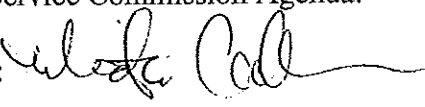




# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## 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: \_\_\_\_\_ - \_\_\_\_\_ -
2. For Civil Service Commission Meeting of: February 4, 2013
3. Check One:            Ratification Agenda  
                                Consent Agenda  
                                Regular Agenda  
                                Human Resources Director's Report   X
4. Subject: **Report of Provisional Appointments**
5. Recommendation: Adopt the Report
6. Report prepared by: John Kraus Telephone number: 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:   
Date: 1/24/13
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



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

**Date:** January 23, 2012

**To:** Honorable Civil Service Commission

**Through:** Micki Callahan  
Human Resources Director *MC*

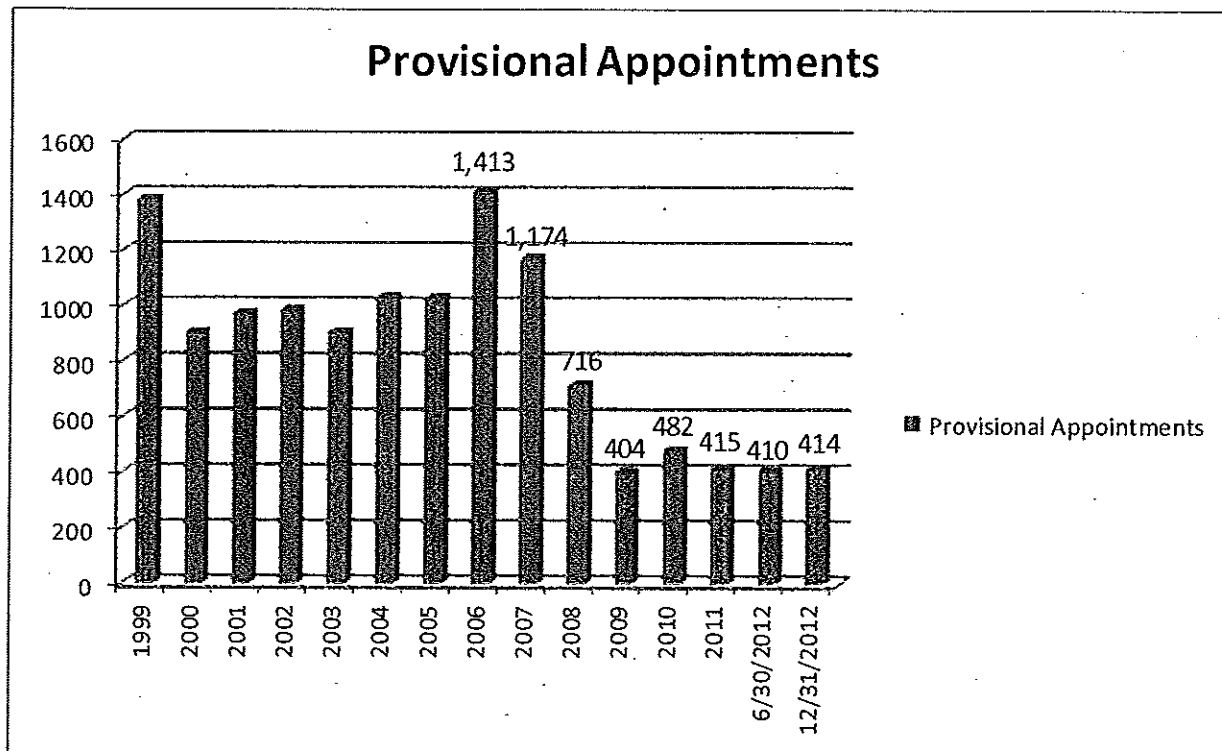
**From:** John Kraus  
Assistant Deputy Director, Recruitment & Assessment Services

**Subject:** Report of Provisional Appointments

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This report, requested by the Civil Service Commission (CSC), provides an update on the status of provisional appointments in the City and County of San Francisco as of December 31, 2012.

The chart below graphically compares the provisional counts across time. The most recent count of 414 as of 12/31/12 is remarkable close to the last two reported numbers and illustrates how the number of provisional appointments has stabilized at the low four hundred level.



The current number of 414 provisional appointments involves 63 different job codes. This is 3 fewer class codes than what was last reported to the CSC, and 13 fewer than in the report prior to the last report. In some respects, this is more significant than the absolute number of provisional as it suggests that the creation of eligible lists is doing a better job of keeping pace with the need to hire.

We do find that some titles continue to show very high provisional counts. [See Attachment A which shows the number of provisional employees by classification.] The largest is Patient Care Assistant (2303) with 121. Medical Evaluation Assistant (2430) is also relatively high with 35, Home Health Aide (2583) with 43, and Eligibility Worker (2903) with 41. It is interesting to note that these four classes alone contain 60% (248) of all of the provisional employees in the City<sup>1</sup> and many more than all of the 59 other classes combined. However, work is underway to create lists for those classes with high provisional counts. For example, the 2903 exam has already been administered and a list is expected to be issued in February 2013. Also, the Department of Human Resources is planning to administer a 2303 examination in April 2013. Finally, the Department of Public Health plans to administer the 2430 examination in November 2013. The Department of Public Health's examination date for 2583 still needs to be determined.

The number of provisional appointees who are past the three-year term limit in miscellaneous classes was 20 as of December 31, 2012. [See Attachment B.] However, referrals are already in progress with respect to seven of these and examinations are in progress with a number of others. Consequently, we expect this number to drop significantly by mid-year.

To conclude, the 414 provisional employees represent 1.36% of the City's total work force of 30,365<sup>2</sup>. This is the lowest percentage recorded over the last 14 years and it is directly associated with the implementation of the PBT Program in 2006/2007. The Department of Human Resources continues to use provisional count information as one basis for setting priorities with regard to examination projects.

Recommendation: Adopt the report.

c: Micki Callahan  
Ted Yamasaki

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<sup>1</sup> This includes all departments and agencies except CCD and USD.

<sup>2</sup> This includes all appointment types across all departments and agencies except CCD and USD.

## ATTACHMENT A

CITY AND COUNTY OF SAN FRANCISCO  
TOTAL NUMBER OF PROVISIONAL INCUMBENTS

JOB CODE	TITLE	PROVISIONAL COUNT
0922	Manager I	3
0931	Manager III	1
1408	Principal Clerk	2
1428	Unit Clerk	1
1431	Senior Unit Clerk	1
1432	Senior Transcriber Typist	1
1452	Executive Secretary II	1
1458	Legal Secretary I	10
1632	Senior Account Clerk	1
1654	Accountant III	6
1657	Accountant IV	1
1662	Patient Account Assistant Supervisor	1
1704	Communications Dispatcher I	1
1708	Senior Telephone Operator	3
1932	Assistant Storekeeper	3
1934	Storekeeper	3
1942	Assistant Materials Coordinator	1
2106	Medical Staff Services Department Specialist	1
2303	Patient Care Assistant	121
2323	Clinical Nurse Specialist	8
2324	Nursing Supervisor	7
2409	Pharmacy Technician	8
2416	Laboratory Technician II	3
2430	Medical Evaluations Assistant	35
2464	Senior Microbiologist	2
2583	Home Health Aide	44
2589	Health Program Coordinator I	4
2591	Health Program Coordinator II	7
2593	Health Program Coordinator III	15
2622	Dietetic Technician	1
2624	Dietician	3
2654	Cook	4
2716	Custodial Assistant Supervisor	1
2738	Porter Assistant Supervisor	2
2802	Epidemiologist I	4
2803	Epidemiologist II	1
2818	Health Program Planner	3
2819	Assistant Health Educator	1
2820	Senior Health Program Planner	2
2822	Health Educator	2

ATTACHMENT A

CITY AND COUNTY OF SAN FRANCISCO  
 TOTAL NUMBER OF PROVISIONAL INCUMBENTS

JOB CODE	TITLE	PROVISIONAL COUNT
2825	Senior Health Educator	1
2846	Nutritionist	4
2903	Eligibility Worker	41
2908	Hospital Eligibility Worker	3
2910	Social Worker	3
2930	Psychiatric Social Worker	1
2932	Senior Psychiatric Social Worker	2
2935	Senior Marriage Family Therapist	1
3302	Admission Attendant	1
6122	Senior Environmental Health Inspector	4
6124	Principal Environmental Health Inspector	1
6130	Safety Analyst	1
6138	Industrial Hygienist	1
6248	Electrical Inspector	5
7203	Building and Grounds Maintenance Supervisor	1
7262	Maintenance Planner	1
7412	Automotive Service Worker Assistant	1
7502	Asphalt Worker	1
7524	Institution Utility Worker	2
8173	Legal Assistant	5
8202	Security Guard	4
8217	Community Police Services Aide Supervisor	6
8226	Museum Guard	2
8228	Museum Guard Supervisor	3

TOTAL NUMBER OF PROVISIONAL APPOINTMENTS:

414

ATTACHMENT B

CITY AND COUNTY OF SAN FRANCISCO  
LISTING OF PROVISIONAL APPOINTMENTS OVER 3 YEARS

JOB CODE	TITLE	NAME	DEPARTMENT	DEPT CODE	APPOINTMENT DATE	COMMENTS / STATUS OF EXAMINATION PROCESS
0922	Manager I	Lisa A Pagan	ECONOMIC AND WORKFORCE DEVELOPMENT	ECN	5/9/2005	Mayor's Office will conduct exam
0922	Manager I	Amy B Cohen	ECONOMIC AND WORKFORCE DEVELOPMENT	ECN	6/12/2006	Mayor's Office will conduct exam
0922	Manager I	Marc A Majors	ECONOMIC AND WORKFORCE DEVELOPMENT	ECN	10/10/2006	Mayor's Office will conduct exam
0931	Manager III	Susana Martinez	CITY ATTORNEY	CAT	4/12/2006	City Attorney's Office will conduct exam
1408	Principal Clerk	Amalia V Martinez	GENERAL SERVICES AGENCY - CITY ADMIN	ADM	11/17/2008	Examination Complete -- Referral in progress - target completion - February 2013
1431	Senior Unit Clerk	Lolet L Encabo	PUBLIC HEALTH	DPH	12/14/2009	Job Analysis in progress by DPH. Target announcement issuance - February 2013
1704	Communications Dispatcher I	Raymond Falzon	RECREATION AND PARK COMMISSION	REC	8/23/2008	Exam development in progress
1708	Senior Telephone Operator	Lydia A Battle	PUBLIC HEALTH	DPH	11/16/2009	Exam Announcement targeted for issuance February 2013
2416	Laboratory Technician II	William M Caparas	PUBLIC HEALTH	DPH	9/21/2009	Exam in progress by DPH
2903	Eligibility Worker	Ariana J Aguilar	PUBLIC HEALTH	DPH	10/5/2009	Examination in progress -- Target list adoption - February 2013
2903	Eligibility Worker	Maria M Hodgers	PUBLIC HEALTH	DPH	11/16/2009	Examination in progress -- Target list adoption - February 2013
2910	Social Worker	Dushan X Henderson	PUBLIC DEFENDER	PDR	4/17/2006	Exam Announcement targeted for issuance February 2013
2910	Social Worker	Marcelina Kendall	PUBLIC DEFENDER	PDR	9/11/2006	Exam Announcement targeted for issuance February 2013
7412	Automotive Service Worker Assistant Supervisor	Larryett Anderson	POLICE	POL	10/6/2008	Police Department will conduct exam
8217	Community Police Services Aide Supervisor	Eugene C Duru	POLICE	POL	3/9/2009	Examination Complete -- Referral in progress - target completion - March 2013
8217	Community Police Services Aide Supervisor	Brian E Crisp	POLICE	POL	3/9/2009	Examination Complete -- Referral in progress - target completion - March 2013
8217	Community Police Services Aide Supervisor	Lynn M Menicucci	POLICE	POL	3/9/2009	Examination Complete -- Referral in progress - target completion - March 2013
8217	Community Police Services Aide Supervisor	Rigoberto Ortega	POLICE	POL	3/9/2009	Examination Complete -- Referral in progress - target completion - March 2013
8217	Community Police Services Aide Supervisor	Jerry Ng	POLICE	POL	3/9/2009	Examination Complete -- Referral in progress - target completion - March 2013
8217	Community Police Services Aide Supervisor	Linda H Johnston	POLICE	POL	5/16/2009	Examination Complete -- Referral in progress - target completion - March 2013