




# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

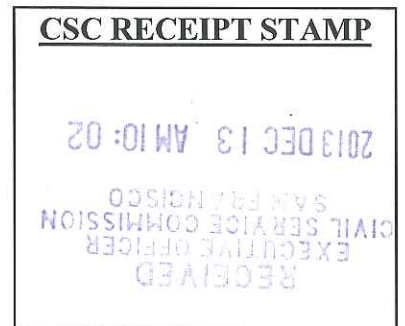
Refer to Civil Service Commission Procedure for Staff - Submission of  
Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: 0388 - 13 - 1
2. For Civil Service Commission Meeting of: January 6, 2014
3. Check One:                 Ratification Agenda  
                                      Consent Agenda  
                                      Regular Agenda  
                                      Human Resources Director's Report  X
4. Subject: **Report on Promotive Only Announcements**
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: 12/18/13
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.

Attachment





Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

**Date:** November 3, 2013

**To:** Honorable Civil Service Commission

**Through:** Micki Callahan  
Human Resources Director

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

**Subject:** Report on Promotive-Only Announcements

This report, requested by the Civil Service Commission (CSC), provides an update on the actual number of promotive-only announcements in the City and County of San Francisco during the 12 month period prior to December 1, 2013, as well as on anticipated promotive- only announcements going forward.

Aside from several Police, Fire and Sheriff promotional examinations which were previously delineated in the August 2013 report to the Civil Service Commission entitled, "*Annual Report on the Certification of Eligibles - Entry and Promotion - Uniformed Ranks of Fire, Police and Sheriff Departments,*" there was one additional promotive-only announcement this past year. This announcement was for 3289 Recreation Supervisor. The posting for this announcement issued on 3/15/13. It was open only to current Recreation and Parks Department employees who had completed probation in any of the following classes: 3213 Aquatics Facility Assistant Supervisor, 3215 Aquatics Facility Supervisor, 3283 Recreation Specialist, and 3286 Recreation Coordinator. In addition, these employees needed to possess a baccalaureate degree and five years of experience in professional recreation work, including two years of experience in a supervisory capacity overseeing recreation activities.

At this time, the Department of Human Resources is not aware of any plans to issue promotive-only announcements for non-public safety titles during the coming year.

Recommendation: Adopt the report.

c: Micki Callahan  
Ted Yamasaki