

Annual Planning Calendar of Required Reports

Calendar Year 2018-2019

Required Report	Reporting Agency	Due Date of the Report (Reminder: staff reports are due no later than 11a.m. two Thursdays prior to each meeting.)
Appointments Exempt from Civil Service under the 1996 Charter Section 10.104 – Categories 1 through 12	DHR	Prior to approval of request and for appointments over 2% Annual Status report in August
Appointments Exempt from Civil Service under the 1996 Charter Section 10.104 – Categories 16 through 18 with an Explanation and Plan for Correction of Appointments Past Charter Authorized Duration	DHR/MTA	Semi-Annual: First Meeting in March and Semi-annual: for Appointments past Charter authorized duration in March and September
Annual Classification Review/Updates – both Civil Service and Exempt Under Charter Section 8A.104	DHR/MTA	Annual: Second meeting in November
Classified Exempt Appointments from Civil Service under the 1996 Charter Section 10.104- Categories 16 through 18 and Examination Plan for SFUSD and SFCCD	SFUSD	Annual: Second Meeting in April
	SFCCD	Annual: Second Meeting in August
Equal Employment Opportunity Workforce Utilization analysis Report (Civil Service Rules 103.2 and 403.2)	DHR/MTA	Every Five Years: Second meeting in August
<p>Equal Employment Opportunity Workforce Utilization Analysis Follow-Up Report on Classes with Underrepresentation Identified in the Equal Employment Opportunity Workforce Analysis Report</p> <p>Note: This annual reporting requirement began in calendar year 2013, in lieu of requiring an Equal Employment Opportunity Workforce Utilization Analysis. The reporting requirement is to track and report on the City's/MTA's efforts and success in increasing representation in City classes identified in the five-year report as having low percentages of sex, race or ethnic groups in occupational categories in our workforce, relevant to job market.</p>	DHR/MTA	Each Year Following the Five-Year Equal Employment Opportunity Workforce Utilization Analysis Report, Due: Second meeting in August
Salary Survey for Registered Nurse Classifications	DHR	Annual: Second meeting in April
Survey of monthly rates paid to Police Officer & Firefighters in all cities 350,000 or more in the State of California	DHR	Annual: First meeting in August
Reports related to De-identification	DHR	DHR – Quarterly for two (2) yrs. 2 nd Mtg. in March, June, Sept., Dec.
	MTA	MTA - TBD

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Certification of Prevailing Rate of Wages for Workers Those who are: 1) performing work under City contracts for public works and improvement; 2) performing work under City contracts for janitorial services; 3) performing work in public off-street parking lots, garages, or storage facilities for automobiles on property owned or leased by the City; 4) engaged in theatrical or technical services for shows on property owned by the City; 5) performing moving services under City contracts at facilities owned or leased by the City; and 6) engaged in the hauling of solid waste generated by the City in the course of City operations, pursuant to a contract with the City; and 7) engaged in Exhibit, Display, or Trade Show work at a special event on property owned by the City.	OLSE	Annual: Second meeting in September
Provisional Employee Report	DHR/MTA	Annual: Second meeting in August
Annual Report on the Certification of Eligible – Entry and Promotion – Uniformed Ranks of Police and Fire	DHR	Annual: Second meeting in August
Class Consolidation	DHR	Annual: Second meeting in August
Position-Based Testing Program	DHR MTA	Annual: Second meeting in August Annual: Second meeting in August
Report on anticipated and actual numbers and classifications of “Promotive Only” exams	DHR/MTA	Annual: Second Meeting in August
Report on separations and resignations of Permanent Civil Service and Exempt employees with future restrictions that were imposed or appealed; and the restrictions subsequently reduced, rescinded, and the appeal withdrawn.	DHR/MTA	Semi-Annual: First meeting in March and Second meeting in August
Personal Service Contract (“PSC”) Awards. Report on all PSCs awarded during the preceding year (including the names, contract amounts and duration for all contracts issued under the approved PSC)	DHR	Annual: not later than August 1 st of each year
Department of Human Resources Report on the City and County of San Francisco Pre-Employment Conviction History Program	DHR	Annual: Second meeting in September
General Report On Strategic Planning and Diversity Recruitment Strategies for Higher Level Leadership Positions.	MTA	Annual: First meeting in March