



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

*Sent via Electronic Mail*

October 27, 2022

## NOTICE OF CIVIL SERVICE COMMISSION MEETING

Stella Chu  
[REDACTED]

**SUBJECT: APPEAL BY STELLA CHU OF THE REJECTION OF HER APPLICATION FOR (CBT-2591-E00018).**

Dear Stella Chu:

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **November 7, 2022 at 2:00 p.m.** You will receive a separate email invite from a Civil Service Commission staff member to join and participate in the meeting.

The agenda will be posted for your review on the Civil Service Commission's website at [www.sfgov.org/CivilService](http://www.sfgov.org/CivilService) under "Meetings" no later than end of day on Wednesday, November 2, 2022. Please refer to the attached Notice for procedural and other information about Commission hearings. A copy of the department's staff report on your appeal is attached to this email.

In the event that you wish to submit any additional documents in support of your appeal, email them to the Civil Service Commission's email at [civilservice@sfgov.org](mailto:civilservice@sfgov.org) by **5:00 p.m.** on **Tuesday, November 1, 2022**, please be sure to redact your submission for any confidential or sensitive information that is not relevant to your appeal (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

It is important that you or an authorized representative attend the hearing on your appeal. Should you or a representative not attend, the Commission will rule on the information previously submitted and any testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance. As a reminder, you are to be honest and forthright during all testimony and in all documentation that you provide to the Civil Service Commission.

You may contact me at (628) 652-1100 or at [Sandra.Eng@sfgov.org](mailto:Sandra.Eng@sfgov.org) if you have any questions.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG  
Executive Officer

Attachment

Cc: Dave Johnson, Department of Human Resources  
Scott DeWolfe, Department of Public Health  
Luenna Kim, Department of Public Health  
Anna Biasbas, Department of Human Resources  
Liesel Cruz, Department of Public Health  
David Chalk, Department of Public Health  
Commission File  
Commissioners' Binder  
Chron

## **NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**

### **A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is [civilservice@sfgov.org](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/). Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

### **B. Policy Requiring Written Reports**

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, a available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting a agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

### **C. Policy on Written Submissions by Appellants**

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

### **D. Policy on Materials being Considered by the Commission**

Copies of all staff reports and materials being considered by the Civil Service Commission are a available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at [www.sfgov.org/CivilService](http://www.sfgov.org/CivilService), and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be a available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

### **E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement**

**A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.**

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

### **F. Policy and Procedure on Hearing Items Out of Order**

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

### **G. Procedure for Commission Hearings**

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

#### **H. Policy on Audio Recording of Commission Meetings**

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/).

#### **I. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

#### **J. Public Comment and Due Process**

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

#### **K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

#### **Information on Disability Access**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email [civilservice@sfgov.org](mailto:civilservice@sfgov.org) to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

#### **Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://www.sfgov.org/bdsupvrs/sunshine).

#### **San Francisco Lobbyist Ordinance**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.



## NOTIFICATIONS

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## San Francisco Department of Public Health

Grant Colfax, MD  
Director of Health

City and County of San Francisco  
London N. Breed Mayor

### MEMORANDUM

DATE: October 17, 2022

TO: The Honorable Civil Service Commission

THROUGH: Carol Isen, Human Resources Director

FROM: David Chalk, Senior Human Resources Analyst  
Department of Public Health

Scott DeWolfe, Merit Systems Manager  
Department of Public Health

RE: **Appeal by Stella Chu of the rejection of her application for CBT 2591 E00018;  
Register No. 0169-22-4**

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### Background

The Department of Public Health published the job ad for CBT 2591 Health Program Coordinator II (E00018) on Wednesday, September 14, 2022 [see Attachment A], under the authority of the 48<sup>th</sup> Supplement to the Emergency Declaration from Mayor London Breed [see Attachment B] and Civil Service rule 111.17. The job ad specified the following minimum qualifications:

“A Category 18 exempt appointment in Class 2591 with the City and County of San Francisco with a minimum of one year of service by December 15, 2022. Must be a current exempt employee with the City and County of San Francisco with no break in service.

Appellant Chu applied to this recruitment on September 28, 2022, two weeks after the job ad was initially published. Appellant Chu’s application was rejected on September 29, 2022 [see Attachment C], and Appellant Chu appealed that rejection on October 6, 2022. Appellant Chu’s appeal to the CSC [see Attachment D] cited the introduction to the notice of application rejection, the minimum qualifications specified in the job ad, and a reiteration of her experience with the City and County of San Francisco in the Department of Public Health’s TAY (Transitional Age Youth) Program “on and off for 6+ years” in class 1406 Senior Clerk.

Appellant Chu is claiming that her 1406 experience should qualify for the CBT 2591 E00018 recruitment. Absent a “stated basis” of the appeal, we categorize this as an appeal of the minimum qualifications defined in the job ad.

## Issue

Should Stella Chu be allowed to participate in the CBT 2591 E00018 recruitment without meeting the MQs as stated in the job ad?

## Authority/Standards

### Sec. 110.2 Examination Announcements

The examination announcement shall be the official notice of an examination and shall provide the qualifications, dates, and other particulars regarding the selection procedure. Applicants must be guided solely by the terms of the examination announcement.

### Sec. 110.4 Appeals of Examination Announcements

Appeals concerning the provisions of an examination announcement must be received by the Human Resources Director within five (5) business days from the issuance date. The Human Resources Director shall rule on all appeals and shall notify appellants in writing of the decision. This decision is subject to appeal to the Commission as provided elsewhere in these Rules.

### Sec. 110.9 Qualifications of Applicants

110.9.1 Every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. Experience gained in violation of Commission Rules shall not be recognized. City and County employees shall receive credit only for the duties of the class to which appointed or assigned unless sufficient and credible documentation is provided to verify performance of other duties. Employees may receive credit for duties not usually performed by incumbents in a class if their employee file contains contemporaneous documentation that the duties were assigned and performed. By way of example but not limitation, records that describe and verify the out-of-class assignment that may be accepted as documentation include a valid performance appraisal completed during the normal evaluation period, payroll records filed at the time of the assignment and Notice of Assignment. Credit for duties not usually performed by incumbents in a class based on non-contemporaneous documentation shall require the certification of the Appointing Officer and the approval of the Human Resources Director.

### Sec. 110.11 Promotional Applicants

Applicants for promotive only or combined promotive and entrance examinations shall meet the requirements of the examination announcement under which they apply. If otherwise qualified, civil service employees with permanent, probationary, temporary civil service, or holdover status and who have had six (6) months of verifiable satisfactory experience in any class in any status (including provisional) qualify promotionally.

### Sec. 111.17 Authorization for Exempt to Permanent Status Program

Pursuant to the Forty-Eighth Supplement to the Mayoral Emergency Declaration, the Human Resources Director is authorized to establish programs giving exempt employees the opportunity to transition to permanent status. The exempt employee must have successfully served in an exempt status for a minimum of one (1) year. In establishing the program, the Human Resources Director shall consider, among other factors, active holdover rosters where qualified eligibles exist,

availability of positions, budgetary restrictions, equal employment opportunity and Office of Racial Equity goals.

The specific procedures and qualifications established shall be listed in the examination announcement for the classifications involved. Eligibles processed in this manner will be placed on an eligible list. This rule shall only apply to Exempt Category 18: Special Projects and Professional Services. The certification rule for all eligible lists established under this program shall be Rule of the List. Determination of the appropriate eligible list from which to make appointments if there is an active eligible list in the job classification is at the discretion of the Human Resources Director subject to criteria submitted to and approved by the Civil Service Commission.

Decisions by the Human Resources Director shall be subject to appeal to the Civil Service Commission whose decision shall be final. In view of the urgency and time limitations, an expedited report and hearing process utilizing special meetings of the Commission where a quorum is present may be considered.

The Human Resources Director shall submit monthly reports to the Civil Service Commission on the progress of the temporary program.

Inquiries and complaints on this program submitted to the Civil Service Commission office under its Charter authorizes Inspection Services and shall continue to be investigated and resolved.

Consistent with the provisions of the Forty-Eighth Supplement to the Mayoral Emergency Declaration, this Rule shall expire December 15, 2022, unless terminated earlier by the Mayor or the Board of Supervisors.

### **Findings**

The CBT 2591 E00018 job ad was posted in accordance with CSC rules 110.2. CSC Rule 110.9 states that “every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination.” As previously indicated, the exam was open to current exempt employees with the City and County of San Francisco [CCSF] with a minimum of one year as a Category 18 exempt appointee in Class 2591 by December 15, 2022.

### **Analysis**

Appellant Chu did not state the basis for the appeal, and we categorized it as an appeal of the minimum qualifications. We are aware that this categorization technically renders the appeal untimely in accordance with Rule 110.4 - job ad posted 09.14.22; appeal submitted 10.06.22. However, given the absence of a stated basis for the appeal and the Commission’s expressed interest in hearing appeals of the implementation of Rule 111.17 we are submitting this staff report rather than administratively closing the appeal.

The information that the appellant included on the appeal gave no indication of meeting the MQs by virtue of a category 18 appointment in Class 2591. Research into appellant Chu’s CCSF work history [see Attachment E] also showed no work experience in Class 2591 in any capacity including category 18.



## **Conclusion**

The appellant provides no evidence of meeting the MQs specified on the job ad and should not be allowed to participate in this CBT 2591 E00018 exam.

## **Department of Public Health Recommendation**

Deny the appeal and adopt the report of the Department of Public Health.

## **Attachments:**

Attachment A:	2591 Exempt to PCS Job Announcement
Attachment B:	48th Supplement to Mayoral Proclamation
Attachment C:	Not Qualified notice to Stella Chu
Attachment D:	Stella Chu's CSC Appeal
Attachment E:	PeopleSoft Employment Records



# SF | Careers

## Health Program Coordinator II (2591) E00018

1 Dr Carlton B Goodlett Pl, San Francisco, CA 94102, USA

Full time

Exam Type: Class Based Test

Eligible List Type: Combined Promotive and Entrance

Certification Rule: Rule of the List

Fill Type Permanent Civil Service

Job Code and Title: 2591-Health Program Coordinator II

### Company Description

- Full Time
- Regular Work Hours
- Filing deadline – application filing will be open continuously at least through September 28, 2022 and will close any time thereafter

The City and County of San Francisco employs over 30,000 workers. With more than 60 departments, we can use your skill and abilities. When you work for the City, you choose your purpose!

This election process is being conducted in accordance with the 48th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency Dated February 25, 2020 and temporary Civil Service Commission [CSC] Rule 111.17.

Compensation rate for this position is **\$98,436 - \$119,600** annually.

### DPH statement of Diversity, Equity and Inclusion

The Department of Public Health prioritizes equitable and inclusive access to quality healthcare for its community and values the diversity of its workforce. All employees are required to participate in the Department of Public Health' work to advance equity, inclusion, and diversity through

- Commitment to providing exceptional care and service to all residents of the City and County of San Francisco service population, with heightened awareness of responsiveness to racially, ethnically, and culturally diverse members of the service population and the DPH workforce.
- Desire and commitment to lead and participate in anti-racism, racial justice, and equity work that improves quality of patient care and employee experience; along with the commitment and fortitude to drive change in these areas.
- Desire to work with, relate to, serve, and support a diverse service population and workforce.
- Commitment to health equity with a specific lens and focus on race, ethnicity, gender, sex, sexuality, disability,

and immigration status.

## Job Description

Under general supervision, performs highly complex tasks relative to the operation of community health programs including administrative, personnel and management functions in an area of assigned responsibility; supervises the activities of a staff of health professionals and para-professionals in area of assigned responsibility.

## Qualifications

### Minimum Qualifications for this Recruitment

A Category 18 exempt appointment in Class 2591 with the City and County of San Francisco with a minimum of one year of service by December 15, 2022. Must be a current exempt employee with the City and County of San Francisco with no break in service.

### Underlying Minimum Qualifications

#### EDUCATION:

Possession of a baccalaureate degree from an accredited college or university.

#### EXPERIENCE:

Two (2) years of professional level administrative or management experience with primary responsibility for overseeing, monitoring, and/or coordinating a program providing health and/or human service

#### SUBSTITUTION

Additional experience as described above may be substituted for the required degree on a year for year basis. Thirty (30) semester or forty-five (45) quarter units equal one year.

Possession of a Master's degree in Public Health, Public Administration, Health Administration, Health & Human Services or closely related field may substitute for one (1) year of the required experience.

## Verification

Candidates being offered a permanent appointment will be required to submit verification of having met the underlying minimum qualifications [education and experience] at the time of appointment to the exempt position. Information on how to verify education requirement, including verifying foreign education credit or degree equivalency, can be found at <https://sfdhr.org/how-verify-education-requirements>

Failure to submit verification will result in disqualification from this selection process.

## Additional Information

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit [careers.sf.gov/](https://careers.sf.gov/) and begin the application process.

- Select the "I'm Interested" button and follow instructions on the screen

Applicants may be contacted by email about this recruitment and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up to date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses @sfgov.org and @smartrecruiters.com).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. **Failure to receive this email means that the online application was not submitted or received.**

### **Selection Process**

Qualified applicants will be ranked on an eligible list according to length of Category 18 exempt City service and any other qualifying points such as promotive or Veteran's Preference in accordance with CSC rules. Work history will be verified through City records which will be the final authority.

### **Eligible List/Score Report**

A confidential eligible list of qualifying candidates will be created and used for certification purposes only. A score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including name of applicant on the eligible list, shall not be made public unless required by law. However, an eligible list shall be made available for public inspection upon request once the eligible list is exhausted or expired and referrals resolved. The eligible list/score report resulting from this selection process is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be 12 months.

### **Certification Rule**

The certification rule for this selection process will be Rule of the List.

### **Terms of Announcement and Appeal Rights:**

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at <http://career.smartrecruiter.com/CityAndCountyOfSanFrancisco/>

The terms of this announcement may be appealed under CSC Rule 110.4 Appeal concerning the provision of an examination announcement must be received by the Human Resources Director within five (5) business days from the issuance date. The Human Resources Director shall rule on all appeals and shall notify appellants in writing of the decision. This decision is subject to appeal to the Commission as provided elsewhere in these Rules.

### **Additional Information Regarding Employment with the City and County of San Francisco**

Applicants must be guided solely by the provisions of this announcement, including requirements, time period and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco/>.

- [COVID-19 Policies](#)
- [Personal Protective Equipment \(PPE\)](#)
- [Medical Examination Prior to Hiring](#)
- [Electronic Health Record \(EHR\)](#)
- [Licensure/Certification/Registration](#)
- [Note on ICARE](#)
- [Other Conditions of Employment and Important Information](#)
- [Information About the Hiring Process](#)
- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodations](#)
- [Veteran's Preference](#)
- [Seniority Credit in Promotional Examinations](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

## HR Analyst Information

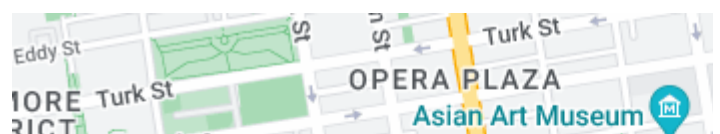
If you have any questions regarding this recruitment or application process, please contact [david.chalk@sfdph.org](mailto:david.chalk@sfdph.org).

Recruitment ID: CBT-2591-E00018

**CONDITION OF EMPLOYMENT:** All City and County of San Francisco employees are required to be fully vaccinated against COVID-19 as a condition of employment. Someone is fully vaccinated when 14 days have passed since they received the final dose of a two-shot vaccine or a dose of a one-shot vaccine. Any new hire must present proof of full vaccination status to be appointed. Any new hire who will be routinely assigned or occasionally enter High-Risk Settings, must provide proof of having received a COVID-19 booster vaccine by March 1, 2022, or once eligible.

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

## Job Location





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**FORTY-EIGHTH SUPPLEMENT TO MAYORAL PROCLAMATION DECLARING  
THE EXISTENCE OF A LOCAL EMERGENCY DATED FEBRUARY 25, 2020**

*Authority to Streamline Examination Process for Temporary Exempt Employees;  
Authority to Extend Temporary Exempt Appointments;  
Cash-Out of Excess Accrued Vacation Balances*

**WHEREAS**, California Government Code Sections 8550 et seq., San Francisco Charter Section 3.100(14) and Chapter 7 of the San Francisco Administrative Code empower the Mayor to proclaim the existence of a local emergency, subject to concurrence by the Board of Supervisors as provided in the Charter, in the case of an emergency threatening the lives, property or welfare of the City and County or its citizens; and

**WHEREAS**, On February 25, 2020, the Mayor issued a Proclamation (the “Proclamation”) declaring a local emergency to exist in connection with the imminent spread within the City of a novel (new) coronavirus (“COVID-19”); and

**WHEREAS**, On March 3, 2020, the Board of Supervisors concurred in the Proclamation and in the actions taken by the Mayor to meet the emergency; and

**WHEREAS**, On March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency to exist within the State due to the threat posed by COVID-19; and

**WHEREAS**, On March 6, 2020, the Health Officer declared a local health emergency under Section 101080 of the California Health and Safety Code, and the Board of Supervisors concurred in that declaration on March 10, 2020; and

**WHEREAS**, During the COVID-19 pandemic, the City closed its civil service examination testing center, and was unable to conduct civil service examinations for more than seven months, causing a significant backlog in the City’s ability to hire new employees in permanent positions; and

**WHEREAS**, The City has more than 3,000 funded, vacant positions as a result of COVID-induced delays in hiring; and



**WHEREAS**, Charter Section 10.104 allows the City to hire employees temporarily in specified positions that are not subject to the Charter’s permanent civil service appointment and removal procedures. These positions and appointments are often called “exempt.” Charter Section 10.104(18) allows departments to hire exempt employees for special projects and professional services for a period of no more than three years. These appointments are often referred to as “Category 18 positions”; and

**WHEREAS**, A number of City departments have hired exempt employees in Category 18 positions to address critical City needs responding to the COVID-19 pandemic, and many of those employees have done extraordinary work to help the City and its residents recover from the pandemic, establishing in many cases that they are well qualified to be hired to permanent civil service positions; and

**WHEREAS**, Due to the pandemic, the City has been unable to schedule and conduct sufficient civil service exams to fill these critical positions in a permanent capacity, and it is in the City’s interest to stabilize the City’s workforce at this time; and

**WHEREAS**, In the Seventh and Thirty-First Supplemental Proclamations, the Mayor waived provisions of local law to allow City employees to accrue up to 80 hours of vacation over the applicable vacation cap because many City employees were unable to use vacation balances due to the demands of their duties related to the emergency. Section 3 of the Thirty-Seventh Supplement authorized employees to continue to carry vacation balances over the cap until June 30, 2022 to provide additional time for employees to reduce their vacation balances;

**NOW, THEREFORE,**

I, London N. Breed, Mayor of the City and County of San Francisco, proclaim that there continues to exist an emergency within the City and County threatening the lives, property or welfare of the City and County and its citizens;

**In addition to the measures outlined in the Proclamation and in the Supplements to the Proclamation issued on various dates, it is further ordered that:**

- (1) The Human Resources Director, in consultation with the Executive Director of the Civil Service Commission, is authorized to temporarily modify Civil Service Rules to establish streamlined competitive examination processes for employees who have served





for at least one year in an exempt status under Charter Section 10.104(18) (special projects and professional services).

On the date the Human Resources Director submits these temporary modifications to the Civil Service Commission, the Human Resources Director shall simultaneously submit to the Commission proposals for permanent rule modifications regarding the same matters. The Human Resources Director shall provide written notice of the rule modifications to all employee organizations representing City employees who may be impacted by the temporary rule modifications. The temporary rule modifications shall take effect five days after submission by the Human Resources Director to the Civil Service Commission, regardless of whether the Commission has considered or approved the modifications. Each temporary rule modification will be effective until the earliest of: (a) the date the Civil Service Commission approves the proposed permanent rule modifications, either as proposed by the Human Resources Director or as amended by the Commission, (b) the date the Civil Service Commission disapproves the Human Resources Director's proposed permanent rule modifications, or (c) December 15, 2022. Any eligible list adopted through the process above will have a duration of no longer than one year. This Order shall remain in effect until December 15, 2022, unless terminated earlier by the Mayor or the Board of Supervisors.

(2) The Human Resources Director is delegated authority to extend the term of exempt appointments under Charter Section 10.104(18) by up to one additional year for employees whose three-year appointment term will expire on or before December 31, 2022. This Order shall remain in effect until December 31, 2022, unless terminated earlier by the Mayor or the Board of Supervisors.

(3) To clarify how the City shall treat vacation hours held by City employees in excess of the applicable vacation cap on June 30, 2022, Section 3 of the Thirty-Seventh Supplement is revised and replaced as follows:

Employees who accrued additional vacation hours above the maximum accrual limit under Section 3 of the Thirty-First Supplement to the Proclamation of Local Emergency must use vacation time and reduce their balance below the maximum accrual limit by June 30, 2022. Any provisions of the Charter, the Municipal Code, and City rules or regulations that would limit or prevent employees from carrying vacation balances above the maximum accrual limit are waived, including but not limited to Charter Section A8.440 and Administrative Code Section 16.12. For all employees who continue to carry



vacation balances over the applicable vacation cap on June 30, 2022, the City shall pay the employees the value of such hours and reduce the employee's vacation balance to the applicable cap. The Human Resources Director and Controller, or their designees, are authorized to implement this program and issue any necessary rules and guidance. This Order shall remain in effect until June 30, 2022, unless terminated earlier by the Mayor or the Board of Supervisors.

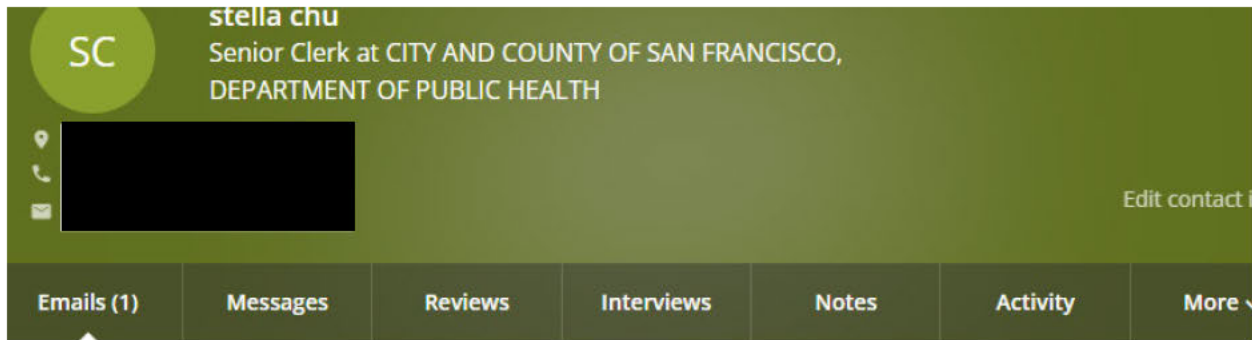
DATED: May 19, 2022

A handwritten signature in blue ink that reads "London Breed".

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London N. Breed  
Mayor of San Francisco

n:\govern\as2021\9690082\01601296.docx

A contact card for stella chu, Senior Clerk at CITY AND COUNTY OF SAN FRANCISCO, DEPARTMENT OF PUBLIC HEALTH. The card features a green header with the name and title, a profile picture placeholder (SC), and a navigation bar with tabs for Emails (1), Messages, Reviews, Interviews, Notes, Activity, and More.

Send stella chu a message



David Chalk  
2591 Health Program Coordinator II (CBT-2591-E00018)

Sep 29, 2022

Dear stella chu,

This notice is in response to your application for Class 2591 Health Program Coordinator II (REF16007K).

As indicated in the Job Ad, the minimum requirements for this recruitment are "a Category 18 exempt appointment in 2591 Health Program Coordinator II with the City and County of San Francisco with a minimum of one year of service by December 15, 2022."

Our records indicate that you do not meet this requirement, and consequently, your application is rejected.

You have the right to appeal this decision to the Civil Service Commission but must do so within five business days of this notice. Information on how to file an appeal and the associated forms can be found at <https://sfgov.org/civilservice/procedures-forms>.

We appreciate your interest in working with the City and County of San Francisco, and we encourage you to, if you have not already done so, apply for a traditional Class 2591 Health Program Coordinator II recruitment wherein a Category 18 exempt appointment is not required.

Sincerely,  
Department of Human Resources  
City and County of San Francisco

[Forms | Civil Service Commission \(sfgov.org\)](#)



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## NOTICE OF RECEIPT OF APPEAL

DATE: October 7, 2022  
REGISTER NO.: 0169-22-4  
APPELLANT: STELLA CHU

Carol Isen  
Human Resources Director  
Department of Human Resources  
1 South Van Ness Avenue, 4<sup>th</sup> Floor  
San Francisco, CA 94103

Dear Carol Isen:

The Civil Service Commission has received the attached letter from Stella Chu appealing the disqualification for the 2591 Health Coordinator II Temporary Exempt Cat. 18 examination. Your review and action are required.

If this matter is not timely or appropriate, please submit CSC Form 13 "Action Request on Pending Appeal/Request," with supporting information and documentation to my attention by email at [civilservice@sfgov.org](mailto:civilservice@sfgov.org). CSC Form 13 is available on the Civil Service Commission's website at [www.sfgov.org/CivilService](http://www.sfgov.org/CivilService) under "Forms."

In the event that Stella Chu's appeal is timely and appropriate, the department is required to submit a staff report in response to the appeal within sixty (60) days so that the matter may be resolved in a timely manner. Accordingly, **the staff report is due no later than 11 a.m. on December 8, 2022**, so that it may be heard by the Civil Service Commission at its meeting on December 19, 2022. If you will be unable to transmit the staff report by the December 8<sup>th</sup> deadline, or if required departmental representatives will not be available to attend the December 19<sup>th</sup> meeting, please notify me by use of CSC Form 13 as soon as possible, with information regarding the reason for the postponement and a proposed alternate submission and/or hearing date.

You may contact me at [Sandra.Eng@sfgov.org](mailto:Sandra.Eng@sfgov.org) or (628) 652-1100 if you have any questions. For more information regarding staff report requirements, meeting procedures or future meeting dates, please visit the Commission's website at [www.sfgov.org/CivilService](http://www.sfgov.org/CivilService).

Sincerely,

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG  
Executive Officer

Attachment

Cc: Anna Biasbas, Department of Human Resources  
Jeanne Buick, Department of Human Resources  
Kate Howard, Department of Human Resources  
Dave Johnson, Department of Human Resources  
Stephanie Mayorga-Tipton, Department of Human Resources  
Luenna Kim, Department of Public Health  
Scott DeWolfe, Department of Public Health



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

*Sent via Email*

October 7, 2022

Stella Chu



**Subject: Register No. 0169-22-4: Appealing the disqualification for the 2591 Health Coordinator II Temporary Exempt Cat. 18 Examination.**

Dear Stella Chu:

This is in response to your appeal submitted to the Civil Service Commission on October 6, 2022, appealing the disqualification for the 2591 Health Coordinator II Temporary Exempt Cat. 18 Examination. Your appeal has been forwarded to the Department of Human Resources for investigation and response to the Civil Service Commission.

If your appeal is timely and appropriate, the department will submit its staff report on this matter to the Civil Service Commission in the near future to request that it be scheduled for hearing. The Civil Service Commission generally meets on the 1st and 3rd Mondays of each month. You will receive notice of the meeting and the department's staff report on your appeal two Fridays before the hearing date via email, as you have requested on your appeal form.

In the meantime, you may wish to compile any additional information you would like to submit to the Commission in support of your position. The deadline for receipt in the Commission office of any additional information you may wish to submit is 5:00 p.m. on the Tuesday preceding the meeting date by email to [civilservice@sfgov.org](mailto:civilservice@sfgov.org). Please be sure to redact your submission for any confidential or sensitive information (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

You may contact me by email [Sandra.Eng@sfgov.org](mailto:Sandra.Eng@sfgov.org) or by phone at (628) 652-1100 if you have any questions. You may also access the Civil Service Commission's meeting calendar, and information regarding staff reports and meeting procedures, on the Commission's website at [www.sfgov.org/CivilService](http://www.sfgov.org/CivilService).

Sincerely,

CIVIL SERVICE COMMISSION

/s/

Sandra Eng  
Executive Officer

## Appeal Letter re: 2591 Health Coordinator II

Stella [REDACTED]

Thu 10/6/2022 4:58 PM

To: CivilService, Civil (CSC) <civilservice@sfgov.org>

 2 attachments (187 KB)

CSC-12\_Appeal\_5-11-2021 - Stella Chu-10.06.2022.pdf; Stella Chu letter (1).docx;

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

To Whom It May Concern:

Please see attached for my appeal letter.

Thank you,  
Stella Chu

Sent from [Outlook](#)



CIVIL SERVICE COMMISSION
City and County of San Francisco

25 Van Ness Avenue, Suite 720
San Francisco, California 94102-6033
Executive Officer
(628) 652-1100

CSC Register No.
To:
CC:

APPEAL TO THE CIVIL SERVICE COMMISSION

INSTRUCTIONS:

Submit an original copy of this form to the Executive Officer of the Civil Service Commission at the address above within the designated number of days following the postmarked mailing date or email date (whichever is applicable) of the Department of Human Resources' or Municipal Transportation Agency's notification to the appellant. The appellant's/authorized representative's original signature is required. (E-mail is not accepted.) It is recommended that you include all relevant information and documentation in support of your appeal.

TYPE OF APPEAL: (Check One)

- Examination Matters (by close of business on 5th working day)
Employee Compensation Matters (by close of business on 7th working day) - Limited application
Personal Service Contracts (Posting Period)
Other Matters (i.e., Human Resources Director/Executive Officer Action) (30 Calendar days)
Future Employability Recommendations (See Notice to Employee)

During the Shelter Order dated March 17, 2020, we are accepting appeals by email at civilservice@sfgov.org

Stella Chu
Full Name of Appellant
1406 Senior Clerk
Job Code
Residence Address
City State Zip Home Telephone
Full Name of Authorized Representative (if any) Telephone Number of Representative (including Area Code)

NOTE: If this is deemed to be a timely and appealable matter, the department will submit a staff report to the Civil Service Commission to request that it be scheduled for hearing. You will be notified approximately one week in advance of the hearing date, at which time you will be able to pick up a copy of the department's staff report at the Commission's offices. If you would instead prefer Commission staff to email you a copy of the meeting notice and staff report, please provide your email address below.

Email:

COMPLETE THE BASIS OF THIS APPEAL ON THE REVERSE SIDE. (Use additional page(s) if necessary)

Does the basis of this appeal include new information not previously presented in the appeal to the Human Resources Director? If so, please specify.
Check One: Yes No

Original Signature of Appellant or Authorized Representative
Date

CSC-12 (5/2021) Date Received by Civil Service Commission:



**State the basis of this appeal in detail.** For more information about appeal rights and deadlines, please review the Civil Service Rules located on the Civil Service Commission’s website at [www.sfgov.org/CivilService](http://www.sfgov.org/CivilService).

Dear Human Resources,

Based on the email I received on 09/29/2022, my resume was rejected stating I did not meet the requirement for “a Category 18 exempt appointment in 2591 Health Coordinator II with the City and County of San Francisco with a minimum of one year of service by 12/15/2022.” I would like to appeal the notice. I have been with the TAY (Transitional Age Youth) Program on and off for 6+ years and I believe I meet/exceed the requirement of a minimum of one year of service. My experience includes implementing a tracking system to evaluate a new startup of the TAY Linkage Program. Managing administrative staff as well as onboarding new staff to the program. Attached is a recommendation from my Supervisor which provides proof of adequate experience for this position. Any questions, please don’t hesitate to contact me.

Thank you,

Stella Chu

Senior Clerk

October 6, 2022

Dear Human Resources,

I am writing in support of Stella Chu's application for 2591 Health Program Coordinator II. Stella is a long-time and exemplary employee of the Department of Public Health. She currently serves as the TAY Clinic Senior Administrative Clerk and has extensive experience supporting the planning and coordination of program activities at the TAY Clinic. Stella has been in this role since 2014, a role in which she was responsible for implementing systems to coordinate the referral activity at the TAY clinic and was key in supporting a project to collect data to evaluate the functioning of a newly launched TAY linkage program. This was a project that extended over several years. Stella has also managed program administrative staff and trained new staff in managing administrative tasks at the TAY clinic. In addition, Stella has managed the budget for petty cash, office supplies and the large grocery budget for the TAY clinic. Stella supports the clinic in preparing clinic to remain on track for budget projections. In addition, Stella is an expert in Medi-Cal requirements for enrollment in civil service programs. Stella coordinates with behavioral health services to ensure all Medi-Cal standards are met when clients are enrolled in TAY clinic. Stella needs to frequently coordinate functions with outside agencies to ensure that clients are rapidly transitioned into care and has excellent communication skills. Stella supports oversight of the facility repairs and coordinates to ensure that equipment, city cars and all facility issues are completed to a high standard. Stella has worked hard to support the administrative functioning of the TAY clinic and is consistently developing and improving clinic functions to ensure that the clinic is operating efficiently. Stella is a long-term city employee who should be considered for advancement and has the qualities needed to qualify for the 2591 position in my opinion. In my opinion it is important for BHS to promote employees from within that have excelled in their positions and have expert knowledge of services that can be extremely important in enhancing operations at DPH. Please contact me if you have any additional questions.

[REDACTED]

TAY Clinic Director

DPH Behavioral Health Services

[REDACTED]

CCSF Job Appointment Summary

Stella Chu Emp ID [REDACTED] Empl Record 0

Job Appointment Summary

Personalize | Find | View #

Eff Date	Appt Date	Action	Description	Payroll Status	Job Code	Union Code	Empl Class	Exmpt Cat	Full/Part Time	Elig List #	Rank	POS #	Dept Sen Date	Dept	Location	Cert Date	Ctywd S Date
07/01/2017	01/02/2017	POS	Position Data Update	Active	1406	790	PCS	NA	F	056769	324.00	01110787	09/28/2016	DPH	DPH001	09/28/2016	09/28/2
01/02/2017	01/02/2017	XFR	Employee Request	Active	1406	790	PCS	NA	F	056769	324.00	01110787	09/28/2016	DPH	DPH001	09/28/2016	10/01/2
11/29/2014	03/03/2014	DTA	End of Holdover Status	Active	1406	790	PCS	NA	F	056769	324.00	01022655	11/26/2013	POL	POL001	11/26/2013	10/01/2
03/03/2014	03/03/2014	XFR	Employee Request	Active	1406	790	PCS	NA	F	056769	324.00	01022655	11/26/2013	POL	POL001	11/26/2013	10/01/2
08/17/2012	05/03/2011	DTA	Data Conversion	Active	1406	790	PCS	NA	F	056769	324.00	01110787	10/01/2010	DPH	DPH001	10/01/2010	10/01/2
05/03/2011	05/03/2011	PROM	Prom - Permanent Civil Service	Active	1406	790	PCS		F	056769	324.00		10/01/2010	DPH	DPH001	10/01/2010	10/01/2
10/18/2010	10/18/2010	REH	Rehire - Temp Civil Service	Active	1406	790	TCS		F	010717	324.00		09/10/2010	DPH	DPH001	09/10/2010	
11/30/2009	04/07/2008	LOF	Involuntary Leave	Suspended	1424	790	PCS		F	038067	4.00		02/27/2008	POL	POL001	02/27/2008	02/27/2
04/07/2008	04/07/2008	H R	New - Permanent Civil Service	Active	1424	790	PCS		F	038067	4.00		02/27/2008	POL	POL001	02/27/2008	02/27/2

Save Return to Search Notify

