

Annual Planning Calendar of Required Reports

-Calendar Year 2017-2018

Required Report	Reporting Agency	Due Date of the Report (Reminder: staff reports are due no later than 11 a.m. two Thursdays prior to each meeting)
Appointments Exempt from Civil Service under the 1996 Charter Section 10.104 - 1 through 10.104 - 12	DHR	Prior to approval of request and for appointments over 2% Annual Status report in August
Appointments Exempt from Civil Service under the 1996 Charter Section 10.104 – Categories 16 through 18	DHR/MTA	Annual: First meeting in March Semi-annual: for Appointments past Charter authorized duration in March and September
Annual Classification Review/Updates – both Civil Service and Exempt Under Charter Section 8A.104	DHR/MTA	Annual – Second meeting in November
Classified Exempt Appointments from Civil Service under the 1996 Charter Section 10.104-Categories 16 through 18 and Examination Plan for San Francisco Unified School District	SFUSD	Annual Report – Second Meeting in April
Classified Exempt Appointments from Civil Service under the 1996 Charter Section 10.104-Categories 16 through 18 and Examination Plan for San Francisco Community College District	SFCCD	Annual Report Due August 2017 as first Report
Equal Employment Opportunity Workforce Utilization Analysis Report (Civil Service Rules 103.2 and 403.2)	DHR/MTA	Every Five Years: Second meeting in August
Equal Employment Opportunity Workforce Utilization Analysis Follow-Up Report on Classes with Underrepresentation Identified in the Equal Employment Opportunity Workforce Analysis Report Note: This is a new annual reporting requirement beginning in calendar year 2013, in lieu of requiring an Equal Employment Opportunity Workforce Utilization Analysis is now due every five years instead of annually). The purpose of this new annual reporting requirement is to track and report on the City's /MTA's efforts and success in increasing representation in those City classes identified in the five-year report as having lower percentages of sex, race or ethnic groups in occupational categories in the workforce in the relevant job market.	DHR/MTA	Each Year Following the Five-Year Equal Employment Opportunity Workforce Utilization Analysis Report, Due: Second meeting in August.
Salary Survey for Registered Nurse Classifications	DHR	Annual: Second meeting in April

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Survey of monthly rates paid to Police Officer & Firefighters in all cities 350,000 or more in the State of California.	DHR	Annual: First meeting in August
Certification of Prevailing Rate of Wages for Workers Those who are: 1) performing work under City contracts for public works and improvement; 2) performing work under City contracts for janitorial services; 3) performing work in public off-street parking lots, garages, or storage facilities for automobiles on property owned or leased by the City; 4) engaged in theatrical or technical services for shows on property owned by the City; 5) performing moving services under City contracts at facilities owned or leased by the City; and 6) engaged in the hauling of solid waste generated by the City in the course of City operations, pursuant to a contract with the City; and 7) engaged in Exhibit, Display, or Trade Show work at a special event on property owned by the City.	OLSE	Annual; Second meeting in September
Provisional Employee Report	DHR/MTA	Semi-annual: First meeting in February and 2 nd meeting in August
Annual Report on the Certification of Eligible – Entry and Promotion – Uniformed Ranks of Police and Fire	DHR	Annual: Second meeting in August
Class Consolidation	DHR	Annual: Second meeting in August
Position-Based Testing Program	DHR	Semi-annual 1 st meeting in March and 2 nd meeting in August Quarterly (until the sunset of pilot Rule 411A in 2016, absent further Commission action).
Report on anticipated and actual numbers and classifications of “Promotive Only” exams.	DHR/MTA	Annual: 2 nd meeting in August
Report on separations and resignations of Permanent Civil Service and Exempt employees with future restrictions that were imposed or appealed; and the restrictions subsequently reduced, rescinded, and the appeal withdrawn.	DHR/MTA	Semi-Annual: 2 nd Meeting in February and August
Personal Service Contract (“PSC”) Awards. Report on all PSCs awarded during the preceding year (including the names, contract amounts and duration for all contracts issued under the approved PSC).	DHR	Annual: not later than August 1 st of each year.