

Notification List

Report on Provisional Appointments

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Date: August 6, 2013

To: Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

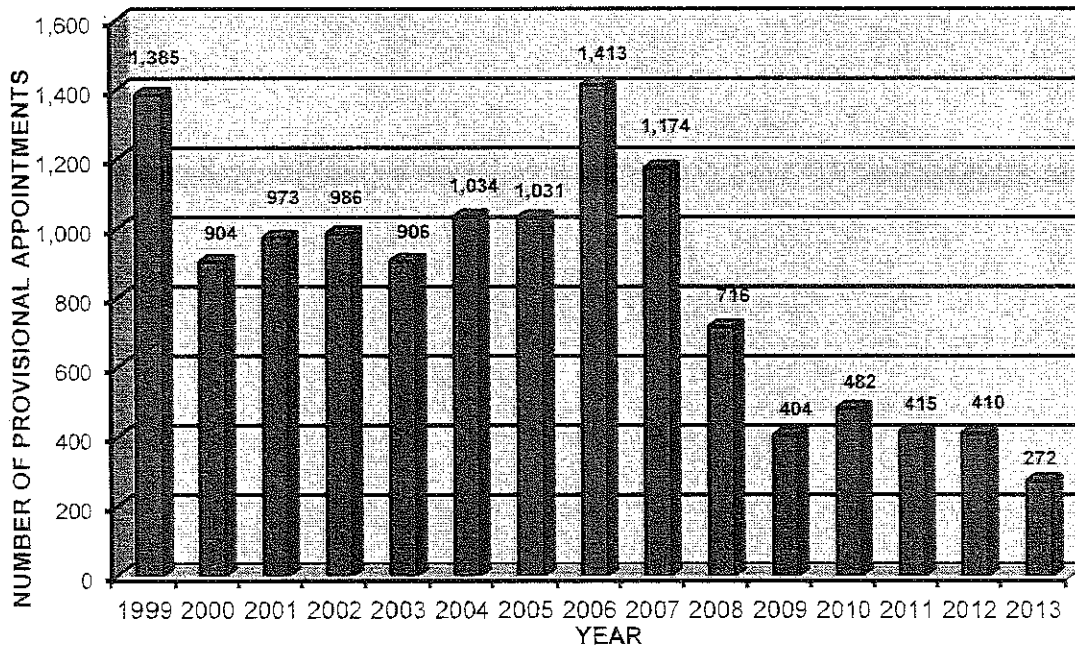
From: John Kraus
Assistant Deputy Director, Recruitment & Assessment Services

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 June 30, 2013.

The chart below graphically compares the provisional counts over time. The Department of Human Resources is proud to report that, as of 6/30/13, the City's provisional employee count continues to trend lower and that the current count of 272 represents a historical low and represents less than 1% of the City's total work force.

CITYWIDE PROVISIONAL APPOINTMENTS 1999-2013



The current number of 272 provisional appointments involves 56 different job codes. This is 10 fewer class codes than what was last reported to the CSC twelve months ago, and 7 fewer than what was reported to the CSC 6 months ago. This is also significant in that it suggests that the production 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 some high provisional counts. [See Attachment A which shows the number of provisional employees by classification.] The largest are Medical Evaluations Assistant (47), Home Health Aide (46) and Health Program Coordinator III (18). These three classes alone contain 41% (111) of all of the provisional employees in the City. All of the 53 remaining classes have 12 or fewer provisional employees and 33 of those classes (i.e., 59% of the 56 total classes) have only 1 to 4 provisional employees.

It also should be noted that, of the total 272 positions with provisional employees, 25 will be addressed shortly either because referrals are in progress or because a list has recently been adopted (i.e., 12 for Eligibility Worker, 4 for Patient Care Assistants, 3 for Assistant Storekeeper, 2 for Storekeeper, 3 for Senior Telephone Operator and 1 for Senior Unit Clerk). Further, examinations are already underway or planned to be held within the next 9 months to address another 161 or 65% of the 246 remaining provisional positions.

There are 19 provisional employees who are currently past the three-year term limit in miscellaneous classes. As Attachment B reflects, referrals are already in progress, or will shortly be issued, to address 6 of these positions.

In conclusion, the number of provisional employees dropped precipitously (142) during the last six months (i.e., from 414 to 272). This is attributed in large part to establishing examination project priorities on the basis of provisional counts. In this regard, please note that the Department of Human Resources has published on its website a "Citywide Classification-Based Examination Plan for FY 2013/2014". This report will allow agencies and departments to see what examination projects are targeted for this fiscal year. Hopefully, it will be useful for personnel staffing purposes and reduce the need for provisional hiring.

Recommendation: Adopt the report.

c: Micki Callahan
Ted Yamasaki

ATTACHMENT A

JOB CODE	DEPARTMENT	PROVISIONAL COUNT
0922	Manager I	3
1404	Clerk	1
1428	Unit Clerk	3
1431	Senior Unit Clerk	1
1432	Senior Transcriber Typist	1
1452	Secretary II	1
1458	Legal Secretary I	8
1704	Communications Dispatcher I	1
1708	Senior Telephone Operator	3
1932	Assistant Storekeeper	3
1934	Storekeeper	2
1942	Assistant Materials Coordinator	1
2106	Medical Staff Services Department Specialist	1
2303	Patient Care Assistant	4
2323	Clinical Nurse Specialist	8
2324	Nursing Supervisor	7
2409	Pharmacy Technician	12
2416	Laboratory Technician II	3
2430	Medical Evaluations Assistant	47
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	6
2593	Health Program Coordinator III	18
2622	Dietetic Technician	1
2624	Dietician	3
2654	Cook	4
2716	Custodial Assistant Supervisor	1
2738	Porter Assistant Supervisor	2
2802	Epidemiologist I	3
2803	Epidemiologist II	1
2818	Health Program Planner	1
2819	Assistant Health Educator	1
2822	Health Educator	3
2825	Senior Health Educator	1
2846	Nutritionist	4
2903	Eligibility Worker	12
2908	Hospital Eligibility Worker	4
2910	Social Worker	3

2930	Psychiatric Social Worker	2
2932	Senior Psychiatric Social Worker	5
2935	Senior Marriage Family Therapist	1
3302	Admission Attendant	1
3434	Arborist Technician	3
6122	Senior Environmental Inspector	5
6124	Principal Environmental Inspector	1
6138	Industrial Hygienist	2
7203	Building and Grounds Maintenance Supervisor	1
7262	Maintenance Planner	1
7524	Institution Utility Worker	4
8173	Legal Assistant	5
8202	Security Guard	4
8226	Museum Guard	2
8228	Museum Guard Supervisor	2

TOTAL NUMBER OF PROVISIONALS:

272

ATTACHMENT B

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

	DEPARTMENT	DEPT CODE	APPOINTMENT DATE	COMMENTS / STATUS OF EXAMINATION PROCESS
0922	ECONOMIC AND WORKFORCE DEVELOPMENT	ECN	5/9/2005	PBT exam process to be conducted by Mayor's Office
0922	ECONOMIC AND WORKFORCE DEVELOPMENT	ECN	6/12/2006	PBT exam process to be conducted by Mayor's Office
0922	ECONOMIC AND WORKFORCE DEVELOPMENT	ECN	10/10/2006	PBT exam process to be conducted by Mayor's Office
1431	PUBLIC HEALTH	DPH	12/14/2009	PBT eligible list adopted on 7/15/13
1704	RECREATION AND PARK COMMISSION	REC	8/23/2008	CBT exam announcement targeted to be issued 2nd quarter of this fiscal year
1708	PUBLIC HEALTH	DPH	11/16/2009	CBT eligible list adopted on 6/24/13
2106	PUBLIC HEALTH	DPH	2/20/2010	PBT examination process in progress by DPH
2323	PUBLIC HEALTH	DPH	3/1/2010	CBT to be done by DPH
2323	PUBLIC HEALTH	DPH	6/14/2010	CBT to be done by DPH
2409	PUBLIC HEALTH	DPH	2/8/2010	CBT examination process in progress by DPH
2416	PUBLIC HEALTH	DPH	9/21/2009	PBT examination process in progress by DPH
2416	PUBLIC HEALTH	DPH	2/1/2010	PBT examination process in progress by DPH
2654	PUBLIC HEALTH	DPH	1/25/2010	CBT examination process in progress by DHR
2654	PUBLIC HEALTH	DPH	3/22/2010	CBT examination process in progress by DHR
	PUBLIC HEALTH	DPH	11/16/2009	CBT eligible list adopted on 3/4/13 -- Referral in progress
2903	PUBLIC HEALTH	DPH	1/4/2010	CBT eligible list adopted on 3/4/13 -- Referral in progress
2910	PUBLIC DEFENDER	PDR	4/17/2006	PBT Eligible list adopted on 5/29/13 - Referral in progress
2910	PUBLIC DEFENDER	PDR	9/11/2006	PBT Eligible list adopted on 5/29/13 - Referral in progress
6124	PUBLIC HEALTH	DPH	1/19/2010	CBT to be done by DPH