





Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

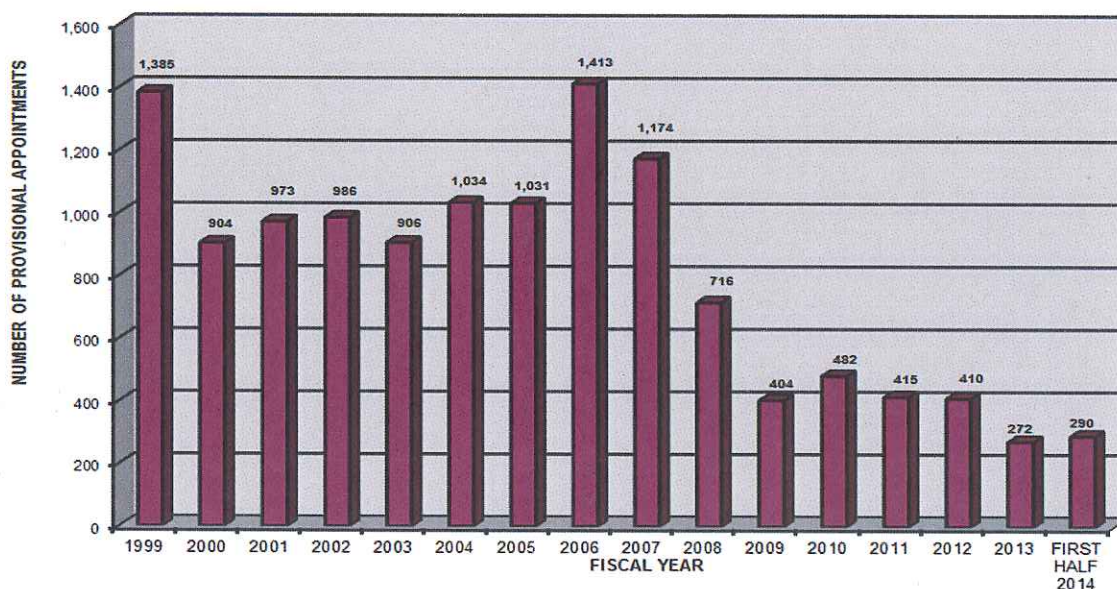
**Date:** February 14, 2014  
**To:** Honorable Civil Service Commission  
**Through:** Micki Callahan  
Human Resources Director  
**From:** John Kraus  
Assistant Deputy Director, Recruitment & Assessment Services  
**Subject:** Report of Provisional Appointments

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, 2013.

The Department of Human Resources (DHR) is pleased to report that, as of 12/31/13, the City's provisional employee count was 290. This count is very close to what was last reported six months ago (272) and it reflects the City's continued success at reducing these numbers.

A graphic depiction comparing provisional counts over time is shown below. The current count of 290 represents 1.01%<sup>1</sup> of the City's total work force.

**CITYWIDE PROVISIONAL APPOINTMENTS  
1999-2014**



<sup>1</sup> 1.01% represents the provisional workforce for MTA and all other City entities except the Unified School District (USD) and Community College (CCD). If we exclude MTA as well the CCS and the USD in our calculations, this percentage rises slightly to 1.22%.

The 290 provisional appointments relate to 51 different job codes. This is five fewer class codes than what was last reported to the CSC in August 2013. This suggests improvement in the City's ability to produce eligible lists in response to its need to hire.

We do find that some titles continue to show some high provisional counts. [See Attachment A, which shows the number of provisional employees by classification.] The classes with the most provisional employees are: Medical Evaluations Assistant (55), Home Health Aide (46), Health Program Coordinator III (19) and Porter (18). These four classes alone account for 48% (138) of all of the City's provisional employees. The remaining 47 classes have 13 or fewer provisional employees per class; 41 of those (i.e., 80% of the 51 total classes) have only 1 to 5 provisional employees.

It should be noted that, of the total 290 positions with provisional employees, 15 will be addressed shortly either because referrals are in already progress or because a list has recently been adopted (i.e., 1 for Communications Dispatcher I, 1 for Senior Telephone Operator, 3 for Patient Care Assistant, 3 for Storekeeper, 1 for Dietetic Technician, 3 for Cook, 3 for Eligibility Worker and 1 for Senior Marriage Family Therapist). Further, examinations are already underway for another 10 classifications. These classifications (i.e., 2 for Junior Clerk, 13 for Clerk, 9 for Legal Secretary, 55 for Medical Evaluations Assistant, 1 for Senior Health Educator, 5 for Senior Environmental Health Inspector, 1 for Principal Environmental Health Inspector, 1 for Chief Stationary Engineer and 8 for Legal Assistant) represent 33% (94) of all the City's provisional employees.

Additionally, 7 of the 51 classifications (i.e., 2 for Elections Clerk, 2 for Secretary II, 2 for Arborist Technician, 1 for Arborist Technician Supervisor, 1 for Sheet Metal Worker, 4 for Security Guard and 2 for Museum Security Supervisor) are targeted for announcement issuance by the end of this fiscal year (no later than June 2014). This group of 7 classes represents another 5% (14) of the City's provisional employees.

It is also important to note that 237 (82%) of the 290 provisional employees are employed at the Department of Public Health (DPH). Of these, 95 are in classes where there is an exam/eligible list already in progress (as indicated above). As for the remaining 147, DPH is now being assisted by DHR's Recruitment and Assessment Services Team (RAS) to process these exams. Specifically, DPH has asked RAS to develop standardized exams for 4 classifications that account for a total of 76 provisional employees (i.e., 46 for Home Health Aide, 3 for Health Program Coordinator I, 8 for Health Program Coordinator II and 19 for Health Coordinator III). We anticipate that these exam projects will be completed by the end of calendar year 2014 and it is expected that they will reduce DPH's provisional count by an additional 26% (76). With regard to the remaining 71 of DPH's provisional employees in 16 different classifications, the Human Resources Director at DPH is working directly with RAS to develop a more effective examination plan for the coming fiscal year to address these classifications.

There are 38 provisional employees in miscellaneous classes who have been serving beyond their three-year term limit. As Attachment B reflects, referrals are in progress, or will shortly be issued, which will address 6 of these positions.

Finally, please note that DHR will update its website to reflect the "Citywide Classification-Based Examination Plan" that is planned for FY 2014/2015. This document will allow agencies and departments to see which examination projects are targeted for the upcoming fiscal year. As a planning tool, it will hopefully reduce their need to make provisional appointments.

Recommendation: Adopt the report.

**ATTACHMENT A**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**TOTAL NUMBER OF PROVISIONAL INCUMBENTS – (EXCLUDES CCD, MTA and USD)**  
**(Sorted by Job Code as of 12/31/13)**

**ATTACHMENT A**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**TOTAL NUMBER OF PROVISIONAL INCUMBENTS – (EXCLUDES CCD, MTA and USD)**  
(Sorted by Job Code as of 12/31/13)

JOB CODE	TITLE	PROVISIONAL COUNT
922	MANAGER I	3
1402	JUNIOR CLERK	2
1403	ELECTIONS CLERK	2
1404	CLERK	13
1428	UNIT CLERK	5
1432	HUMAN SERVICES	1
1452	SECRETARY II	2
1458	LEGAL SECRETARY I	9
1636	HEALTH CARE BILLING CLERK II	2
1704	COMMUNICATIONS DISPATCHER I	1
1708	SENIOR TELEPHONE OPERATOR	1
1934	STOREKEEPER	2
1942	ASSISTANT MATERIALS COORDINATOR	1
2112	MEDICAL RECORDS TECHNICIAN	1
2303	PATIENT CARE ASSISTANT	3
2324	NURSING SUPERVISOR	9
2430	MEDICAL EVALUATION ASSISTANT	55
2464	SENIOR MICROBIOLOGIST	2
2468	DIAGNOSTIC IMAGING TECHNICIAN II	2
2574	CLINICAL PSYCHOLOGIST	2
2583	HOME HEALTH AIDE	46
2589	HEALTH PROGRAM COORDINATOR I	3
2591	HEALTH PROGRAM COORDINATOR II	8
2593	HEALTH PROGRAM COORDINATOR III	19
2604	FOOD SERVICE WORKER	4
2622	DIETETIC TECHNICIAN	1
2624	DIETICIAN	3
2654	COOK	3
2736	PORTER	18
2738	PORTER ASSISTANT SUPERVISOR	2
2802	EPIDEMIOLOGIST I	4
2803	EPIDEMIOLOGIST II	2
2819	ASSISTANT HEALTH EDUCATOR	1
2822	HEALTH EDUCATOR	4
2825	SENIOR HEALTH EDUCATOR	1
2903	ELIGIBILITY WORKER	3
2908	HOSPITAL ELIGIBILITY WORKER	4
2930	PSYCHIATRIC SOCIAL WORKER	5
2932	SENIOR PSYCHIATRIC SOCIAL WORKER	7
2935	SENIOR MARRIAGE FAMILY THERAPIST	1
3434	ARBORIST TECHNICIAN	2
3436	ARBORIST TECHNICIAN SUPERVISOR	1
6122	SENIOR ENVIRONMENTAL HEALTH INSPECTOR	5
6124	PRINCIPAL ENVIRONMENTAL HEALTH INSPECTOR	1
6138	INDUSTRIAL HYGIENIST	3
7205	CHIEF STATIONARY ENGINEER	1
7376	SHEET METAL WORKER	1
7524	INSTITUTION UTILITY WORKER	5
8173	LEGAL ASSISTANT	8

ATTACHMENT A

CITY AND COUNTY OF SAN FRANCISCO

TOTAL NUMBER OF PROVISIONAL INCUMBENTS – (EXCLUDES CCD, MTA and USD)

(Sorted by Job Code as of 12/31/13)

JOB CODE	TITLE	PROVISIONAL COUNT
8202	SECURITY GUARD	4
8228	MUSEUM SECURITY SUPERVISOR	2

TOTAL PROVISIONAL INCUMBENTS:

290

**ATTACHMENT B**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**LISTING OF ALL PROVISIONAL APPOINTMENTS OVER 3 YEARS**  
**(INCLUDES NOTES ON EXAMINATION STATUS OF EACH INCUMBENT/CLASSIFICATION)**  
**(as of December 31, 2013)**



**ATTACHMENT B**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**LISTING OF ALL PROVISIONAL APPOINTMENTS OVER 3 YEARS**  
**(INCLUDES NOTES ON EXAMINATION STATUS OF EACH INCUMBENT/CLASSIFICATION)**  
**(as of December 31, 2013)**

CODE	NAME	DEPARTMENT	DEPT CODE	APPOINTMENT DATE	COMMENTS / STATUS OF EXAMINATION PROCESS
0922	Lisa A Pagan	ECONOMIC AND WORKFORCE DEVELOPMENT	ECN	5/9/2005	PBT exam process to be conducted by Mayor's Office
0922	Amy B Cohen	ECONOMIC AND WORKFORCE DEVELOPMENT	ECN	6/12/2006	PBT exam process to be conducted by Mayor's Office
0922	Marc A Majors	ECONOMIC AND WORKFORCE DEVELOPMENT	ECN	10/10/2006	PBT exam process to be conducted by Mayor's Office
1403	Deirdre A Burrell	ELECTIONS	REG	1/17/2004	Classification previously identified as "seasonal" and were not converted to PCS. Due to new Department of Elections' budget, class is now targeted to post CBT within the 4th quarter of this fiscal year (April - June 2014) by DHR as a result of a work order.
1403	Demetri Chames	ELECTIONS	REG	1/17/2004	Classification previously identified as "seasonal" and were not converted to PCS. Due to new Department of Elections' budget, class is now targeted to post CBT within the 4th quarter of this fiscal year (April - June 2014) by DHR as a result of a work order.
1704	Raymond Falzon	RECREATION AND PARK COMMISSION	REC	8/23/2008	CBT eligible list adopted on 2/11/14 by DHR - Referral in progress
1708	Lydia A Battle	PUBLIC HEALTH	DPH	11/16/2009	CBT eligible list adopted on 6/24/13 by DHR - Referral in progress
2430	Lidia C Ruiz	PUBLIC HEALTH	DPH	10/4/2010	CBT examination process in progress by DPH. - Announcement was posted 1/24 - 2/7/14.
2464	John Lei	PUBLIC HEALTH	DPH	9/6/2010	Due to the staffing issues with the DPH Examination Team, the DPH Human Resources Director is working directly with RAS to create a more effective/practical examination plan for fiscal year 2014/15 that will capture this classification.
2583	Zhaoping Zeng	PUBLIC HEALTH	DPH	8/9/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
	Karen E Anderson	PUBLIC HEALTH	DPH	9/18/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
2583	Violeta C Rutledge	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
2583	Eleanor B Macias	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
2583	Azucena C Rivera	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
2583	Shirley K Anderson	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
2583	Sally Ann D Arriola	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
2583	Jackie J Foster	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
2583	Martyn B Hashimoto	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
2583	Annie M Ling	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
2583	Wesley A Reams	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
3	Keona D Uribe	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
2583	Chao L Li	PUBLIC HEALTH	DPH	9/20/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.

**ATTACHMENT B**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**LISTING OF ALL PROVISIONAL APPOINTMENTS OVER 3 YEARS**  
**(INCLUDES NOTES ON EXAMINATION STATUS OF EACH INCUMBENT/CLASSIFICATION)**  
**(as of December 31, 2013)**

	NAME	DEPARTMENT	DEPT CODE	APPOINTMENT DATE	COMMENTS / STATUS OF EXAMINATION PROCESS
2583	Aileen P Yraola	PUBLIC HEALTH	DPH	11/15/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
2583	Antoinette G Arguelles	PUBLIC HEALTH	DPH	11/15/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
2583	Luisito Dela Cruz	PUBLIC HEALTH	DPH	11/15/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
2583	Priscila G Morales	PUBLIC HEALTH	DPH	11/15/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
2583	Nieves P Morano	PUBLIC HEALTH	DPH	11/15/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
2583	Alice P Racadag	PUBLIC HEALTH	DPH	11/15/2010	Due to DPH's Exam Team staffing issues, DPH has work ordered with DHR/RAS to assist in developing a standardized test for this classification. Test development will be completed in 2014.
2622	Laura Minighini	PUBLIC HEALTH	DPH	9/20/2010	Eligible list adopted on 1/16/14 - Referral in process
2654	Efren M Alvarez	PUBLIC HEALTH	DPH	1/25/2010	CBT eligible list adopted on 11/5/13 - Referral in progress
2654	Michael L King	PUBLIC HEALTH	DPH	3/22/2010	CBT eligible list adopted on 11/5/13 - Referral in progress
2654	Robert J Hunt	PUBLIC HEALTH	DPH	8/9/2010	CBT eligible list adopted on 11/5/13 - Referral in progress
2802	Sally C Stephens	PUBLIC HEALTH	DPH	7/6/2010	Due to the staffing issues with the DPH Examination Team, the DPH Human Resources Director is working directly with RAS to create a more effective/practical examination plan for fiscal year 2014/15 that will capture this classification.
2825	Patricia A Erwin	PUBLIC HEALTH	DPH	7/6/2010	CBT exam in progress by DPH. Announcement issued from 9/27 - 10/11/13. Eligible list adoption targeted for March 2014.
2803	Indiana M Saenz	PUBLIC HEALTH	DPH	1/4/2010	Eligible list adopted 3/4/13 and does not expire until 3/3/15 - Referral in progress
6122	Amelia Castelli	PUBLIC HEALTH	DPH	9/7/2010	CBT exam in progress by DPH. Announcement issued from 9/27 - 10/11/13. Eligible list adoption targeted for March 2014.
6122	Jinyi Tang	PUBLIC HEALTH	DPH	9/20/2010	CBT exam in progress by DPH. Announcement issued from 9/27 - 10/11/13. Eligible list adoption targeted for March 2014.
6124	Stephanie K Cushing	PUBLIC HEALTH	DPH	1/19/2010	PBT exam in progress by DPH. Announcement issued from 9/27 - 10/11/13.