



# 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 Number: 0246 - 13 - 1
2. For Civil Service Commission Meeting of: September 16, 2013
3. Check One:                   Ratification Agenda  
                                      Consent Agenda  
                                      Regular Agenda  
                                      Human Resources Director's Report X
4. Subject: Annual Report on Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Fire, Police and Sheriff Departments  
      Recommendation: Accept the Report
6. Report prepared by: John Kraus Telephone number: 415 557-4884
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: Deborah Koble for Micki Casahan  
      Date: 08/15/13
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.

<b><u>CSC RECEIPT STAMP</u></b>

Attachment

**Notification for Annual Report on Certification of Eligibles –  
Entry and Promotion – Uniformed Ranks of Fire, Police and Sheriff Departments**

Fire Chief Joanne Hayes-White  
698 Second Street, Second Floor  
San Francisco, CA 94107

Police Chief Greg Suhr  
San Francisco Police Department  
850 Bryant Street, #525  
San Francisco, CA 94103

Sheriff Ross Mirkarimi  
City Hall, Room 456  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

John Kraus  
Recruitment & Assessment Services  
Department of Human Resources  
One South Van Ness Avenue, 4<sup>th</sup> Floor  
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San Francisco, CA 94103

Donna Kotake  
Workforce Development Director  
Department of Human Resources  
One South Van Ness Avenue, 4<sup>th</sup> Floor  
San Francisco, CA 94103



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director




**DATE:** August 07, 2013  
**TO:** The Honorable Civil Service Commission  
**THROUGH:** Micki Callahan, Human Resources Director   
**FROM:** John Kraus, Assistant Deputy Director  
**SUBJECT:** Annual Report on the Certification of Eligibles - Entry and Promotion - Uniformed Ranks of Fire, Police and Sheriff Departments

**Background**

On an annual basis, the Department of Human Resources reports to the Civil Service Commission (CSC) to summarize examination and hiring activities for the San Francisco Fire, Police, and Sheriff Departments. This report covers the fiscal year July 1, 2012 through June 30, 2013. Because most of the Public Safety selection processes require about nine months from development through administration, they often overlap fiscal years. For this reason, tests may be referenced in more than one annual report.

**FY 12-13 Public Safety Appointments**

During the past fiscal year there were 240 new hires in all three departments. This reflects the beginning of the Mayor’s commitment to bolster the ranks of Fire and Police with new hires. The Fire and Police Departments also had promotional appointments, with the latter having significantly more. The table below shows the number of appointments by job title/class.

	<b>Job Title</b>	<b>Class</b>	<b>No.</b>
	Firefighter	H 2	48
	Firefighter Paramedic	H 3	1
	Inspector, Prevention	H 4	14
	Lieutenant, Suppression	H 20	10
	Lieutenant, Prevention	H 22	1
	Captain, Suppression	H 30	2
	Captain, EMS	H 33	3
	Police Officer	Q2	174
	Sergeant	Q50	74
	Lieutenant	Q60	25
	Captain	Q80	8
	Deputy Sheriff	8302	18

## FY 2011-2012 Examination Activities

### San Francisco Fire Department (SFFD)

**H-20 Lieutenant** - The two-component examination for Lieutenant was administered in January and March of 2013. In February 2013, 40 officers holding the rank of Captain or higher from jurisdictions across the nation were convened to rate the candidate written responses to the first test component. The 275 candidates who participated in the first, written examination component were then invited to take the second component, an oral examination.

Sixteen officers at the rank of Captain or higher from jurisdictions across the nation were convened in April 2013 to rate the candidate responses to the oral exam component. Inspection of the scoring key, in accordance with CSC Rule 311.10.1, was conducted in June, 2013. All 275 candidates were invited to participate, but only 97 (35%) elected to do so. None of the issues raised by candidates resulted in changes to the scoring key. Of the 263 candidates who completed both components and received a final score, 251 (95%) passed and will have their names placed on the eligible list. It is anticipated that the H20 eligible list will be posted in August 2013.



**H-32 Fire Captain (Fire Prevention and Investigation)** – A two-part examination was also administered for H-32 Captain in April 2013. Six applicants met the minimum qualifications to participate in the selection process. Another eight were later approved to participate by the Civil Service Commission because of special circumstances. Specifically, the last selection process for this

rank was conducted in the mid-1980s. Six vacancies currently existed and it was likely that some of the eight candidates that did not meet the minimum qualifications would qualify during the life of the new H-32 list. In fact, one of the eight did qualify four days after the application filing period closed. All 14 candidates passed both test components and their names were added to the eligible list which was adopted June 13, 2013.



**H-40 Battalion Chief** – Another two-part examination was administered for Battalion Chief in August and September of 2012. Scoring key inspection was conducted in early October, 2013. Eighteen officers at the rank of Battalion Chief or higher from jurisdictions across the nation were convened in October to rate the candidate responses to the exercises. Fifty-one candidates completed and passed both test components. The posting of the eligible list was delayed until February 1, 2013 so that DHR could investigate allegations raised concerning the scoring key. Many of these allegations were presented after candidates were given the opportunity to review of the rating key, which is currently allowed under the Fire Pilot Inspection

Program (i.e., CSC Rule 311.10.1). An extensive review and analysis of these allegations was conducted which resulted in a report submitted to the Civil Service Commission in late January 2013. The eligible list was adopted February 12, 2013.

### **San Francisco Police Department (SFPD)**

**Q-2 Police Officer** – For the second year in a row, a large Police Officer recruitment was conducted. Multiple written test sessions were held in February and March of 2013 to test 6,861 qualified applicants. An eligible list with over 3,200 names was adopted in February 2012. This was followed by oral interviews and physical ability tests that were administered in March and April. The Police Department then began its regular background check. On a side note, more than 3,700 candidates dropped out of the process along the way, a “no-show” rate of over 50%. DHR hopes to address this inefficiency proactively through the adoption of a continuous testing program.

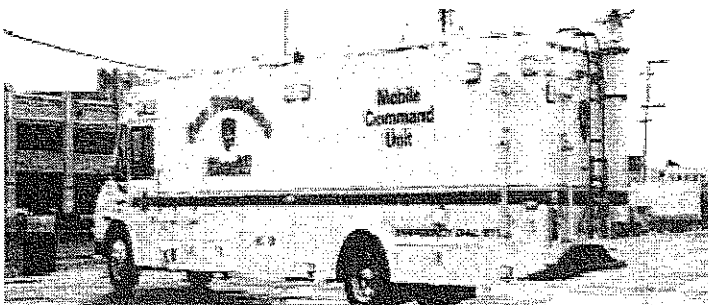
**Q-50 Sergeant** – Another large examination project occurred in September and November of 2012 for Police Sergeant. For the first test component, a written test, 529 candidates participated (out of the 612 who were scheduled). Of these, 428 (81%) attained a passing score and advanced to the second component, an oral exam. However, 11 candidates chose not to take the oral exam. The eligible list containing the names of the 417 successful candidates was adopted April 22, 2013. It was amended in June 2013 to include one candidate who successfully tested upon return from military deployment.



**Q-80 Captain** - The Q-80 Captain job analysis was updated during period from March - June 2013 and test development began in June/July 2013. The actual test administration has been delayed, however, until Fiscal Year 2014-15 because the current Q80 was extended one year at the request of the Police Department.

### **San Francisco Sheriff's Department (SFSD)**

**8302 Deputy Sheriff** – The job announcement for this entry-level rank was posted in February 2013 and 1991 applicants were deemed qualified to participate in the selection process. Of these 418 applicants already had taken and passed the POST test and, therefore, they advanced directly to the physical ability test and background investigation phase of the selection process. Nine-hundred of the remaining candidates participated in the administration of the POST test at the TOPP center in March 2013, and 448 passed the test. A hiring roster with the names of 866 eligibles was adopted on June 7, 2013.



**8306 Senior Deputy** – The selection process for this rank was originally scheduled to be administered in FY 2012-13. Administration will be delayed to FY 2013-14 upon the request of the

Sheriff's Department. Preliminary work on the written test was performed during this reporting period.

**8312 Sheriff's Captain** - During this reporting period, DHR administered a selection process for Sheriff's Captain which consisted of two components administered in August and September of 2012. The names of 30 qualified candidates were placed on the eligible list which was adopted on December 17, 2012.

## **Plans for Fiscal Year 2013-2014**

### **Examination Plan**

In the coming fiscal year, DHR plans to administer selection processes for H-4 Fire Inspector and 8306 Sheriff's Senior Deputy. Staff will also be developing examinations for public safety titles such as Q-80 Police Captain.

### **Testing Center**

On July 30, 2013 the Board of Supervisors approved the lease of space on the first floor at 1740 Cesar Chavez. The move from the second floor to the first floor will provide a greater seating capacity for testing and a more efficient layout that will allow simultaneous events that are not possible in the current location. This will enable the Public Safety Team and the Department of Human Resources to effectively meet the increasing demands on space for testing.

### **Summary and Recommendation**

The DHR Public Safety Team appreciates the opportunity to present this report and respectfully requests that it be adopted as submitted.