



# CIVIL SERVICE COMMISSION

## CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED  
MAYOR

MEMORANDUM  
CSC No. 2018 – 08

F. X. CROWLEY  
PRESIDENT

Date: August 14, 2018

ELIZABETH SALVESON  
VICE PRESIDENT

To: Department Heads  
Departmental Personnel Officers  
Employee Organizations

DOUGLAS S. CHAN  
COMMISSIONER

KATE FAVETTI  
COMMISSIONER

From: Michael L. Brown  
Executive Officer

SCOTT R. HELDFOND  
COMMISSIONER

Subject: **Deletion of Civil Service Commission Rule X9D  
Promotional Examinations for Employees on Military Leave  
and Rule X30.1 Personnel Service Records**

MICHAEL L. BROWN  
EXECUTIVE OFFICER

The Civil Service Commission took final action on July 10, 2018, to delete Rule X9D Promotional Examinations for Employees on Military Leave and Rule X30.1 Personnel Service Records that were previously posted for deletion and listed in Civil Service Commission Rules Volume X – Rules for Deletion in 2000.

### **Rule X9D Promotional Examinations for Employees on Military Leave**

Civil Service Rule X9D Promotional Examinations for Employees on Military Leave applies to employees in all classes. Currently Volume I – Miscellaneous Employees, Volume II – Uniformed Ranks of the Police Department; Volume III – Uniformed Ranks of the Fire Department; and Volume IV – MTA Service-Critical Employees all address examinations and employees on Military Leave in Rules 120; 220; 320; and 420 Leaves of Absence, respectively. The language in these four volumes were the result of meet and confer with appropriate labor organizations representing Miscellaneous Employees, Uniformed Ranks of the Police Department, Uniformed Ranks of the Fire Department and MTA Service-Critical Employees when the Civil Service Rules were split into four volumes in 2000. The action to delete this X Rule will not change current provisions in the four (4) volumes. As a follow-up, the posted Rule X9D marked for deletion is now officially deleted by Civil Service Commission action.

### **Rule X30.1 Personnel Service Records**

Civil Service Commission Rule X30.1 Personnel Service Records also applies to all employees. Rule X30.1 stated in part, "The Commission shall establish, in accordance with Charter provisions, a personnel service record system for the purpose of compiling information useful in the evaluation of employees for promotion and other purposes." Effective August 27, 2012, the Department of Human Resources launched Phase 1 of Project eMerge to provide improved Human Resources, Benefits Administration and Payroll Services to the active, retired, and future workforce of the City and County of San Francisco (CCSF) through the implementation of oracle's PeopleSoft Human Capital Management (HCM) 9.0 system. Since 2012, the successful implementation of our eMerge system through PeopleSoft, eliminated our legacy system and completed the requirement under Rule X30.1 as outlined above. By action of the Civil Service Commission, this Rule X30.1 has been officially deleted as well.

Please call me or Sandra Eng at 252-3247, if there are questions.

CIVIL SERVICE COMMISSION



Michael L. Brown  
Executive Director