



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

AMENDED

MEMORANDUM
CSC No. 2018 – 10

F. X. CROWLEY
PRESIDENT

Date: September 19, 2018

ELIZABETH SALVESON
VICE PRESIDENT

To: Department Heads
Departmental Personnel Officers
Employee Organization Representatives

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

From: Michael L. Brown
Executive Officer

SCOTT R. HELDFOND
COMMISSIONER

Subject: Notice of Posting: Proposed amendments to the Civil
Service Commission Rule 113 Certification of Eligibles

MICHAEL L. BROWN
EXECUTIVE OFFICER

The Civil Service Commission acted at its Regular Meeting of September 17, 2018, to direct its' Executive Officer to post the proposed amendments to the Civil Service Commission Rule 113 – Certification of Eligibles, and to meet and discuss regarding the amended Rule with any interested stakeholders. The proposed amendment will clerically amend the applicability under Article III to apply to all employees except the Uniformed Ranks of the Police, Fire, and the Service-Critical Employees under MTA.

Any employee organization or other stakeholders interested in discussing the proposed revisions are invited to attend any or all of the following scheduled meetings:

Date: September 25, 2018
Time: Tuesday, 2:00 pm – 3:00 pm

Date: *September 28, 2018*
Time: Friday, 10:00 am – 11:00 am

The meetings will take place in the Civil Service Commission's Office located at 25 Van Ness Avenue, Suite 720. Please contact Commission staff at civilservice@sfgov.org to RSVP for either or both meetings.

Should you have any questions about the proposed amendments, you may contact me at (415) 252-3247 or at michael.brown@sfgov.org.

Respectfully submitted,
CIVIL SERVICE COMMISSION



MICHAEL L. BROWN
Executive Officer

Attachment

cc: F. X. Crowley, President
Elizabeth Salveson, Vice President
Douglas S. Chan, Commissioner
Kate Favetti, Commissioner
Scott Heldfond, Commissioner

Rule 113

Certification of Eligibles

Article III: Application of Certification Rules

Applicability: Article III, Rule 113, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and Service-Critical classes at the Municipal Transportation Agency (MTA).

Sec. 113.7 **Certification Rules ~~Applicable to Employees in all classes except Unrepresented, Municipal Executives Association~~**

113.7.1 Rule of Three Scores

- 1) Unless mutually agreed between the employee organization representing the class and the Human Resources Director to use a broader Certification Rule, the Rule of Three Scores shall be used exclusively.
- 2) The Department of Human Resources shall certify to the appointing officer the names of eligibles with the three (3) highest scores on the list of eligibles for the position who are available for appointment.
- 3) Except as otherwise provided, when there are two (2) or more approved personnel requisitions on file for the same class, the number of scores certified shall be equal to the number of positions to be filled plus two (2) scores. An eligible list adopted under the Rule of Three Scores shall in all cases be exhausted when eligibles standing at fewer than three (3) scores are available. Use of the eligible list when there is fewer than the minimum certification available shall be at the discretion of the appointing officer.
- 4) If all eligibles at a score waive appointment or fail to respond within the time limits provided in these Rules, the appointing officer may request supplementary certification(s) from the next highest score(s).

113.7.2 Expansion of Certification Rules

- 1) Notwithstanding any other provisions of these Rules, the Human Resources Director is authorized to meet and confer with representatives of employee organizations to reach mutual agreement over the Certification Rule applicable to each of the classes covered by this Section. If the parties fail to reach mutual agreement, the Rule of Three Scores shall be used.

Sec. 113.7 Certification Rules Applicable to Employees in all classes except Unrepresented, Municipal Executives Association (cont.)

113.7.2 **Expansion of Certification Rules (cont.)**

2) The agreed-upon Certification Rule shall be promulgated as a term of the examination announcement and the agreed-upon Certification Rule shall not be appealable to the Civil Service Commission.

Sec. 113.8 Reachable Eligible per Certification Rules and Other Related Matters Applicable to Employees in Unrepresented classes and classes represented by Municipal Executives Association

113.8.1 **Rule of Three or More Scores**

1) **For a Single (1) Position**

The names of all eligibles standing at a specified number of scores with a minimum of at least those eligibles with three (3) scores shall be certified to each available position.

2) **When More Than One Position Available**

Except as may otherwise be provided, when there are two or more approved personnel requisitions on file for the same class, the number of scores certified shall be equal to the number of positions to be filled plus the number of scores in the Certification Rule applicable to the eligible list being certified minus one.

3) **When Eligible List Exhausted**

An eligible list adopted under the Rule of Three or More Scores shall in all cases be exhausted when there are fewer than three (3) scores available. Use of the eligible list when there is fewer than the minimum certification available shall be at the discretion of the appointing officer.

4) **Supplementary Certification**

If all eligibles at a score waive appointment or fail to respond within the time limits provided in these Rules, the appointing officer may request supplementary certification(s) from the next highest score(s).

113.8.2 **Rule of the List**

1) The names of all eligibles on the eligible list shall be certified to each available position.

Sec. 113.8 **Reachable Eligible per Certification Rules and Other Related Matters**
Applicable to Employees in Unrepresented classes and classes
represented by Municipal Executives Association (cont.)

113.8.2 **Rule of the List (cont.)**

2) When Eligible List is Exhausted

An eligible list adopted under the Rule of the List shall be exhausted when there are fewer than one third of the number of eligibles on the original list still available provided, however, if the original list had nine (9) or fewer eligibles, at least three (3) eligibles must be available; for original lists with forty five (45) or more names, at least fifteen (15) eligibles must be available. In the event that application of the one-third formula specified above results in a fraction, the next highest number shall be used. Use of the list when there is fewer than the minimum certification available shall be at the discretion of the appointing officer.

113.8.3 **Establishment of Certification Rule**

- 1) The Human Resources Director shall establish the Certification Rule for each class by specifying the Certification Rule to be used to administer the eligible list in the first examination announcement for the class after the adoption of this section.
- 2) Once established, the Certification Rule shall be used to administer all future eligible lists in the class unless otherwise ordered by the Human Resources Director.
- 3) In establishing the Certification Rule, the Human Resources Director may consult with appointing officers, representatives of employee organizations and other pertinent parties.