refutes the appellant’s claim. Further, without specific names, we are unable to determine the veracity of Brock Davis’ claim that many others have received approval to file an application after the close of the filing period. However, it is current DHR practice to deny requests to submit late applications.

Conclusion

Brock Davis cites a variety of circumstances that prevented the filing of an application during the specified filing period from November 08 to 22, 2019 at 5:00 PM. He did not apply for 8310 Lieutenant during the filing period which ended at 5:00 PM on November 22, 2019. Brock Davis should not be allowed to file an application after the close of the filing period as it violates the terms of the announcement.

Department of Human Resources Recommendation

Deny the appeal and adopt the report of the Department of Human Resources.

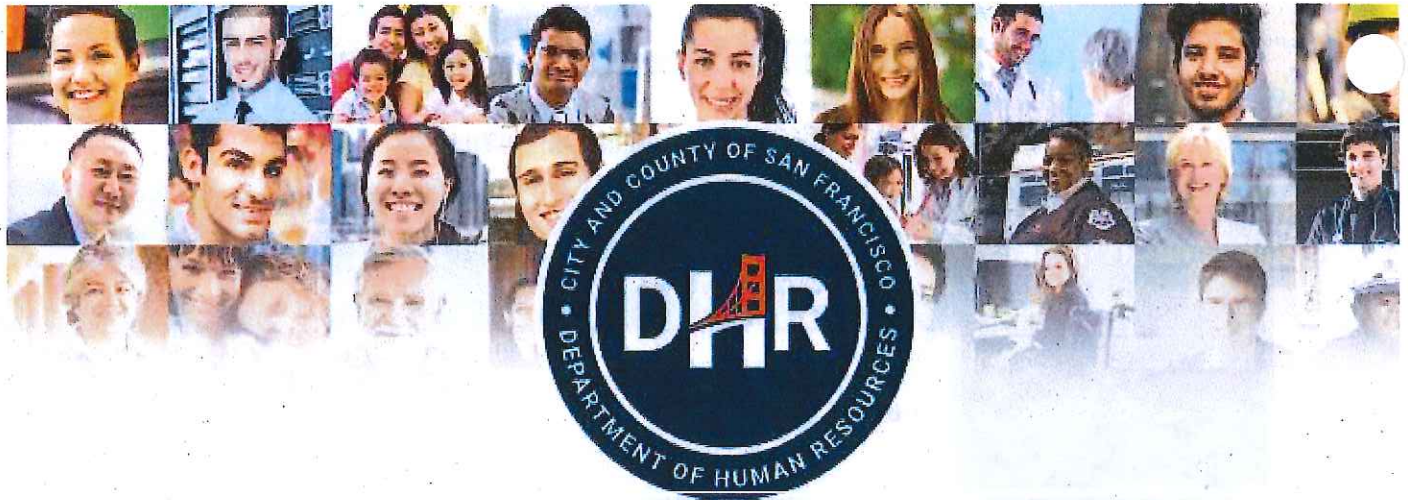
8310/8510 Sheriff's Lieutenant

Recruitment #CBT-8310-903078

DEPARTMENT	Public Safety
ANALYST	Liezel Cruz
DATE OPENED	11/8/2019 09:00:00 AM
FILING DEADLINE	11/22/2019 5:00:00 PM
SALARY	\$59.55 - \$75.96/hour; \$10,322.00 - \$13,167.00/month; \$123,864.00 - \$158,002.00/year
JOB TYPE	CBT Discrete

[Go Back](#) [Apply](#) [View Benefits](#)

INTRODUCTION



Connecting People with Purpose

PROMOTIONAL ONLY

Under direction, the Sheriff's Lieutenant acts as the operational and/or administrative manager of a facility/unit/watch; commands a detention or program facility on an assigned watch; commands civil process work and/or manages and coordinates civil/criminal courts; may perform, coordinate or review investigative services, manages field operations units and/or manages alternatives to incarceration, and all training programs.

The essential functions of this class include the following: reviews arrest decisions and crime reports; evaluates and documents the work performance of subordinates (sworn and civilian) both formally and informally; identifies training needs and instructs subordinates during muster or through formal or informal training sessions; reviews schedules and work assignments; advises subordinates as to meaning and consequences of Department policies and procedures; investigates and handles complaints and grievances from community members, subordinates and inmates; initiates and conducts formal and impromptu inspections including Health, Fire Safety, Board of Corrections, facilities, inmates, subordinates, civilian staff, records, and equipment, in order to ensure that department policies and regulations are being followed; insures conformity

with the Board of State Community Correction (BSCC) and Prison Rape Elimination Act (PREA) standards; facilitates incident command in emergencies; coordinates security arrangements with federal and state agencies, including Homeland Security; acts as liaison to air squadron, mounted unit and coordinates K9 activities; manages large scale planning projects; manages budget and programs for certain rehabilitation programs; participates in request for proposals; performs research for public records requests; manages booking and releases, central records; manages and coordinates information systems; conducts research; completes special projects and assignments; acts as facility/unit/watch commander if the facility/unit/watch commander is absent; and represents the department on a variety of committees, boards, planning groups or task forces both within the department and for the City and County of San Francisco. Lieutenants are assigned to one of the following Sheriff's Department's Divisions: Administration and Programs, Custody Operations, Field Operations Division, and Planning & Special Projects Division, as well as specialty non-division assignment, such as the management of Internal Affairs or other assignments based on the needs of the department.

Working conditions: Appointees must be available to work shifts covering any 24-hour period, including holidays and weekends, at any assigned Sheriff's location. This position requires overtime as directed by the Sheriff. Duties may involve a continuous risk of physical violence. Appointees must have the ability to work in closely confined, noisy, and crowded areas for sustained periods of time, and must be able to be on call in case of emergency.

MINIMUM QUALIFICATIONS

- Two (2) complete years of experience in class 8308/8508 Sheriff's Sergeant;
AND

- Possession of a valid California Driver License.

This examination is open only to employees of the City and County of San Francisco Sheriff's Department who meet the Minimum Qualifications as of November 22, 2019.

HOW TO APPLY

Applications for City and County of San Francisco jobs are only accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the 8310/8510 Sheriff's Lieutenant job announcement
- Select "Apply" and read and acknowledge the information.
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
- Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following address: (@sfgov.org).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received. All work

experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility or disqualification.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Liezel Cruz, by telephone at 415-551-8947 or by email at Liezel.Cruz@sfgov.org.

SELECTION PROCEDURES

EXAMINATION PREPARATION GUIDE

A description of the examination components, including component weights, will be included in the Preparation Guide. The Preparation Guide will also list the job-related task clusters from which examination tasks will be simulated. It will also identify knowledge and abilities that may be evaluated by each test component. The Preparation Guide will be available at least 30 days prior to the administration of the examination. Qualified applicants will be notified via email when the Preparation Guide becomes available.

TESTING INFORMATION

Qualified applicants will be notified by e-mail of the exact date, time and location of the examination. The test components are tentatively scheduled to be administered in the week of February 10, 2020.

ELIGIBLE LIST/SCORE REPORT

A confidential eligible list of applicant names that have passed the civil service examination process will be created, and used for certification purposes only. An examination score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including names of applicants on the eligible list, shall not be made public unless required by law. However, an eligible list shall be made available for public inspection,

upon request, once the eligible list is exhausted or expired and referrals resolved. The eligible list/score report resulting from this civil service examination process is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be 24 months, and may be extended with the approval of the Human Resources Director.

Upon approval of the Human Resource Director (see Civil Service Rule 111A.26.5), the eligible list/score report resulting from this announcement may be used by other departments that also use this classification or a similar classification. To find other Departments which use this classification, please

see <https://sfdhr.org/sites/default/files/documents/Forms-Documents/Position-Count-by-Job-Codes.pdf>.

CERTIFICATION RULE

The certification rule for the eligible list resulting from this examination will be Rule of Three Scores. The hiring department may administer additional selection procedures at the time of certification before making a final hiring decision.

REFERENCE MATERIALS

Knowledge gained from the following sources (and also the ability to apply that knowledge) may be measured in one or more of the examination components. Please note, however, that the test content may also be based on additional sources such as experience expected to have been gained on the job, etc.

A. Collective Bargaining Agreement between the City & County of San Francisco and the San Francisco Deputy Sheriffs' Association, Unit 12A (July 1, 2019 - June 30, 2022)

Link: <https://sfdhr.org/sites/default/files/documents/MOUs/DSA-2019-MOU.pdf>

B. Collective Bargaining Agreement between the City & County of San Francisco and the San Francisco Sheriffs' Managers and Supervisors Association, Unit 12B (July 1, 2019 - June 30, 2022)

Link: <https://sfdhr.org/sites/default/files/documents/MOUs/Sheriffs-Managers-and-Supervisors-Association-MOU-2019-2022.pdf>

C. Collective Bargaining Agreement between the City & County of San Francisco and the Service Employee International Union (July 1, 2019 – June 30, 2022)

Link: <https://sfdhr.org/sites/default/files/documents/MOUs/SEIU-Local-1021-MOU-2019-2022.pdf>

D. Title 15 of the California Code of Regulations, Adult Detention Facilities - Minimum Standards for Local Detention Facilities, Division 1, Chapter 1, Subchapter 4: Articles 1-7; Article 8 Section 1100-1101; Article 9 Section 1140-1144; Articles 11-15. (Effective 10/01/19)

Link: <http://www.bscc.ca.gov/wp-content/uploads/Adult-Title-15-Regulations-Effective-10.1.2019.pdf>

E. Title 24 of the California Code of Regulations (v.8/2015), Adult Detention Facilities – Minimum Standards for Local Detention Facilities: Part 1, Section 13-102(A) and 13-102 (C); Part 2, Section 1231.1

Link: <http://www.bscc.ca.gov/wp-content/uploads/Adult-Title-24-Part-1-Sept-2017-Part-2-July-2018.pdf>

F. Selected materials from the California Penal Code, Code of Civil Procedures, Family Code, Government Code, Labor Code, Welfare and Institution Code. The specific statutes will be provided by the department.

G. Selected materials from the San Francisco Sheriff's Department Division Manuals and Policies & Procedures.

H. Book: Supervision of Police Personnel, Ninth Edition, Nathan F. Iannone, Marvin D. Iannone, and Jeff Bernstein. ISBN-13: 978-0-13-518623-7. Candidates must purchase this book at their own expense.

Applicants are responsible for obtaining reference material A, B, C, D, E & F (listed above) online, G (listed above) on Citrix. Specific code sections will be provided to candidates via e-mail at a later date and H must be purchased at own expense.

Candidates will not be tested on any changes made to the above-listed sources after January 01, 2020

REASONABLE ACCOMMODATION REQUEST

Qualified candidates with disabilities requiring reasonable accommodation for this examination process must contact the examination analyst as soon as possible by e-mailing Liezel.Cruz@sfgov.org, by calling 415-551-8947 (voice) or if hearing impaired, 415-557-4810 (TDD), or by sending a fax to 415-557-4967.

Information on requesting reasonable accommodation for persons with disabilities can be found at: <https://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

CONVICTION HISTORY

As a *finalist* for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a *finalist*. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates applying for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates applying for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are selected as a *finalist*, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

This announcement is issued in accordance with Civil Service Commission Rules, Volume I, Miscellaneous Employees and the policies and procedures of the Department of Human Resources. These rules can be obtained at <http://sfgov.org/civilservice/rules>. Copies of this information can also be obtained at 1 South Van Ness, 4th Floor, and San Francisco, CA 94103.

An applicant/eligible that changes his or her contact information (name, mailing address, phone, etc.) after having filed an application must promptly go to CCSF's employment website: www.jobaps.com/sf. Click on the "Update My Contact Info" button located on the top of the page. Log in to your JobAps account by entering both your UserID & Password. Enter your new address/contact information. Click on the "Update Contact Information" button again (located at the very bottom of the page). Failure to maintain current contact information may result in loss of eligibility.

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by posting the correction on the Department of Human Resources website at www.jobaps.com/sf.

Requests for an alternate test date may be considered in limited circumstances and must be submitted to the analyst listed in this announcement within five (5) calendar days from the issuance of the test date announcement.

Examination scores will be standardized.

Important employment information for the City and County of San Francisco can be obtained at <http://www.sfdhr.org/index.aspx?page=20>. or at 1 South Van Ness Avenue, 4th Floor.

After appointment to a permanent position, the employee must serve a probationary period during which the employee must demonstrate the ability to perform the work assigned to the position.

Veteran's Preference:

Information regarding requests for Veterans Preference can be found at:
<https://sfdhr.org/information-about-hiring-process#veteranspreference>

Exam Type: Promotive

Issued: November 8, 2019

Micki Callahan

Human Resources Director

Department of Human Resources

Recruitment ID Number: CBT-8310-903777

DHR/LC/415.551.8947

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please visit <https://sfdhr.org/benefits-overview>

Click on the link below to apply:

[Fill out the Application NOW using the Internet.](#)

Apply Online

Powered by 

Re: Lieutenant exam

Cruz, Liezel (HRD) <liezel.cruz@sfgov.org>

Fri 1/17/2020 3:33 PM

To: Davis, Brock (SHF) <Brock.Davis@sfgov.org>

Cc: Johnson, Dave (HRD) <dave.johnson@sfgov.org>

■ 1 attachments (203 KB)

Response to Brock, Davis.pdf;

Hi Sergeant Davis,

Please see my attached response.

Thank you,

Liezel Cruz, Sr. HR Analyst
Public Safety Team
Department of Human Resources
415-551-8947

From: Durkan, Terence (SHF) <terence.durkan@sfgov.org>

Sent: Friday, January 17, 2020 9:49 AM

To: Davis, Brock (SHF) <Brock.Davis@sfgov.org>

Cc: Cruz, Liezel (HRD) <liezel.cruz@sfgov.org>

Subject: RE: Lieutenant exam

Hello Brock:

I did not receive your message. I am not involved in either the Sergeants or Lieutenants promotional exams as it is handled by the Department of Human Resources. I am copying Liezel Cruz who the DHR analyst assigned to this test.

I will ask that Liezel respond to your request.

Sincerely,

Terence.

Sgt. Terence Durkan
Personnel Manager
San Francisco Sheriff's Department
City Hall, Room 456
1 DR. Carlton B. Goodlett Pl.
San Francisco, Ca 94102-4676
Telephone: (415) 554-4461
Fax (415) 554-7050
Terence.durkan@sfgov.org

From: Davis, Brock (SHF) <Brock.Davis@sfgov.org>

Sent: Friday, January 17, 2020 9:38 AM

To: Durkan, Terence (SHF) <terence.durkan@sfgov.org>

Cc: Personnel Unit, SFSD (SHF) <sfsd.personnel@sfgov.org>

Subject: Lieutenant exam

Good morning Sergeant Durkan,

I left you a voicemail last week regarding the Lieutenant's exam. Briefly, I was out of the country during the announcement period, and I had no access to either my work or home email because I lost my phone at LAX on November 9, 2019 on my way to New Zealand and did not return home until December 3, 2019. I did not return to work until 12/08/2019.

Additionally, both mail addresses have the secondary level of security which require you to input a texted number received on my cell phone prior to gaining access to my emails. Unfortunately, this was impossible to do while I was out of the country.

I found out about the examination announcement late in December, and was resigned to not taking the exam until I spoke to Lieutenant Ramos at the beginning of January. He told me that he had a similar experience prior to the last Lieutenant's exam, and he was allowed to take it.

Similarly, I am asking for the same accommodation to take this exam because I was unaware of the final date to apply.

If necessary, I have documentation such as flight itineraries and lost phone Apple Case ID number in addition to SFSD payroll sheets.

Thanks for the opportunity to explain my position,

Sergeant B. Davis #1674

City and County of San Francisco
Micki Callahan
Human Resources Director



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

January 17, 2020

Davis Brock
Brock.Davis@sfgov.org

Dear Davis Brock:

This is in response to your January 17, 2020 email requesting to file an application for the 8310/8510 Sheriff's Lieutenant examination after the close of the official filing period.

As specified in the job announcement, the application filing period for 8310/8510 Sheriff's Lieutenant CBT-8310-903078 was from 9:00 AM on November 8, 2019 to 5:00 PM on November 22, 2019. However, you did not file an application during this time period.

We are bound by the terms of the job announcement as to the application filing period. This is the only way that we can ensure that we are being fair and consistent in treating any other Sheriff Department members who also failed to file an application during the filing period. Consequently, we must deny your appeal.

In accordance with Civil Service Commission [CSC] Rules, you have the option to appeal this decision to the CSC. Such an appeal must be filed within five days of receipt of this notice. Information on how to file an appeal is available on the CSC website at <http://sfgov.org/civilservice/appeals>.

Sincerely,

Liesel Cruz

Liesel Cruz
Senior Human Resources Analyst

C: Dave Johnson, Public Safety Manager



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

Sent via US mail and Email

January 23, 2020

Brock A. Davis
[REDACTED]

ELIZABETH SALVESON
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

JACQUELINE P. MINOR
COMMISSIONER

Subject: **Register No. 0014-20-4: Appealing the Rejection to take the Promotional 8310/8510 Sheriff's Lieutenant Examination**

Dear Brock A. Davis:

This is in response to your appeal submitted to the Civil Service Commission on January 21, 2020 appealing the rejection to take the promotional 8310/8510 Sheriff's Lieutenant examination. Your appeal has been forwarded to the Department of Human Resources for investigation and response to the Civil Service Commission.

If your appeal is timely and appropriate, the department will submit its staff report on this matter to the Civil Service Commission in the near future to request that it be scheduled for hearing. The Civil Service Commission generally meets on the 1st and 3rd Mondays of each month. You will receive notice of the meeting and the department's staff report on your appeal two Fridays before the hearing date via email, as you have requested on your appeal form. A hard copy of the report will also be available for your review at the Commission's offices located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

In the meantime, you may wish to compile any additional information you would like to submit to the Commission in support of your position. The deadline for receipt in the Commission office of any additional information you may wish to submit is 5:00 p.m. on the Tuesday preceding the meeting date (note that the Commission requires an original and nine copies of any supplemental/rebuttal materials you wish to submit—all double-sided, hole-punched, paper-clipped and numbered). Please be sure to redact your submission for any confidential or sensitive information (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

You may contact me by email Sandra.Eng@sfgov.org or by phone at (415) 252-3247 if you have any questions. You may also access the Civil Service Commission's meeting calendar, and information regarding staff reports and meeting procedures, on the Commission's website at www.sfgov.org/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION


SANDRA ENG
Acting Executive Officer



CIVIL SERVICE COMMISSION
City and County of San Francisco
 25 Van Ness Avenue, Suite 720
 San Francisco, California 94102-6033
 Executive Officer
 (415) 252-3247

CSC Register No.
0014-20-4
 To: X M. Callahan
 CC: J. Buick
A. Blasbas
D. Johnson
K. Fisher-Pulis

APPEAL TO THE CIVIL SERVICE COMMISSION

INSTRUCTIONS: Submit an original copy of this form to the Executive Officer of the Civil Service Commission at the address above within the designated number of days following the postmarked mailing date or email date (whichever is applicable) of the Department of Human Resources' or Municipal Transportation Agency's notification to the appellant. The appellant's/authorized representative's original signature is required. (E-mail is not accepted.) It is recommended that you include all relevant information and documentation in support of your appeal.	TYPE OF APPEAL: (Check One) <input checked="" type="checkbox"/> Examination Matters (by close of business on 5 th working day) <input type="checkbox"/> Employee Compensation Matters (by close of business on 7 th working day) - Limited application <input type="checkbox"/> Personal Service Contracts (Posting Period) <input type="checkbox"/> Other Matters (i.e., Human Resources Director/Executive Officer Action) (30 Calendar days) <input type="checkbox"/> Future Employability Recommendations (See Notice to Employee)
---	--

Brock A. Davis	425 7 th Street, San Francisco, CA 94103	(415) 575-4433
Full Name of Appellant	Work Address	Work Telephone
8310/8510	San Francisco Sheriff's Department	
Job Code	Title	Department
[Redacted]	[Redacted]	CA
Residence Address	City	State
	Zip	Home Telephone
Full Name of Authorized Representative (if any)	Telephone Number of Representative (including Area Code)	

NOTE: If this is deemed to be a timely and appealable matter, the department will submit a staff report to the Civil Service Commission to request that it be scheduled for hearing. You will be notified approximately one week in advance of the hearing date, at which time you will be able to pick up a copy of the department's staff report at the Commission's offices. If you would instead prefer Commission staff to email you a copy of the meeting notice and staff report, please provide your email address below.

Email: [Redacted]

COMPLETE THE BASIS OF THIS APPEAL ON THE REVERSE SIDE. (Use additional page(s) if necessary)

Does the basis of this appeal include new information not previously presented in the appeal to the Human Resources Director? If so, please specify.	Check One: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No SFSD payroll sheets, flight itineraries, replacement cell phone packing slip.
--	---

Original Signature of Appellant or Authorized Representative: [Signature] Date: 1/21/2020

CSC-12 (10/14) Date Received by Civil Service Commission: 2020 JAN 21 AM 8:23

State the basis of this appeal in detail. For more information about appeal rights and deadlines, please review the Civil Service Rules located on the Civil Service Commission's website at www.sfgov.org/CivilService.

Attached is documentation in support of my appeal to take the Lieutenant examination announced on November 8 2019. Specifically, the examination was announced on my RDO, 11/08/2019, and my last day at work as exhibited in the copies of County Jail #1 payroll reports was November 06, 2019. I did not return to work until December 8, 2019 also exhibited in the same payroll reports. I am not required to check SFSD email while not at work because I will not be paid to do so. I also later checked my personal email on file with SFSD/city & county, and I received no exam notice there.

I was out of the country during the majority of the announcement period without a cell phone because I lost it at the LAX international terminal security checkpoint on November 9, 2019. Even if I regularly checked my department email, my opportunity to register for the exam would have been for a maximum of twenty-four hours, 11/8/19 – 11/9/19.

My circumstance is not unique, and others have been allowed to register for previous examinations after the closing date due to a lack of notice. Specifically, Lieutenant Ramil Ramos #1838, while as a sergeant, was out of the country during the previous examination announcement period. He was allowed to register and take the exam after the close of the registration period. These accommodations have also been granted to many others at the same or different promotional levels. I only request a similar accommodation. I am not requesting an extraordinary accommodation such as taking a test after the original exam was already given, but even this has been granted in the past.

I have also attached additional supporting documentation including flight itineraries and my replacement cell phone packing slip dated 12/6/2019. Thank you for your consideration.

Reply all   Delete  Junk Block ...

Re: Lieutenant exam

San Francisco, Ca 94102-4676

Telephone: (415) 554-4461

Fax (415) 554-7050

Terence.durkan@sfgov.org

From: Davis, Brock (SHF) <Brock.Davis@sfgov.org>

Sent: Friday, January 17, 2020 9:38 AM

To: Durkan, Terence (SHF) <terence.durkan@sfgov.org>

Cc: Personnel Unit, SFSD (SHF) <sfsd.personnel@sfgov.org>

Subject: Lieutenant exam

Good morning Sergeant Durkan,

I left you a voicemail last week regarding the Lieutenant's exam. Briefly, I was out of the country during the announcement period, and I had no access to either my work or home email because I lost my phone at LAX on November 9, 2019 on my way to New Zealand and did not return home until December 3, 2019. I did not return to work until 12/08/2019.

Additionally, both mail addresses have the secondary level of security which require you to input a texted number received on my cell phone prior to gaining access to my emails. Unfortunately, this was impossible to do while I was out of the country.

I found out about the examination announcement late in December, and was resigned to not taking the exam until I spoke to Lieutenant Ramos at the beginning of January. He told me that he had a similar experience prior to the last Lieutenant's exam, and he was allowed to take it.

Similarly, I am asking for the same accommodation to take this exam because I was unaware of the final date to apply.

If necessary, I have documentation such as flight itineraries and lost phone Apple Case ID number in addition to SFSD payroll sheets.

Thanks for the opportunity to explain my position,

Sergeant B. Davis #1674

**San Francisco County Jail
CJ1 Midnight
Watch: Midnight 2300 - 0700
Roster Code: SHF1M**

Pay Period Date : Nov 2, 2019 to Nov 15, 2019

E-MAILED
11/14/19 *RLD*

Personnel Assigned	DSW #	Star #	Rank	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
Nov 2, 19 to Nov 15, 19				2	3	4	5	6	7	8	9	10	11	12	13	14	15
					RDO	RDO						RDO	RDO				
Davis, B.		1674	8308	RDO	WC	WC			4 FIT 4VAC	RDO	RDO	CT	HOL	CT	CT	CT	RDO
								RDO	RDO			WC	HOL		RDO	RDO	
				DP	RDO	RDO	DP		CT	Vac		RDO	RDO	Vac	SL	Vac	2 CT
					RDO	RDO						RDO	RDO				DIL
			4				RDO	RDO	2 CT	SL			HOL	RDO	RDO		2VAC
				SL	RDO	RDO	SL	SL	SL	SL	SL	RDO	RDO				
								RDO	RDO	2SL 6WK	SL	CT	HOL	CT	RDO	RDO	
				RDO	RDO					Vac	RDO	RDO	HOL		CT		
							DET ELECT	RDO	SL	RDO	DET TRN	DET TRN	HOL			RDO	RDO
			4	SL	SL	SL	SL	SL	RDO	RDO	SL	SL	HOL	SL	SL	RDO	RDO
				CT	CT	RDO	RDO					CT FMLA	RDO	RDO			
				RDO	RDO						RDO	RDO	HOL				
				Det Days	Det Days	Det Days	Det Days	Det Days	RDO	RDO	Det Days	Det Days	Det Days	Det Days	Det Days	RDO	RDO
				RDO	Vac						RDO	RDO	HOL				RDO
								RDO	RDO		DET TRN	DET TRN	HOL		RDO	RDO	
				Vac	Vac	Vac	RDO	RDO					HOL	RDO	RDO		
				RDO	RDO	SL					RDO	RDO	HOL				
				RDO	CT FLSA	Vac				RDO	RDO	CT	HOL			Vac	RDO
						RDO	RDO						RDO	RDO			
				RDO	SL	CT				RDO	RDO	Vac	HOL	Vac	Vac	Vac	RDO
Personnel Assigned	DSW #	Star #	Rank	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Nov 2, 19 to Nov 15, 19				SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
Total # of staff available each day				Sups. 1	1	1	2	2	1	1	1	0	0	1	1	1	1
				Dep.	7	6	8	10	10	11	8	7	4	0	10	9	10
Total # of Females each day				2	2	1	1	2	3	1	2	2	0	2	3	3	3
Total # of available slot of Overtime				-4	-5	-3	-1	-1	0	-3	-4	-7	-11	-1	-2	-1	1
Personnel Assigned	DSW #	Class #		SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
Nov 2, 19 to Nov 15, 19				2	3	4	5	6	7	8	9	10	11	12	13	14	15
								RDO	RDO				HOL		RDO	RDO	
					RDO	RDO					SL	RDO	RDO				
				RDO	CT			CT	CT	RDO	RDO		HOL				RDO
Overtime Personnel				SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
Nov 2, 19 to Nov 15, 19				2	3	4	5	6	7	8	9	10	11	12	13	14	15
			OT 1														
			OT 2														
			OT 3														
			OT 4														
			OT 5														
			OT 6														

St Jacy 1278
11/14/19
Cap Searched #103

San Francisco County Jail

CJ1 Midnight

Watch: Midnight 2300 - 0700

Roster Code: SHF1M

Pay Period Date : Nov 16, 2019 to Nov 29, 2019

Personnel Assigned	DSW #	Star #	Rank	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	
Nov 16, 19 to Nov 29, 19				16	17	18	19	20	21	22	23	24	25	26	27	28	29	
				DIL	RDO	RDO						RDO	RDO			HOL	HOL	
Davis, B.				RDO	Vac	Vac	Vac	Vac	Vac	RDO	RDO	CT	CT	CT	CT	HOL	RDO	
				CT	WC	WC		RDO	RDO			WC	WC		RDO	RDO	HOL	
				DIL	RDO	RDO		6Vac 2DP	SL	DIL		RDO	RDO	6Vac 2DP	6WK 2CT	HOL	HOL	
				SL	RDO	RDO					Vac	RDO	RDO	Vac	Vac	HOL	HOL	
				CT FLSA	CT	CT	RDO	RDO			2CT	CT	CT FLSA	RDO	RDO	HOL	HOL	
				SL	RDO	RDO			SL	SL	SL	RDO	RDO			HOL	HOL	
								RDO	RDO	Vac	Vac	Vac	Vac	Vac	RDO	RDO	HOL	
				RDO	RDO	4PTC 4Vac					RDO	RDO	Vac			HOL	HOL	
									RDO	RDO						RDO	RDO	
				SL	SL	SL	SL	SL	RDO	RDO	SL	SL	SL	SL	SL	RDO	RDO	
				CT		RDO	RDO				CT FMLA	CT FMLA	RDO	RDO		HOL	HOL	
				RDO	RDO			SL			RDO	RDO			SL	HOL	HOL	
				Det Days	Det Days	Det Days	Det Days	Det Days	RDO	RDO	Det Days	Det Days	Det Days	Det Days	Det Days	RDO	RDO	
				RDO						RDO	RDO					HOL	RDO	
								RDO	RDO		CT		DET TRN	SL	RDO	RDO	HOL	
							RDO	RDO			SL			RDO	RDO	HOL	HOL	
				RDO	RDO	Vac					RDO	RDO	SL			HOL	HOL	
				RDO	CT					RDO	RDO	CT		Vac	CT FLSA	HOL	RDO	
				DIL		RDO	RDO						RDO	RDO		HOL	HOL	
				RDO						RDO	RDO		Vac			HOL	RDO	
Personnel Assigned	DSW #	Star #	Rank	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
Nov 16, 19 to Nov 29, 19				SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	
Total # of staff available each day				Sup.	0	0	0	1	1	1	1	0	0	1	1	0	0	
				Depts.	4	8	8	13	10	11	10	6	6	5	8	8	0	
Total # of Females each day					0	1	1	2	3	3	2	2	1	1	1	2	0	0
Total # of available slot of Overtime					-7	-3	-3	2	-1	0	-1	-6	-5	-6	-3	-3	-11	-11
Personnel Assigned	DSW #	Class #		SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	
Nov 16, 19 to Nov 29, 19				16	17	18	19	20	21	22	23	24	25	26	27	28	29	
								RDO	RDO				2CT		RDO	RDO	HOL	
				CT	RDO	RDO						RDO	RDO			HOL	HOL	
				RDO			CT		SL	RDO	RDO					HOL	RDO	
Overtime Personnel				SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	
Nov 16, 19 to Nov 29, 19				16	17	18	19	20	21	22	23	24	25	26	27	28	29	
			OT 1															
			OT 2															
			OT 3															
			OT 4															
			OT 5															
			OT 6															

Handwritten: 11/29/19

San Francisco County Jail
 CJ1 Midnight
 Watch: Midnight 2300 - 0700
 Roster Code: SHF1M



E-MAILED

12/12/19

Pay Period Date : Nov 30, 2019 to Dec 13, 2019

Personnel Assigned	DSW#	Star #	Rank	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
Nov 30, 19 to Dec 13, 19				30	1	2	3	4	5	6	7	8	9	10	11	12	13
Davis, B.		1674	8308	RDO	CT	CT	FIT	CT	SL	RDO	RDO	WC	WC	DET CJ5			RDO
					WC	WC		RDO	RDO						RDO	RDO	
					RDO	RDO	DP	MD	SL	SL	SL	RDO	RDO	6MD 2DP	6MD 2DP	MD	MD
				Vac	RDO	RDO						RDO	RDO				
							RDO	RDO					CT	RDO	RDO		
				SL	RDO	RDO		SL	SL	DIL	DIL	RDO	RDO	DIL	SL	SL	SL
								RDO	RDO	DIL					RDO	RDO	
				RDO	RDO			Vac			RDO	RDO	CT	Vac			
									RDO	RDO	Vac	Vac	Vac	Vac	Vac	RDO	RDO
				SL	SL				RDO	RDO						RDO	RDO
				CT	Grant	RDO	RDO	SL			VAC FMLA	VAC FMLA	RDO	RDO		DIL	DP
				RDO	RDO	SL	SL	Vac	SL	SL	RDO	RDO	SL	SL	SL	SL	SL
				Det Days	Det Days	Det Days	Det Days	Det Days	RDO	RDO	Det Days	Det Days	Det Days	Det Days	Det Days	RDO	RDO
				RDO		2DIL				RDO	RDO						RDO
								RDO	RDO	CT	CT	CT			RDO	RDO	
							RDO	RDO						RDO	RDO		
				RDO	RDO	Vac					RDO	RDO					
				RDO	Vac	Vac	Vac	CT	CT	RDO	RDO	CT				2DIL	RDO
				CT FLSA		RDO	RDO	CT FLSA					RDO	RDO			DIL
				RDO						RDO	RDO	DIL					RDO
Personnel Assigned	DSW #	Star #	Rank	30	1	2	3	4	5	6	7	8	9	10	11	12	13
Nov 30, 19 to Dec 13, 19				SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
Total # of staff available each day			Sups.	1	0	0	1	1	1	1	1	1	1	1	2	2	1
			Depts.	7	9	9	11	7	9	8	7	7	9	9	9	10	9
Total # of Females each day				1	2	2	2	1	2	2	3	3	2	2	3	3	1
Total # of available slot of Overtime				-4	-2	-2	0	-4	-2	-3	-4	-4	-2	-2	-2	-1	-2
Personnel Assigned	DSW #	Class #		SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
Nov 30, 19 to Dec 13, 19				30	1	2	3	4	5	6	7	8	9	10	11	12	13
								RDO	RDO				SL		RDO	RDO	
				Vac	RDO	RDO						RDO	RDO				
				RDO			CT			RDO	RDO			CT	CT	FONG	RDO
Overtime Personnel				SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
Nov 30, 19 to Dec 13, 19				30	1	2	3	4	5	6	7	8	9	10	11	12	13
			OT 1														
			OT 2														
			OT 3														
			OT 4														
			OT 5														
			OT 6														

Sgt. B. Davis
 #1674
 12/12/19

Reply all Delete Junk Block

Fwd: Online check-in is open for your flight to Auckland - booking ref IAFKZH

Booking reference IAFKZH

Hi Katherine,

Online check-in is now open for your flight.

Check in online before the airport!

With online check-in select your seat, manage your checked baggage and print your boarding pass, all before you get to the airport.

Online check-in is open 24 hours to 90 minutes before the scheduled departure of your flight.

Check in now

Please note, home printed and mobile boarding passes are not accepted use at some airports. Boarding passes can be collected at the airport from kiosk or counter.

View accepted forms of boarding passes at airports you are departing from

More about online check-in.

Your flight details

Los Angeles - Auckland

Depart	Arrive	Duration
8:05pm Sat 9 Nov 2019	6:00am Mon 11 Nov 2019	12h 55m

Air New Zealand NZ0005 LAX - AKL 23D, 23E Premium economy

While you are there

Auckland weather

Mon 11 Nov	Tue 12 Nov	Wed 13 Nov	Thu 14 Nov
Occ	Partl	Mai	A
aciona	v	nly	period

Fwd: Online check-in is open for your flight to Los Angeles - booking ref IAFKZH

Online check-in is now open for your flight.

Check in online before the airport!

With online check-in select your seat, manage your checked baggage and print your boarding pass, all before you get to the airport.

Online check-in is open 24 hours to 90 minutes before the scheduled departure of your flight.

[Check in now](#)

Please note, home printed and mobile boarding passes are not accepted use at some airports. Boarding passes can be collected at the airport from kiosk or counter.

View [accepted forms of boarding passes](#) at airports you are departing from

More about [online check-in](#).

Your flight details

Auckland - Los Angeles

Depart	Arrive	Duration
10:55pm	2:00pm	12h 5m
Tue 3 Dec 2019	Tue 3 Dec 2019	

Air
 New Zealand NZ0002 AKL - LAX - **23J, 23K** Premium economy

While you are there

Los Angeles weather

<p>Wed 4 Dec</p> <p> Rain with light winds.</p> <p>64° F / 53° F</p>	<p>Thu 5 Dec</p> <p> One or two showers.</p> <p>64° F / 51° F</p> <p>Light winds.</p>	<p>Fri 6 Dec</p> <p> Partly cloudy with not much wind.</p> <p>66° F / 51° F</p>	<p>Sat 7 Dec</p> <p> Rain with little wind.</p> <p>62° F / 51° F</p>
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Shipping Address
BROOK DAVIS
[Redacted]

*Wife
carried it
100% 7/20/07*

*** Packing Slip

Page 1
 Entry Date: 02/04/07 10:22
 Fiscal: 12/00/2016 03:54
 Fiscal: 1/2000/2017
 Item ID: 00000112204164
 Prep Method: FedEx - 01
 Your Order: BNS-CY-01100007

Line	Item #	Bin	Description	Qty	Mobile #	PICK CITY	SHIP CITY
1	14724161	220000	INSURE PERSONAL FAX	1	6107394546		
2	73000		2ND HAND REBUILT CELL	1			
3	80000		CELL AND PUBLIC EQUIP	1			
4	80000		CELL AND TEST DEVICE #	1			
5	80000		CELL INSURANCE BOOK SA	1			
6	80000		CELL AND TEST DEVICE #	1			

Returning your damaged device is easy. See enclosed for return instructions.
 You can track your return shipment on www.tracking.smartlabel.com
 Your return tracking #: 610 73 94546 9002 0 159891267



Include this bottom portion of the packing slip in your return shipment with damaged device and battery.





**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

LONDON N. BREED
MAYOR

NOTICE OF RECEIPT OF APPEAL

ELIZABETH SALVESON
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

JACQUELINE P. MINOR
COMMISSIONER

DATE: January 23, 2020

REGISTER NO.: 0014-20-4

APPELLANT: BROCK A. DAVIS

Micki Callahan
Human Resources Director
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Dear Ms. Callahan:

The Civil Service Commission has received the attached letter from Brock A. Davis, appealing his rejection to take the promotional 8310/8510 Sheriff's Lieutenant examination. Your review and action are required.

If this matter is not timely or appropriate, please submit CSC Form 13 "Action Request on Pending Appeal/Request," with supporting information and documentation to my attention at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. CSC Form 13 is available on the Civil Service Commission's website at www.sfgov.org/CivilService under "Forms."

In the event that Brock A. Davis' appeal is timely and appropriate, the department is required to submit a staff report in response to the appeal within sixty (60) days so that the matter may be resolved in a timely manner. Accordingly, **the staff report is due no later than 11 a.m. on March 26, 2020** so that it may be heard by the Civil Service Commission at its meeting on April 6, 2020. If you will be unable to transmit the staff report by the March 26th deadline, or if required departmental representatives will not be available to attend the April 6th meeting, please notify me by use of CSC Form 13 as soon as possible, with information regarding the reason for the postponement and a proposed alternate submission and/or hearing date.

SANDRA ENG
ACTING EXECUTIVE OFFICER

Appellant: Brock A. Davis
January 23, 2020
Page 2 of 2

You may contact me at Sandra.Eng@sfgov.org or (415) 252-3247 if you have any questions. For more information regarding staff report requirements, meeting procedures or future meeting dates, please visit the Commission's website at www.sfgov.org/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION



Sandra Eng
Acting Executive Officer

Attachment

Cc: Anna Biasbas, Department of Human Resources
Jeanne Buick, Department of Human Resources
Dave Johnson, Department of Human Resources
Chief Deputy Sheriff Kevin T. Fisher-Paulson

Johnson, Dave (HRD)

From: Woo, Amy (SHF)
Sent: Monday, February 10, 2020 15:00
To: Johnson, Dave (HRD)
Cc: Sanford, Jamala (SHF); Durkan, Terence (SHF); Fisher-Paulson, Kevin (SHF)
Subject: FW: 8310-8510 Sheriff's Lieutenant-Recruitment # CBT-8310-903078
Attachments: 10-08-2019-8310-8510 Sheriff's Lieutenant Recruitment Announcement..pdf

Hi Dave,

Below is the email notification that was sent out to notify SFSD Staff regarding the posting of the 8310/8510 Sheriff's Lieutenant Recruitment announcement.

Thanks,
Amy

Amy Woo
Senior Human Resources Analyst
San Francisco Sheriff's Department
City Hall, Room 456
1 DR. Carlton B. Goodlett Pl.
San Francisco, Ca 94102-4676
Telephone: (415) 554-4012
Fax (415) 554-7050
amy.woo@sfgov.org

From: Durkan, Terence (SHF) <terence.durkan@sfgov.org>
Sent: Friday, November 8, 2019 10:20 AM
To: SFSD-Everyone <SFSD-Everyone@sfgov.org>
Subject: 8310-8510 Sheriff's Lieutenant-Recruitment # CBT-8310-903078

This is informational for all employees. Administrative supervisors please post the attachment(s) on all department muster boards and cover the information at all muster meetings.

Thank you.

8310/8510 Sheriff's Lieutenant Announcement Link
<https://www.jobapscloud.com/SF/sup/bulpreview.asp?R1=CBT&R2=8310&R3=903078>

Sgt. Terence Durkan
Personnel Manager
San Francisco Sheriff's Department
City Hall, Room 456
1 DR. Carlton B. Goodlett Pl.
San Francisco, Ca 94102-4676

Telephone: (415) 554-4461
Fax (415) 554-7050
Terence.durkan@sfgov.org

Dear Ramil Ramos,

Your application for 8310/8510 Sheriff's Lieutenant , recruitment CBT-8310-902486, in the City and County of San Francisco was received on 11/20/2017 11:39:21 PM.

The filing deadline for this job is Dec 1 2017 4:00PM.

If you have any questions about this recruitment or your application status, or if you need to send additional verification information for this position, please contact the exam analyst, Noemi Herndon, at noemi.herndon@sfgov.org or by phone at (415) 551-8943

If you respond to this email with questions specific to this recruitment or your application, you will be directed to the analyst listed above. **This email address is only for general questions and technical support for the application process.**

If you have any questions regarding the application and selection process, please refer to the announcement. If you cannot locate the answer to your question, please contact the exam analyst listed above. [Click here to view the Job Announcement.](#)

Please be sure to keep a copy of your userid and password for your records. You will need them to access your account.

If you want to review your application, update your contact information or submit an application for another job, please return to the Employment Opportunities at <http://www.jobaps.com/SF>.

Notices of application status and referrals will be sent by email only in most situations. Applicants should not expect to be notified by phone or postal mail. In rare circumstances, a department may elect to contact you through other methods, however it is your responsibility to follow the instructions below to ensure you receive all relevant notifications. Extensions of deadlines or exceptions to policies will not be granted for applicants who miss an email notification sent to spam or other email folders.

Please set your email to accept notices from the following addresses:

@sfgov.org
@sfdpw.org
@sfport.com
@flysfo.com
@sfwater.org
@sfdph.org
@asianart.org
@sfmta.com
@sfpl.org

@sfusd.edu
@dcyf.org
@first5sf.org

Thank you again for your application.

City and County of San Francisco