



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

November 23, 2022

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: RESPONSE TO THE CIVIL SERVICE COMMISSION'S REQUEST TO ADDRESS THE HIRING DECISIONS OF THE PUBLIC UTILITIES COMMISSION REGARDING THE 5260 ARCHITECTURAL/LANDSCAPE ARCHITECTURAL ASSISTANT I AND 5601 UTILITY ANALYST POSITIONS.

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 **December 5, 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 under "Meetings" no later than end of day on Wednesday, November 30, 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.

Attendance is welcome. The Commission will rule on the report previously submitted and testimony provided at its meeting.

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

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: 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 and the web address is 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 (4th) 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, 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/.

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 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, or on the City's website at 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/>.



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: _____ - _____ - _____
2. For Civil Service Commission Meeting of: December 5, 2022
3. Check One:
Ratification Agenda _____
Consent Agenda _____
Regular Agenda X
Human Resources Director=s Report _____
4. Subject: Response to the Civil Service Commission's Request to Address the Hiring Decisions of the Public Utilities Commission regarding the 5260 Architectural/Landscape Architectural Assistant I and 5601 Utility Analyst Positions
5. Recommendation: Accept the report.
6. Report prepared by: Melissa White Telephone number: (415) 308-6765
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: _____
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

CSC-22 (11/97)

<p><u>CSC RECEIPT STAMP</u></p>
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MEMORANDUM

DATE: November 21, 2022

TO: The Honorable Civil Service Commission

FROM: Melissa B. White, Talent Acquisition Manager, SFPUC

THROUGH: Wendy Macy, Chief People Officer, SFPUC

SUBJECT: Response to the Civil Service Commission’s Request to Address the Hiring Decisions of the Public Utilities Commission regarding the 5260 Architectural/Landscape Architectural Assistant I and 5601 Utility Analyst Positions

On August 15, 2022, the Civil Service Commission adopted the SFPUC staff report and denied the appeal by Diana K. Chung and directed the Executive Officer to work with Human Resources Director in the Public Utilities Commission to address the employment hiring decisions related to the 5260 Architectural/Landscape Architectural Assistant I and 5601 Utility Analyst positions going back 5 years, audit the work assignments and duties performed by the 5601 Utility Analyst. On September 16, 2022, the SFPUC received the amended notice of Civil Service Commission Action.

This is in response to the notice of Civil Service Commission Action. For your review, please find documents on file relevant to the recruitment and selection process of classes 5260 Architectural/Landscape Architectural Assistant I and 5601 Utility Analyst positions in the Capacity Charge and Project Review Programs Unit (CCPRC) in the Customer Service Bureau (CSB) at the SFPUC:

- *Attachment A* – Job Announcements
- *Attachment B* – Hiring Selection Packets
- *Attachment C* – Minimum Qualification Verification Documents

A review of records going back to August 1, 2017, shows that ten (10) hires in classes 5601 Utility Analyst and 5260 Architectural/Landscape Architectural Assistant I were made within the Customer Service Bureau at the SFPUC. Seven (7) hires were made in class 5601 Utility Analyst – one (1) permanent civil service (PCS) and six (6) temporary exempt (TEX) appointments. Three (3) hires were made in class 5260 Architectural/Landscape Architectural Assistant I, which were all temporary exempt appointments.

London N. Breed
Mayor

Newsha Ajami
President

Sophie Maxwell
Vice President

Tim Paulson
Commissioner

Tony Rivera
Commissioner

Kate Stacy
Commissioner

Dennis J. Herrera
General Manager



Legal Employee Name	Effective Date	Work Class	Work Class Title	Appointment Type
Mendonca, Kenneth L	07/16/2018	5260	Arch/Landscp Architectrl Ast1	TEX
Heller, Morgan B	02/23/2019	5260	Arch/Landscp Architectrl Ast1	TEX
Garcia, Jobel L	03/11/2019	5260	Arch/Landscp Architectrl Ast1	TEX
Fong, Jeffrey	08/08/2020	5601	Utility Analyst	TEX
Garcia, Jobel L	08/08/2020	5601	Utility Analyst	TEX
Hickey, Timothy A	08/22/2020	5601	Utility Analyst	TEX
Imson, Grace G	08/24/2020	5601	Utility Analyst	TEX
Barnett, Mark A	09/20/2021	5601	Utility Analyst	TEX
Brien, Luwalhati R	09/20/2021	5601	Utility Analyst	TEX
Garcia, Jobel L	11/27/2021	5601	Utility Analyst	PCS


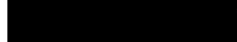
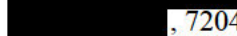
Exempt 5260 Architectural/Landscape Architectural Assistant I Hires

The minimum qualifications for 5260-Architectural/Landscape Architectural Assistant I are as follows:

1. Possession of a baccalaureate degree in Architecture/Landscape Architecture or an architecture/landscape architecture related field (such as Environmental Design or Interior Architecture) from an accredited college or university: AND
2. Possession of a valid California driver's license.

Kenneth Mendonca

The recruitment TEX-5260-085300 was posted on May 8, 2018 and closed on May 15, 2018. Kenneth Mendonca was appointed to class 5260 Architectural/Landscape Architectural Assistant I as a temporary exempt employee on July 16, 2018. The division received fourteen (14) applications and eight (8) were selected for interviews. Seven (7) showed and one (1) declined. The following served as the panelists:

, 7317 Senior Water Service Inspector
, 5261 Architectural Assistant II
, 7204 Chief Water Svc Inspector

Kenneth Mendonca met the minimum qualifications with a possession of Bachelor of Science degree in landscape architecture and California driver's license.

Morgan Heller and Jobel Garcia

Morgan Heller was appointed to class 5260 Architectural/Landscape Architectural Assistant I as a temporary exempt employee on February 23, 2019. Jobel Garcia was appointed to class 5260 Architectural/Landscape Architectural Assistant I on March 11, 2019. The candidate pool from recruitment TEX-5260-085300 was used to fill these two (2) positions. The division invited six (6) candidates to interviews, three (3) showed, two (2) did not respond and one (1) declined. The following served as the panelists:

Aleda Graham, 0931 Customer Services Office Operations Manager
 Glorina Crisostomo, 7317 Senior Water Service Inspector

Morgan Heller met the minimum qualifications with a possession of Bachelor of Arts in Environmental Studies and California driver's license. Jobel Garcia met the minimum qualifications with a possession of Bachelor of Arts in Interior Design and California driver's license.

Exempt 5601 Utility Analyst Hires

The minimum qualifications for class 5601 Utility Analyst are as follows:

Possession of a baccalaureate degree from an accredited college or university preferably with major course work in Law, Engineering, Environmental Studies, Natural Resources, Computer Science, Business Administration, Mathematics, Statistics, Economics or other field related to the utility business.

SUBSTITUTION: Qualifying experience may be substituted for the degree requirement on a year-for-year basis.

License or Certificate: Specified positions may require possession of a valid Class C driver license.

An existing 5601 Utility Analyst pool was used for announcement TEX-5601-104577 from which four (4) hires were made.

Jeffrey Fong, Jobel Garcia, Timothy Hickey and Grace Imson

Jeffrey Fong and Jobel Garcia were appointed to class 5601 Utility Analyst as a temporary exempt employee on August 8, 2020. Timothy Hickey was appointed to class 5601 Utility Analyst as a temporary exempt employee on August 22, 2020. Grace Imson was appointed to class 5601 Utility Analyst as a temporary exempt employee on August 24, 2020. The division invited thirteen (13) candidates and eleven (11) participated in the interviews and two (2) declined. The following served as the panelists:

██████████, 5207 Engineer
██████████, 0931 Customer Services Office Operations Manager III
██████████, 7317 Senior Water Service Inspector

Jeffrey Fong met the 5601 Utility Analyst minimum qualifications with possession of a Bachelor of Arts degree in Radio and Television. Jobel Garcia met the minimum qualifications with a possession of Bachelor of Arts in Interior Design. Timothy Hickey met the 5601 Utility Analyst minimum qualifications with a possession of a Bachelor of Arts degree in Liberal Studies. Grace Imson met the 5601 Utility Analyst minimum qualifications with a possession of a Bachelor of Science in Civil Engineering.

Mark Barnett and Luwalhati Brien

Mark Barnett and Luwalhati Brien were appointed to class 5601 Utility Analyst as temporary employees on September 20, 2021. The recruitment TEX-5601-904435 was posted on May 28, 2021 and closed on June 11, 2021. Twelve (12) candidates were invited to interviews, nine (9) participated and three (3) declined. The following served as the panelists.

██████████, 5207 Engineer
██████████, 0931 Customer Services Office Operations Manager III
██████████, Capacity Charge and Project Review Programs Manager I

Mark Barnett met the 5601 Utility Analyst minimum qualifications with a possession of a Bachelor of Arts degree in Political Science. Luwalhati Brien met the 5601 Utility Analyst minimum qualifications with a possession of a Bachelor of Arts degree in Landscape Architecture.

Permanent Civil Service 5601 Utility Analyst Hire

The recruitment CBT-5601-903548 was open on December 4, 2019 and closed on December 10, 2019. The exam and job analysis conducted for recruitment CBT-5601-902258 in 2018 was used to conduct recruitment CBT-5601-903548 in 2019. The subject matter experts that participated in the job analysis at that time were as follows:

██████████, 0931 Energy Data Systems Manager
██████████, 0931 Water Conservation Manager

The Customer Service Bureau (CSB) invited six (6) eligible candidates to interviews of which all participated. Jobel Garcia performed the best and was selected for the 5601 Utility Analyst and appointed on November 27, 2021. The following served as the panelists:

██████████, 0931 Customer Services Office Operations Manager III
██████████, 0922 Capacity Charge and Project Review Programs Manager I
██████████, 7317 Senior Water Service Inspector

Jobel Garcia met the minimum qualifications with a possession of Bachelor of Arts in Interior Design.

Audit of Work Assignments and Duties Performed by 5601 Utility Analysts

Based on an audit of work assignments and duties performed by the 5601 Utility Analysts in the CCPRC Unit in the CSB, the following duties have been performed by all assigned 5601 Utility Analysts in the unit:

1. Process Stormwater Management and Construction Site run off report.
2. Process SFPUC Checklist for irrigation, stormwater, construction runoff, FOG, res-plumbing, comm-plumbing, non-potable, recycle water, batch discharge, sewer connection, hydraulic assessment, & res-submeter reports.
3. Generate reports for Café /Restaurant /Food Service Permits.
4. Development of Program Review & project capture of SFPUC Requirements.
5. Assist in the development of rules and regulations, policies and procedures, and business processes related to the billing and collection of SFPUC Capacity Charges.
6. Assist in reviewing customer's appeals for exemptions, prior use credits or extensions regarding the billing and collection of capacity charges.
7. Review and analyze permit applications (Forms 1,2, and 3), project plans and calculate wastewater and water capacity charges. Input assessments and or charges into the Department of Building Inspection (DBI) Permit Tracking System (PTS).
8. Review and analyze Over-the-Counter permit applications (Form 8), project plans and calculate wastewater and water capacity charges. Input assessments and or charges into the Department of Building Inspection (DBI) Permit Tracking System (PTS).
9. Maintain records, plans, files assigned for work and utilizes a computerized document management system.
10. Prepares correspondence related to assigned work utilizing computer programs such as Microsoft Word, Excel, PowerPoint, and/or Outlook.

11. Coordinates work with other office staff, consultants, end users, and administrators.
12. Responds to contractors, developers, property owners and the general public's inquiries related to assigned work, SFPUC rules and regulations, departmental policies and procedures, other SFPUC related business functions in person, by phone, email.
13. Promotes Good Customer and Employee Relations
14. Responds to the customer inquiries, requests or complaints via telephone or office visits effectively, efficiently, courteously, professionally and promptly.
15. Customer Written Communication
16. Responds to customer inquiries, requests, and/or complaints via electronic communication.
17. Maintain time management and organization

In summary, there were ten of the duties above that overlapped with duties conducted by the 5260 Architectural/Landscape Architectural Assistant I. The following two (2) duties which were assigned only to assigned 5601 Utility Analysts were not being performed by all 5601 Utility Analysts as assigned at the time of the hearing in August 2022: 1) billing and collection of SFPUC Capacity Charges, Refund of Capacity Charges, and 2) generating a CC Invoice for New Installations request. This was because the operational needs did not allow for conducting the extensive trainings that the billing, refunds, and invoicing for new installations required. At the time, the focus was on clearing a backlog of thousands of permits accumulated during the pandemic. In addition, during this time, a 1478 Utility Services Representative and two (2) 5601 Utility Analysts left the unit causing additional work to be reassigned amongst remaining employees who often worked overtime to accommodate workloads. The trainings began last month in October and the assigned 5601 Utility Analysts have begun performing these duties under supervision. On an additional note, HRS contacted Marge Vizcarra, retired CSB Director, who indicated that she has no familial relationship with Joel Garcia and that she first met him when he was interviewed for the 5260 Architectural/Landscape Architectural Assistant I in 2019.

For any questions, please contact me at your earliest convenience at 415-308-6765 or via email at mbwhite@sfwater.org.

Recommendation: Accept the report.

5601 - Utility Analyst

Recruitment #CBT-5601-903548

DEPARTMENT Public Utilities Commission
ANALYST Danny Wan
DATE OPENED 12/4/2019 08:00:00 AM
FILING
DEADLINE 12/10/2019 5:00:00 PM
SALARY \$34.11 - \$52.94/hour; \$5,913.00 - \$9,176.00/month; \$70,954.00 -
\$110,110.00/year
JOB TYPE CBT Discrete
EMPLOYMENT
TYPE Full-Time

INTRODUCTION



Find Yourself in the Right Environment



San Francisco
Water Power Sewer
Services of the San Francisco Public Utilities Commission

5601 - Utility Analyst

San Francisco Public Utilities Commission

CBT-5601-903548

The eligible list established from the examination will be used to fill vacancies in this class citywide.

Who are we?

San Francisco Public Utilities Commission (SFPUC)

Headquartered in San Francisco, we have 2,300 employees working in seven counties with a combined annual operating budget of over \$900 million.

Our Mission: To provide our customers with high quality, efficient, and reliable water, power, and wastewater services in a manner that values environmental and community interests and sustains the resources entrusted to our care.

Our Vision: We are an innovative utility leader, recognized for excellent results in service, safety, stewardship, and inclusiveness.

We are an award-winning and industry-leading utilities organization committed to our customers, community interests, and the environment. To learn more about our organization, please visit our website at www.sfwater.org

We are proud of our infrastructure and programs, but most importantly, we value our highly qualified and dedicated workforce which ensures that this vision becomes a reality. As you explore career opportunities with us, download our career guide and learn about what you can expect during the hiring process.

Position Description

Under immediate supervision, the 5601 Utility Analyst performs entry-level to journey-level duties in the following areas: assisting in monitoring of compliance with policy directives, regulations, laws and contracts; assisting in preparing, reviewing, updating and coordinating operating schedules and plans; assisting with the administration of wholesale and retail contracts; assisting in conducting a wide variety of analyses, studies and projects; assisting in development of operating, financial and capital plans; maintaining, reconciling and analyzing data related to section activities; compiling and keeping records; preparing simple correspondence and reports.

Essential Functions:

- Assists with monitoring operations to ensure compliance with policy directives, regulations, laws and contracts;
- Directly conducts analyses and studies related to market risk; price sensitivity; technical, market or economic feasibility of wholesale and retail business opportunities; contract performance; operating performance; and other studies as assigned. Provides assistance in more complex studies and analyses;
- Assists with the preparation and implementation of near- and long-term operating, financial and capital plans;
- Performs legal, regulatory and market research to support business development and negotiations;
- Maintains detailed operating records, sales and purchase transactions, wholesale and retail rates and trends, budget variance reports, and other reports as needed;
- Researches and enters data to reports and spreadsheets. Utilize data to generate computerized reports to document historical performance and market trends. Apply usage of charts, regression analysis, and program/policy analysis. Study and present impact on program operations;
- Assists in development of analytical and predictive models (i.e energy, price, water conservation projecting model forecasting);

- Provides technical support on a wide variety of studies and projects, including: policy and procedural reviews; case study analysis, scenario comparisons, market and operations planning; capital and operating budgets; management reporting; statistical analyses; forecasting; contract negotiations; and other tasks as assigned;
- Prepares written reports, summaries, and correspondence related to assigned work utilizing computer programs, such as Word, Excel, PowerPoint, and Access;
- Analyzes, presents data, and corresponds to requests from the public, vendors, and stakeholders by written and/or oral communication;
- Coordinates work with other office staff, consultants, end users, administrators, and other City departments;
- The 5601 will perform other tasks as assigned.

Working Conditions: The 5601 may travel to regional offices and jobsites. May be required to work evenings, weekends, and/or holidays.

Equal Employment Opportunity: 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.

MINIMUM QUALIFICATIONS

If you are interested in a job like this, we are looking for people that have the following:

Education: Possession of a baccalaureate degree from an accredited college or university preferably with major course work in Law, Engineering, Environmental Studies, Natural Resources, Computer Science, Business Administration, Mathematics, Statistics, Economics or other field related to the utility business.

Substitution: Qualifying experience may be substituted for the degree requirement on a year-for-year basis.

Qualifying experience includes experience in one or more of the following areas: water supply / infrastructure management and planning; power operations planning and scheduling; analysis, interpretation and application of utility contracts and regulations in either water, power (electric and/or natural gas), telecommunications, or a clean water program; utility market and environmental analysis and planning; power supply and transmission rates and contracts; generation, transmission or distribution planning and design; or long term utility systems planning.

Desirable Qualifications: The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

- Has experience in working with a large diverse workforce of people with different culture, backgrounds and opinions.
- Experience with creating Standard Operating Procedures (SOPs).
- Experience in analyzing and summarizing large data sets.
- Experience presenting in front of an audience.
- Excellent written and oral communication skills.

Note:

- Specified positions may require possession of a valid Class C driver license.
- Additional qualifications (i.e., special conditions) may apply to a particular position.

Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted. All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included in the “Education” and “Training and Employment Record” sections of the City and County of San Francisco online application by the filing deadline.

A resume does NOT substitute for this section of the City application and will not be considered in determining whether you meet the minimum qualifications.

VERIFICATION:

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process.

Note: Falsifying one’s education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>.

Verification of required work experience typically must be on the employer's letterhead, and must include the applicant's name, job title, description of job duties, dates of employment, hours per week, and signature of the employer, supervisor, or appropriate representative.

Employees of the City and County of San Francisco may submit performance evaluations showing duties performed to verify qualifying City experience. City employees will receive credit for the duties of the class to which appointed. Credit for experience obtained outside of the employee's class will be allowed only if recorded in accordance with the provisions of Civil Service Commission Rules. CCSF employees will not receive credit for experience obtained outside of their classification unless recorded in accordance with the provisions of the Civil Service Rule 110.9.1/111A.11.2.

Experience claimed in self-employment will only be accepted if supported by documents verifying income, earnings, business license and experience comparable to minimum qualifications above. Copies of income tax papers or other documents listing occupation and total earnings must be submitted.

Verification of required valid licensure/certification typically must be a photocopy of the license/certificate including the name of the issuing agency as well as the name of the license/certificate holder, license/certificate number, and expiration date.

HOW TO APPLY

Applications for City and County of San Francisco jobs are only accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement
- Select "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
- Follow instructions on the screen

Need help completing the application?

Computers are available for the public from 8:00 a.m. to 5:00 p.m., Monday through Friday, to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

We communicate by email

You may be contacted by email about this announcement and, therefore, it is your responsibility to ensure that your registered email address is accurate and kept up-to-date. Also, you must ensure that email from CCSF is not blocked on your computer by a spam filter. To prevent blocking, you should set up your email to accept CCSF mail from the following addresses: @sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org, @famsf.org, @ccsf.edu. You will receive a confirmation email that your online application has been received in response to every announcement for which you apply. You should retain the confirmation email for your records. Failure to receive the email means that the online application was not submitted or received.

Word of advice

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

Have questions about the application process?

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Danny Wan, by telephone at 415-554-1648, or by email at jobs@sfwater.org.

SELECTION PROCEDURES

Minimum Qualifications Supplemental Questionnaire (MQSQ) - (Weight: Qualifying)

Applicants will be prompted to complete a Supplemental Questionnaire as part of the online application process and must be completed by the final filing deadline. The information provided on the Supplemental Questionnaire must be consistent with the information on the

application and is subject to verification. Responses to the Supplemental Questionnaire will be used to assist in determining if applicants meet the minimum qualifications for the position.

Multiple-Choice Examination (Weight 100%)

Candidates deemed qualified will be admitted to take a multiple-choice test designed to measure knowledge, skills and/or abilities in job-related areas which may include but not be limited to: computer skills, ability to conduct various analyses, written communication ability, and interpersonal skills.

A passing score must be achieved on the multiple choice exam. This is a standardized examination, and, therefore, test questions and test answers are not available for public inspection or review. Candidates will be placed on the eligible list in rank order according to their final score. The department may administer additional position-specific selection procedures to make final hiring decisions.

Candidate scores may also be applied to other announcements involving other job titles, when directed by the Human Resources Director. This is a standardized examination and, therefore, test questions and answers are not available for public inspection or review. Note: Applicants who meet minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

Certification Rule: The certification rule for the ranked eligible lists resulting from this examination will be **Rule of 10 Scores**. The department may administer additional position-specific selection procedures to make final hiring decisions.

Eligible List: A confidential eligible list of applicant names that have passed the civil service examination process will be created, and used for certification purposes only. An examination score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including names of applicants 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 civil service examination 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, and may be extended with the approval of the Human Resources Director.

Upon approval of the Human Resource Director (see Civil Service Rule 111A.26.5), the eligible list/score report resulting from this announcement may be used by other departments that also use this classification or a similar classification. To find other Departments which use this classification, please see <https://sfdhr.org/sites/default/files/documents/ASO-Level-Chart.pdf?documentID=21246>.

CONVICTION HISTORY

If you receive a conditional offer of employment, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you were given a conditional offer of employment. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are a selected candidate, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

Terms of the Announcement: 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. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at www.jobaps.com/sf.] The terms of this announcement may be appealed under Civil Service Rule 110.4. Such appeals must be submitted in writing to the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

Reasonable Accommodation Request: Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable ADA Accommodation at: <http://www.sfdhr.org/index.aspx?page=20#applicantswithdisabilities>

Veteran's Preference: Information regarding requests for Veterans Preference can be found at: <http://www.sfdhr.org/index.aspx?page=20#veteranspreference>

General Information concerning City and County of San Francisco Employment Policies and Procedures: <http://www.sfdhr.org/index.aspx?page=20>

Copies of Application Documents: <http://www.sfdhr.org/index.aspx?page=20#copies>

Right to Work: <http://www.sfdhr.org/index.aspx?page=20#identification>. All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Exam Type: Entrance

Issued: December 4, 2019
Micki Callahan, Human Resources Director
Department of Human Resources
Recruitment ID: 903548
PUC - DW (415) 554-1648

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please click [here](#).

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5260 Arch/Landscp Architectrl Ast1

Recruitment #TEX-5260-085300

DEPARTMENT Public Utilities Commission
ANALYST Princess Campbell
DATE OPENED 5/8/2018 10:00:00 AM
FILING
DEADLINE 5/15/2018 5:00:00 PM
SALARY \$34.33 - \$41.73/hour; \$5,950.00 - \$7,232.00/month; \$71,396.00 - \$86,788.00/year
JOB TYPE Temporary Exempt
EMPLOYMENT TYPE Full-Time

INTRODUCTION



Appointment Type: **TEX**

This is a temporary exempt appointment and is limited with a maximum duration of up to three (3) years, excluded by the Charter from Civil Service examination process, and shall serve at the discretion of the appointing officer.

Location:

San Francisco Public Utilities Commission - Customer Service Bureau
Capacity Charge Unit located at the Department of Building Inspection at 1660 Mission Street, 5th Floor, San Francisco, CA 94103

Who We Are

The SFPUC is recognized throughout the world as a leading utility agency which delivers high quality water, wastewater treatment and power services through efficient, state of the art technologies which protect and sustain our precious resources. We are proud of our infrastructure and programs, but most importantly, we value our highly qualified and dedicated workforce which ensures that this vision becomes a reality. Our mission is to provide customers with high quality, efficient and reliable water, power, and sewer services in a manner that values environmental and community interests, and sustains the resources entrusted in our care. We are comprised of three essential 24/7 service utilities: Water,

Wastewater and Power. We provide retail drinking water and wastewater services to San Francisco, wholesale water to three Bay Area counties, and green hydroelectric and solar power to San Francisco's municipal departments and tenants and redevelopment areas. Headquartered in San Francisco, we have about 2,300 employees working in seven counties with a combined annual operating budget of over \$900 million. The SFPUC is nationally recognized for its excellence and as a premier employer.

General Description

Under general supervision, the Class 5260 Architectural Assistant I is responsible for reviewing and analyzing project plans submitted for building permits at the Department of Building Inspection (DBI) and the Port of San Francisco. Both residential and non-residential plans are reviewed for new building structures, and improvements to existing structures, to determine the appropriate water meter size and business type (if non-residential) of such projects, including collection and research water fixtures listed on plans. The collected information is used to calculate the appropriate fees to be collected for water and wastewater capacity charges.

Examples of Important and Essential Duties

1. Under supervision, reviews filed architectural plans of new structures and component parts of structures, alterations and additions to existing structures, buildings and City construction projects.
2. Conducts studies of proposed projects by reviewing Planning Department data and available City information and history to calculate prior use credits to apply to new and existing building projects being assessed for fees and charges.
3. Prepares cost estimates for a building project's impact on SFPUC water and wastewater facilities and systems based on construction or conversion of buildings and structures.
4. Utilizes SFPUC Customer Care and Billing system, DBI Permit Tracking system as well as Port Permit Tracking system, in billing and collecting capacity charges.
5. Creates and maintains records, plans, and files on assigned work, utilizing computerized document management system.
6. Prepares written reports, summaries, and correspondence related to assigned work utilizing computer programs such as Word, Excel, PowerPoint and Access, as well as City proprietary software programs.
7. Coordinates work with other office staff, consultants, end users, administrators and other City departments.
8. Responds to contractors, developers, property owners and the general public's inquiries related to assigned work, SFPUC rules and regulations, SFPUC and other City departmental policies and procedures, and other SFPUC related business functions in person, by phone, email or traditional mail.
9. Makes periodic field observations of projects under construction and/or completed projects to ensure conformance with plans and specifications.
10. Capable of traveling to different locations, such as DBI, the Port and the SFPUC, to review plans.
11. Performs other duties as required.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

1. Possession of a baccalaureate degree in Architecture/Landscape Architecture or an architecture/landscape architecture related field (such as Environmental Design or Interior Architecture) from an accredited college or university; AND
2. Possession of a valid California driver's license.

Substitution:

A professional degree in Architecture/Landscape Architecture (Bachelor of Architecture/Landscape Architecture or Master of Architecture/Landscape Architecture) from an accredited college or university may substitute for the required education.

Desirable Qualifications:

The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

- Baccalaureate or Master's degree in Architecture or architecture-related field such as Architectural Design; Architectural Engineering; Architectural Studies; Architectural Technology; Building Science; City and Regional Planning; Civil, Mechanical, Structural or Electrical Engineering; Construction Engineering; Construction Management; Environmental Design; Interior Architecture; Landscape Architecture and Urban & Regional Design
- Architectural drafting experience under the direction of a licensed architect
- Possession of an architectural license from the State of California

HOW TO APPLY

Applications for City and County of San Francisco jobs are only accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement
- Select "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
- Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement 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, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org, @famsf.org, @ccsf.edu).

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.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding this recruitment or application process, please contact the exam analyst Princess Campbell, by telephone at 415-554-1667, or by email at pcampbell@sfgov.org.

SELECTION PROCEDURES

Applications will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine candidates' qualifications. Only those applicants who most closely meet the needs of the Agency will be invited to participate in the selection process.

Note: Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

CONVICTION HISTORY

As a finalist for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a finalist. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

General Information concerning City and County of San Francisco Employment Policies and Procedures:

Important Employment Information for the City and County of San Francisco can be obtained at <http://sfdhr.org/information-about-hiring-process> or hard copy at 1 South Van Ness Avenue, 4th Floor.

Copies of Application Documents:

Applicants should keep copies of all documents submitted, as these will not be returned.

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Requests:

Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable ADA Accommodation at:

<http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>.

Information regarding requests for Veterans Preference can be found at:

<http://sfdhr.org/information-about-hiring-process#veteranspreference>.

Issued: May 7, 2018

Micki Callahan

Human Resources Director

Department of Human Resources


Recruitment ID Number: 085300

PUC/ PPC / 415-554-1667

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please [click here](#).

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5601 Utility Analyst

Recruitment #TEX-5601-104577

DEPARTMENT Public Utilities Commission
ANALYST Tina Siu
DATE OPENED 2/26/2020 08:00:00 AM
FILING 3/3/2020 5:00:00 PM
DEADLINE
SALARY \$34.11 - \$52.94/hour; \$5,913.00 - \$9,176.00/month; \$70,954.00 - \$110,110.00/year
JOB TYPE None - NON-PUBLIC

INTRODUCTION



5601 Utility Analyst

San Francisco Public Utilities Commission

Recruitment #TEX-5601-104577

APPOINTMENT TYPE: Temporary Exempt (TEX): This position is excluded by the Charter from the competitive Civil Service examination process and shall serve at the discretion of the Appointing Officer. *The duration of the appointment shall not exceed 36 months.*

Who are we?

San Francisco Public Utilities Commission (SFPUC)

Headquartered in San Francisco, we have 2,300 employees working in seven counties with a combined annual operating budget of over \$900 million.

Our Mission: To provide our customers with high quality, efficient, and reliable water, power, and wastewater services in a manner that values environmental and community interests and sustains the resources entrusted to our care.

Our Vision: We are an innovative utility leader, recognized for excellent results in service, safety, stewardship, and inclusiveness.

We are an award-winning and industry-leading utilities organization committed to our customers, community interests, and the environment. To learn more about our organization, please visit our website at www.sfwater.org.

We are proud of our infrastructure and programs, but most importantly, we value our highly qualified and dedicated workforce which ensures that this vision becomes a reality. As you explore career opportunities with us, download our career guide and learn about what you can expect during the hiring process.

Job Location:

Current Location: 1660 Mission Street, San Francisco, CA

Future Location (July 2020): One Stop Permit Center, 49 South Van Ness Avenue, San Francisco, CA

Office/Working Hours: 7:30am – 4:30pm

PROJECT DESCRIPTION

RESTRUCTURE AND EXPANSION OF THE CAPACITY CHARGE PROGRAM: This project will expand the Capacity Charge Program to support the upcoming relocation and opening of a new centralized City Permit Center, and to support the City's initiative to centralize and streamline the permitting processes.

POSITION DESCRIPTION

Under immediate supervision, the 5601 Utility Analyst performs entry-level to journey-level duties in support of the daily operations of the Capacity Charges & SFPUC Program requirements in the following areas: reviews filed building and site permit applications as well as permit applications for Accessory Dwelling Unit along with architectural plans of new structures and component parts of structures, alterations and additions to existing structures, buildings and City construction projects to determine if capacity charges and/or SFPUC Requirement Review are applicable.

Essential Functions are as follows but not limited to the following:

- Review filed building and site permit applications along with architectural plans of new structures and component parts of structures, alterations and additions to existing structures, buildings and City construction projects to determine if capacity charges and/or SFPUC Requirement Review are applicable.
- Respond to inquiries from permit applicants, contractors, developers, property owners, other City departments, and the general public related to assigned work, SFPUC rules and regulations, SFPUC and other relevant City departmental policies

and procedures, and other SFPUC related business functions in person, by phone, email or traditional mail. Refer permit applicants to technical Review Staff for more detailed questions or for project review meetings.

- Utilize SFPUC Customer Care & Billing (CC&B) system, as well as Department of Building Inspection (DBI) Permit Tracking System (PTS), in billing and collecting capacity charges, and posting charges and payments into the CC&B system; issue capacity charge refunds, as applicable, after thorough analysis and documentation is conducted.
- Calculate capacity charges based on plumbing fixture counts, generates invoices and enters into the DBI's Permit Tracking system for collection.
- Participate in a cross City departmental group review of permit applications for Accessory Dwelling Unit.
- Review customers' appeals for exemptions, prior use credits, or extensions relative to the billing and collection of capacity charges.
- Serve as a consistent single point of contact for permit applicants on behalf of all SFPUC requirements.
- Coordinate with SFPUC technical staff in the development of all new SFPUC requirements to ensure that new requirements are well integrated into the permitting process.
- Coordinate with SFPUC technical staff and implement updates to outreach and informational materials and SFPUC web pages related to SFPUC requirements using word processing and document design software. Review and comment on new or revised informational materials (e.g., brochures, factsheets, guidebooks, etc.) as requested by staff. Capable of traveling to different locations, such as the Mayor's Office, the Port, and the SFPUC, to meet with City staff and project applicants or developers, on occasion and only as needed.
- Develop and implement an Outreach Plan for all SFPUC requirements to improve awareness of the SFPUC requirements among the developer community, property owners, and other City departments.
- Organize and facilitate a regularly-scheduled meeting with SFPUC technical staff at SFPUC headquarters.
- Prepare written reports, summaries, and correspondence relative to assigned work utilizing computer programs, such as Word, Excel, PowerPoint, and Access, as well as other City proprietary software programs.
- Coordinate work with other office staff, consultants, end users, administrators, and other City departments.
- Create and maintain records, plans and files of assigned work, etc.
- Performs other job-related duties as assigned.

Equal Employment Opportunity: 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.

MINIMUM QUALIFICATIONS

If you are interested in a job like this, we are looking for people that have the following:

1. Possession of a baccalaureate degree from an accredited college or university preferably with major course work in Law, Engineering, Environmental Studies, Natural Resources, Computer Science, Business Administration, Mathematics, Statistics, Economics or other field related to the utility business.

SUBSTITUTION: Qualifying experience may be substituted for the degree requirement on a year-for-year basis.

DESIRED QUALIFICATIONS:

- Possess a minimum of one (1) year prior work experience in performing such duties, as well as be able to read, review, and interpret architectural drawings.
- Ability to use business-related computer applications such as Microsoft Office programs: Word, PowerPoint, Excel, and Microsoft databases; and effectively navigate applications and databases for billing and collection of utility services.
- Ability and skills to review and understand architectural plans.
- Experience in customer service.
- Excellent written and verbal communication skills.
- Excellent attention to details.

Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted.

Verification:

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>.

Verification of required work experience typically must be on the employer's letterhead, and must include the applicant's name, job title, description of job duties, dates of employment, hours per week, and signature of the employer, supervisor, or appropriate representative.

Employees of the City and County of San Francisco may submit performance evaluations showing duties performed to verify qualifying City experience. City employees will receive credit for the duties of the class to which appointed. Credit for experience obtained outside of the employee's class will be allowed only if recorded in accordance with the provisions of Civil Service Commission Rules. CCSF employees will not receive credit for experience obtained outside of their classification unless recorded in accordance with the provisions of the Civil Service Rule 110.9.1/111A.11.2.

Experience claimed in self-employment will only be accepted if supported by documents verifying income, earnings, business license and experience comparable to minimum qualifications above. Copies of income tax papers or other documents listing occupation and total earnings must be submitted.

Verification of required valid licensure/certification typically must be a photocopy of the license/certificate including the name of the issuing agency as well as the name of the license/certificate holder, license/certificate number, and expiration date.

HOW TO APPLY

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

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Need help completing the application?

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We communicate by email.

You may be contacted by email about this announcement and, therefore, it is your responsibility to ensure that your registered email address is accurate and kept up-to-date. Also, you must ensure that email from CCSF is not blocked on your computer by a spam filter. To prevent blocking, you should set up your email to accept CCSF mail from the following addresses: @sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org, @famsf.org, @ccsf.edu. You will receive a confirmation email that your

online application has been received in response to every announcement for which you apply. You should retain the confirmation email for your records. Failure to receive the email means that the online application was not submitted or received.

Word of advice:

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

Have questions about the application process?

If you have any questions regarding this recruitment or application process, please contact the Human Resources analyst, Tina Siu, by telephone at 415-554-2403, or by email at tisiu@sfgwater.org.

SELECTION PROCEDURES

Minimum Qualifications Supplemental Questionnaire (MQSQ - Qualifying)

Applicants will be prompted to complete a Supplemental Questionnaire as part of the online application process. All applicants must complete the Supplemental Questionnaire and it must be submitted with the application by the final filing deadline. The information provided on the Supplemental Questionnaire must be consistent with the information on the application and is subject to verification. Applicant responses to the Supplemental Questionnaire will be used to assist in determining if applicants meet the minimum qualifications for the position.

Only those candidates who most closely meet the needs of the Department will be invited to continue in the selection process. Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

CONVICTION HISTORY

If you receive a conditional offer of employment, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you were given a conditional offer of employment. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.

- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you receive a conditional offer of employment, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

Reasonable Accommodation Request: Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable ADA Accommodation at: <http://www.sfdhr.org/index.aspx?page=20#applicantswithdisabilities>

Veteran's Preference: Information regarding requests for Veterans Preference can be found at: <http://www.sfdhr.org/index.aspx?page=20#veteranspreference>

General Information concerning City and County of San Francisco Employment Policies and Procedures: <http://www.sfdhr.org/index.aspx?page=20>

Copies of Application Documents: <http://www.sfdhr.org/index.aspx?page=20#copies>

Right to Work: <http://www.sfdhr.org/index.aspx?page=20#identification>. All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Issued: February 26, 2020
Micki Callahan, Human Resources Director
Department of Human Resources
Recruitment ID: TEX-5601-104577
PUC | TS | 415-554-2403

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please click [here](#).

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5601 Utility Analyst

Recruitment #TEX-5601-904435

DEPARTMENT Public Utilities Commission
ANALYST Tina Siu
DATE OPENED 5/28/2021 08:00:00 AM
FILING DEADLINE 6/11/2021 5:00:00 PM
SALARY \$32.95 - \$51.14/hour; \$5,711.00 - \$8,864.00/month; \$68,536.00 - \$106,366.00/year
JOB TYPE Temporary Exempt
EMPLOYMENT TYPE Full-Time

INTRODUCTION



APPOINTMENT TYPE: Temporary Exempt: This position is excluded by the Charter from the competitive Civil Service examination process and shall serve at the discretion of the Appointing Officer. The duration of the appointment shall not exceed 36 months.

WHO ARE WE?

San Francisco Public Utilities Commission (SFPUC)

Headquartered in San Francisco, we have 2,300 employees working in seven counties with a combined annual operating budget of over \$900 million.

Our Mission: To provide our customers with high quality, efficient, and reliable water, power, and wastewater services in a manner that values environmental and community interests and sustains the resources entrusted to our care.

Our Vision: We are an innovative utility leader, recognized for excellent results in service, safety, stewardship, and inclusiveness.

We are an award-winning and industry-leading utilities organization committed to our customers, community interests, and the environment. To learn more about our organization, please visit our website at <https://www.sfpuc.org/>.

We are proud of our infrastructure and programs, but most importantly, we value our highly qualified and dedicated workforce which ensures that this vision becomes a reality. As you explore career opportunities with us, download our career guide and learn about what you can expect during the hiring process.

The SFPUC currently has two (2) 5601 Utility Analyst vacancies they are looking to fill within Customer Service Bureau (CSB) and the Power Enterprise.

POSITION DESCRIPTIONS:

Position #1: Customer Services Bureau

About the Customer Services Bureau

The San Francisco Public Utilities Commission Customer Services Bureau (CSB) is responsible for the billing and collection of utility services and is the primary point of contact for water and wastewater customers. CSB maintains over 175,000 water and wastewater service accounts, over 4,000 municipal and retail electric service accounts, and approximately 500 land-lease accounts totaling over one billion in annual revenue. The Bureau is also responsible for meter reading and field investigations, as well as responding to over 200,000 customer inquiries, complaints, and requests for services annually.

Position for the Restructure of Capacity Charge Program and Project Review

With the relocation and opening of a new centralized City Permit Center in July 2020, this position is critical to support the Capacity Charge and Project Review Program. The incumbent in this position will review building and site permit applications, as well as permit applications for Accessory Dwelling Units; respond to inquiries from permit applicants, contractors, developers, property owners, other City departments, and the general public; conduct studies of proposed projects; prepare cost estimates, bill and collect capacity charges, post charges and payments into the CC&B system including issuance of capacity charge refunds, as applicable.

Essential Functions:

- Interact directly with customers to obtain project information and communicate policy and regulatory requirements
- Coordinate work with other office staff, consultants, end users, administrators, and other City departments
- Implement business processes and ensures customer compliance with policies and regulations
- Review architectural plans and construction documents and approves construction projects
- Assess impact fees associated with construction work
- Assist with the preparation and implementation of near- and long-term operating, financial and capital plans
- Maintain detailed operating records, and other reports as needed
- Research and enters data to reports and spreadsheets, utilize data to generate computerized reports. Study and present impact on program operations
- Provide technical support on a wide variety of studies and projects, including policy and procedural reviews; case study analysis, scenario comparisons, market and operations planning; capital and operating budgets; management reporting; and other tasks as assigned
- Prepare written reports, summaries, and correspondence related to assigned work utilizing computer programs, such as Word, Excel, and PowerPoint
- Analyze, present data, and correspond to requests from the public, vendors, and stakeholders by written and/or oral communication

Nature of work:

- May be required to lift plan sets weighing up to 20 pounds.

Position # 2: Power Enterprise

About the Power Enterprise

The Power Enterprise, within the SFPUC, has two separate power programs, Hetch Hetchy Power, San Francisco's Publicly Owned Utility serving 150 MW of retail load, and CleanPowerSF, San Francisco's Community Choice Aggregation program, serving 500+ MW of retail load. Power Enterprise serves this load with a combination of owned and purchased resources. SFPUC owns and operates the Hetch Hetchy Water and Power Project, which includes hydro-electric power generation in Moccasin, California; solar arrays throughout San Francisco; and biogas cogeneration facilities, which together produce cost-effective energy with a zero-greenhouse gas (GHG-free) emission profile. Both power programs' supply portfolios exceed State minimum renewable content. Power Enterprise provides its retail customers with distributed energy resource programs. In addition to these retail electricity service offerings, Power Enterprise is responsible for San Francisco streets and pedestrian lighting.

Position for Risk Management & Business Analysis

The incumbent in this position provides analytical, policy, and process support for the Risk Management and Business Analysis group, which works cross-functionally with various Power groups and the Finance department. The Risk Management and Business Analysis group is responsible for portfolio risk management, development and administration of energy trading policies, as well as assessment of operational and business opportunities and programs related to the Power Enterprise's Hetch Hetchy Power and CleanPowerSF programs.

Principle tasks include cost-benefit and risk analyses of new customer opportunities, supporting electric rates development and business planning activities, supporting and reviewing portfolio management and energy trading activities, maintaining policies and procedures, and preparing and presenting key findings and recommendations to colleagues and other stakeholders.

Essential Functions:

- Provide analytical support evaluating the cost-benefit and risk profile of new customer and capital investment opportunities
- Assist in development and implementation of new customer programs
- Assist in research and analysis of cost of service and new electric rate offerings, including monitoring retail rates and trends
- Assist in development and update of analytic or predictive models and tools to support business decisions and risk assessment, including CleanPowerSF Pro forma and feasibility analysis models
- Support budgeting and near- and long-term operating, capital and financial planning
- Monitor, research, and report on wholesale energy market outlook and price projections
- Assist in energy trading activities including developing and reporting of risk metrics, evaluating energy deals, reviewing deal entries and confirming documentation for compliance
- Assist in revision and administration of Energy Trading Risk Management Policy, desk procedures, and business processes
- Support Energy Trading Risk Management Committee and Enterprise Risk Management meetings
- Provide support to Finance on financing, credit rating updates with rating agencies, counterparty credit risk assessment, and audits
- Use tools such as Excel, PowerPoint, and written reports to synthesize and communicate key findings and recommendations to colleagues and stakeholders

Class 5601 Utility Analyst performs other related duties as required.

Equal Employment Opportunity: 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.

MINIMUM QUALIFICATIONS

If you are interested in a job like this, we are looking for people that have the following:

Possession of a baccalaureate degree from an accredited college or university preferably with major course work in Law, Engineering, Environmental Studies, Natural Resources, Computer Science, Business Administration, Mathematics, Statistics, Economics or other field related to the utility business.

SUBSTITUTION: Qualifying experience may be substituted for the degree requirement on a year-for-year basis.

Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted.

Desirable Qualifications:

Position #1: Restructure of Capacity Charge Program and Project Review Position

- Experience working in a customer-facing role
- Experience reading and interpreting architectural plans
- Experience with creating Standard Operating Procedures (SOPs)
- Experience in analyzing and summarizing large data sets
- Experience presenting in front of an audience
- Excellent written and oral communication skills

Position #2: Risk Management and Business Analysis, Power Enterprise

- Experience in electric industry
- Experience in business and financial analysis, including cost-benefit, margin analysis, and/or NPV
- Experience in analyzing and summarizing large data sets
- Excellent written and oral communication skills
- Excellent Excel skills

The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

Verification:

Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted. All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included in the "Education" and "Training and Employment Record" sections of the City and County of San Francisco online application by the filing deadline. A resume does NOT substitute for this section of the City application and will not be considered in determining whether you meet the minimum qualifications.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>.

Verification of required work experience typically must be on the employer's letterhead, and must include the applicant's name, job title, description of job duties, dates of employment, hours per week, and signature of the employer, supervisor, or appropriate representative.

Employees of the City and County of San Francisco may submit performance evaluations showing duties performed to verify qualifying City experience. City employees will receive credit for the duties of the class to which appointed. Credit for experience obtained outside of the employee's class will be allowed only if recorded in accordance with the provisions of Civil Service Commission Rules. CCSF employees will not receive credit for experience obtained outside of their classification unless recorded in accordance with the provisions of the Civil Service Rule 110.9.1/111A.11.2.

Experience claimed in self-employment will only be accepted if supported by documents verifying income, earnings, business license and experience comparable to minimum qualifications above. Copies of income tax papers or other documents listing occupation and total earnings must be submitted.

Verification of required valid licensure/certification typically must be a photocopy of the license/certificate including the name of the issuing agency as well as the name of the license/certificate holder, license/certificate number, and expiration date.

HOW TO APPLY

Applications for City and County of San Francisco jobs are only accepted through an online process. Visit <http://www.jobaps.com/sf> to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement
- Select "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
- Follow instructions on the screen

In line with the Official Public Health Order to slow the spread of COVID-19, "shelter-in-place" has been issued for all San Francisco residents that is expected to be in effect until further notice. As a result, Department of Human Resources (DHR)'s office (located at 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103) is currently closed to the general public. If you have any questions, please feel free to email the Human Resources Analyst listed on this announcement.

We communicate by e-mail.

Applicants may be contacted by email about this announcement 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, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org). 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.

Word of advice:

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may result in lower scores. If you have any questions regarding this recruitment or application process, please contact the exam analyst, Tina Siu or by email at jobs@sfwater.org.

SELECTION PROCEDURES

Minimum Qualifications Supplemental Questionnaire (MQSQ - Qualifying)

Applicants will be prompted to complete a Supplemental Questionnaire as part of the online application process. All applicants must complete the Supplemental Questionnaire and it must be submitted with the application by the final filing deadline. The information provided on the Supplemental Questionnaire must be consistent with the information on the application and is subject to verification. Applicant responses to the Supplemental Questionnaire will be used to assist in determining if applicants meet the minimum qualifications for the position.

Only those candidates who most closely meet the needs of the Department will be invited to continue in the selection process. Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

CONVICTION HISTORY

As a selected candidate for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a selected candidate. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are a selected candidate, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

Reasonable Accommodation Request: Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable ADA Accommodation at: <http://www.sfdhr.org/index.aspx?page=20#applicantswithdisabilities>

General Information concerning City and County of San Francisco Employment Policies and Procedures: <http://www.sfdhr.org/index.aspx?page=20>

Copies of Application Documents: <http://www.sfdhr.org/index.aspx?page=20#copies>

Right to Work: <http://www.sfdhr.org/index.aspx?page=20#identification>. All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Issued: May 28, 2021
Carol Isen, Human Resources Director
Department of Human Resources
Recruitment ID: TEX-5601-904435 (01147623, 01143651)
PUC/TS (415) 554-2404

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please [click here](#).

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HIRING MANAGER SELECTION FORM

POSITION DATA		PCN #	TEMP0062	eMerge #	01125989	Slot # (if TEMP)	1/1
Job Class	5260	Working Title	Architectural Assistant I				
Department/Division		CSB/Capacity Charges	Work Location	1660 Mission St., 4th Floor			
Hiring Manager		Aleda Graham					
Appointment Type	<input type="checkbox"/> PCS <input type="checkbox"/> PEX <input checked="" type="checkbox"/> TEX <input type="checkbox"/> TPV If Exempt, Category <u>18</u>						
	<input checked="" type="checkbox"/> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Reassignment <input type="checkbox"/> Rehire <input type="checkbox"/> Promotive <input type="checkbox"/> Other _____						
Schedule	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> As-Needed <input type="checkbox"/> REG < 1040 Interns						

SUMMARY OF INTERVIEW

Indicate filtering criteria used in determining the candidates to be interviewed - specific skills/experience, education, training, rank, etc.
 Applications were reviewed based on the essential and desirable KSAs for the position. Those who were not invited to the first recruitment were invited to the second recruitment process.

Interview Type and Components Oral Interview Written Performance Other _____

Interview Panel Members

Candidate Participation	# Show	3	# No Shows		# Declined	1	No response	2
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CANDIDATE SELECTION

Candidate Selected	Jobel Garcia	Alternate Selection	
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Indicate the job-related criteria used in determining how selected candidate was best choice for position – specific skills/experience, education, training, etc.
 Candidates were scored on their oral interview responses and as the second candidate who scored the highest, Jobel Garcia was selected. His education as an interior designer and work experience as a draftsman best fits the position requirements were are recruiting for.

SALARY INFORMATION

For Non -MCCP	<input checked="" type="checkbox"/> Default Salary Step	For MCCP	<input type="checkbox"/> Range A Salary: _____
	<input type="checkbox"/> Appointment Above Entrance Step _____		<input type="checkbox"/> Range B or C Salary: _____

Please attach the following documents as appropriate:

<input checked="" type="checkbox"/> Interview Materials <input checked="" type="checkbox"/> SME Rater Forms <input checked="" type="checkbox"/> Referral Tracking Sheet	<input checked="" type="checkbox"/> eTime Action Request (EAR) <input type="checkbox"/> Appointment Above Entrance Justification Form (If Applicable) <input type="checkbox"/> MCCP Range B/C Request Form (If Applicable)
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TO BE COMPLETED BY HRS

<input type="checkbox"/> DOT Required	<input type="checkbox"/> SAPP Required	<input checked="" type="checkbox"/> MQ Verification Complete
For PCS only: Cert#: _____ Cert Date: _____		Candidate's Rank: _____ ListID: _____ <input type="checkbox"/> ATCs updated

HIRING MANAGER SELECTION FORM

POSITION DATA		PCN #	TEMP0071	eMerge #	01142688	Slot # (if TEMP)	1/1
Job Class	5260	Working Title		Architectural Assistant I			
Department/Division		CSB/Capacity Charges	Work Location	1660 Mission St., 4th Floor			
Hiring Manager		Aleda Graham					
Appointment Type		<input type="checkbox"/> PCS <input type="checkbox"/> PEX <input checked="" type="checkbox"/> TEX <input type="checkbox"/> TPV If Exempt, Category _____ <input checked="" type="checkbox"/> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Reassignment <input type="checkbox"/> Rehire <input type="checkbox"/> Promotive <input type="checkbox"/> Other _____					
Schedule	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> As-Needed <input type="checkbox"/> REG < 1040 Interns						

SUMMARY OF INTERVIEW

Indicate filtering criteria used in determining the candidates to be interviewed - specific skills/experience, education, training, rank, etc. Applications were reviewed based on the essential and desirable KSAs for the position. Those who were not invited to the first recruitment were invited to the second recruitment process.

Interview Type and Components Oral Interview Written Performance Other _____

Interview Panel Members [REDACTED]

Candidate Participation # Show 3 # No Shows # Declined 1 No response 2

CANDIDATE SELECTION

Candidate Selected Morgan Heller Alternate Selection

Indicate the job-related criteria used in determining how selected candidate was best choice for position – specific skills/experience, education, training, etc. Candidates were scored on their oral interview responses and the candidate who scored the highest was selected. Her previous employment and experience with the Department of Building Inspection best fits the position requirements were are recruiting for.

SALARY INFORMATION

For Non -MCCP	<input checked="" type="checkbox"/> Default Salary Step <input type="checkbox"/> Appointment Above Entrance Step _____	For MCCP	<input type="checkbox"/> Range A Salary: _____ <input type="checkbox"/> Range B or C Salary: _____
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Please attach the following documents as appropriate:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Interview Materials
<input checked="" type="checkbox"/> SME Rater Forms
<input checked="" type="checkbox"/> Referral Tracking Sheet | <input checked="" type="checkbox"/> eTime Action Request (EAR)
<input type="checkbox"/> Appointment Above Entrance Justification Form (If Applicable)
<input type="checkbox"/> MCCP Range B/C Request Form (If Applicable) |
|---|--|

TO BE COMPLETED BY HRS

<input type="checkbox"/> DOT Required	<input type="checkbox"/> SAPP Required	<input type="checkbox"/> MQ Verification Complete		
For PCS only: Cert#:	Cert Date:	Candidate's Rank:	ListID:	<input type="checkbox"/> ATCs updated



HIRING MANAGER SELECTION FORM

POSITION DATA		PCN #	TEMP0062	eMerge #	01125989	Slot #	
Job Class		Working Title					
<input checked="" type="checkbox"/> New Hire		<input type="checkbox"/> Transfer/Reassignment		<input type="checkbox"/> Rehire/Promotive		<input type="checkbox"/> Other	
SUMMARY OF SELECTION/REFERRAL RESPONSE							
Number of Applications Received by Hiring Manager				14			
Number of Applicants Chosen for Interview				8			
Criteria used to select candidates to be interviewed: Applicants were screened for possession of a degree and work experience in Architecture/Landscape Architecture, and hands-on experience in landscape design and customer service. Candidates were ranked based on their training and experience including demonstrated knowledge, skills and abilities relevant to the job.							
SUMMARY OF INTERVIEW							
Interview Type and Components		<input checked="" type="checkbox"/> Oral		<input type="checkbox"/> Written		<input type="checkbox"/> Performance	
		<input type="checkbox"/> Other					
Interview Panel Members		[REDACTED]					
Candidate Participation		# Show	7	# No Shows	0	# Declined	1
INTERVIEW RESULTS							
Candidate Selected		Kenneth Mendonca					
Alternate Selection		Vladimir Vlad					
Criteria used to determine final selection: A panel of three subject matter experts were convened to appraise candidates whose qualifications were determined as the best fit for the position. Candidates were rated based on the answers they provided to the interview questions and ranked accordingly. The candidate who scored the highest was selected to fill the current vacancy.							
Please attach the following documents as appropriate:							
<input checked="" type="checkbox"/> Interview Materials (questions, notes, rating sheets, etc.)		<input checked="" type="checkbox"/> EAR		<input type="checkbox"/> Referral Tracking Sheet (PCS only)			
<input checked="" type="checkbox"/> Selection Committee Forms				<input type="checkbox"/> Appointment Above Entrance Justification Memo (If Applicable)			

I understand and agree that all information discussed concerning an examination and selection is of a highly confidential nature. Sharing any of this information with anyone is considered a breach of confidentiality and could be considered as collusion or cheating and is illegal. I further agree that I was unbiased in my assessment of all candidates and adhered to the rules and principles of the merit system.

Monica Szu-Whitney

Hiring Manager Name

Monica Szu-Whitney
 Signature

6/8/18

Date

Mark Farrell
 Mayor

Ike Kwon
 President

Vince Courtney
 Vice President

Ann Molter Caen
 Commissioner

Francesca Vietor
 Commissioner

Anson Moran
 Commissioner

Harlan L. Kelly, Jr.
 General Manager



OUR MISSION: To provide our customers with high-quality, efficient and reliable water, power and sewer services in a manner that values environmental and community interests and sustains the resources entrusted to our care.

HIRING MANAGER SELECTION FORM

POSITION DATA		PCN #	TEMP0071	eMerge #	01148182	Slot # (if TEMP)	1/1
Job Class	5601	Working Title	Utility Analyst				
Department/Division		Business Service/CSB	Work Location	49 South Van Ness Ave			
Direct Supervisor		Ian Long					
Appointment Type		<input type="checkbox"/> PCS <input type="checkbox"/> PEX <input checked="" type="checkbox"/> TEX <input type="checkbox"/> TPV If Exempt, Category <u>CAT-18</u> <input checked="" type="checkbox"/> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Reassignment <input type="checkbox"/> Rehire <input type="checkbox"/> Promotive <input type="checkbox"/> Other _____					
Schedule		<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> As-Needed <input type="checkbox"/> REG < 1040 Interns					

SUMMARY OF THE SELECTION PROCESS/CANDIDATE FILTERING INFORMATION

Indicate filtering criteria used in determining the candidates to be interviewed - specific skills/experience, education, training, rank, etc. Filtering criteria was based on candidate's self-certification responses to the desired qualifications specifically to education (DQ1) and verifiable professional work experience (DQ3) relative to the duties and responsibilities of the position. Candidates were rated based on their scores from the Oral Interview, were ranked according to the scoring guidelines, and the top two candidates were selected based on their scores and rankings.

Interview Type and Components	<input checked="" type="checkbox"/> Oral <input type="checkbox"/> Written <input type="checkbox"/> Performance <input type="checkbox"/> Other _____	Interview Date(s):	06/28/21
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Interview Panel Members (Last Name, Chosen First Name)	██████████
	██████████
	██████████

Candidate Participation	# Show	9	# No Shows	0	# Declined	3	No response	0
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CANDIDATE SELECTION/JUSTIFICATION

Candidate Selected	Mark Barnett	Alternate Selection	
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Method(s) used for final selection (check all that apply): Interview Results Performance/Written Exercise Rank App Review Other _____

Indicate the knowledge, skills, and/or experience the candidate possesses based on selection method(s) and indicate how it is valuable to the position:

Candidate was rated based on his responses to the Oral Interview and his background experience that closely matched the position requirements. Candidate was ranked according to the scoring guidelines and was selected based on the scores and rankings. Mark ranked #2.

SALARY INFORMATION

For Non - MCCP or 1839 Job Class: <input checked="" type="checkbox"/> Default Entry Salary Step or Promotive Step <input type="checkbox"/> Appointment Above Entrance, Step _____	For Special Non - MCCP Classes: For 9910/0109/0114 class, Hourly Salary: _____ For *7355, truck capacity: <input type="checkbox"/> Light <input type="checkbox"/> Med <input type="checkbox"/> Heavy Step _____ *see notes on Page 2 or MOU for more info	For MCCP: <input type="checkbox"/> Default Entry/Promo in Range A <input type="checkbox"/> Range A Salary : _____ <input type="checkbox"/> Range B or C Salary: _____
--	---	---

Please attach the following documents as appropriate:

<input checked="" type="checkbox"/> Interview Materials <input checked="" type="checkbox"/> SME Rater Forms <input checked="" type="checkbox"/> Referral or Exempt Tracking Sheet	<input checked="" type="checkbox"/> eTime Action Request (EAR) <input type="checkbox"/> Appointment Above Entrance Justification Form (If Applicable) <input type="checkbox"/> MCCP Range B/C Request Form (If Applicable)
---	--

TO BE COMPLETED BY HRS

<input type="checkbox"/> DOT Required OR <input type="checkbox"/> SAPP Required	<input checked="" type="checkbox"/> MQ completed/verified by: TS	Internal Hiring Request ID: 9600
For PCS only: Cert#: _____ Cert Date: _____	Candidate's Rank: _____	ListID: _____ <input type="checkbox"/> ATCs updated

HIRING MANAGER SELECTION FORM

POSITION DATA		PCN #	TEMP0071	eMerge #	01147623	Slot # (if TEMP)	1/1
Job Class	5601	Working Title	Utility Analyst				
Department/Division		Business Service/CSB	Work Location	49 South Van Ness Ave			
Direct Supervisor		Ian Long					
Appointment Type		<input type="checkbox"/> PCS <input type="checkbox"/> PEX <input checked="" type="checkbox"/> TEX <input type="checkbox"/> TPV If Exempt, Category <u>CAT-18</u> <input checked="" type="checkbox"/> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Reassignment <input type="checkbox"/> Rehire <input type="checkbox"/> Promotive <input type="checkbox"/> Other _____					
Schedule		<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> As-Needed <input type="checkbox"/> REG < 1040 Interns					

SUMMARY OF THE SELECTION PROCESS/CANDIDATE FILTERING INFORMATION

Indicate filtering criteria used in determining the candidates to be interviewed - specific skills/experience, education, training, rank, etc. Filtering criteria was based on candidate's self-certification responses to the desired qualifications specifically to education (DQ1) and verifiable professional work experience (DQ3) relative to the duties and responsibilities of the position. Candidates were rated based on their scores from the Oral Interview, were ranked according to the scoring guidelines, and the top two candidates were selected based on their scores and rankings.

Interview Type and Components	<input checked="" type="checkbox"/> Oral <input type="checkbox"/> Written <input type="checkbox"/> Performance <input type="checkbox"/> Other _____	Interview Date(s):	06/28/21
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Interview Panel Members (Last Name, Chosen First Name)	██████████
	██████████
	██████████

Candidate Participation	# Show	9	# No Shows	0	# Declined	3	No response	0
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CANDIDATE SELECTION/JUSTIFICATION

Candidate Selected	Luwalhati Brien	Alternate Selection	
--------------------	-----------------	---------------------	--

Method(s) used for final selection (check all that apply): Interview Results Performance/Written Exercise Rank App Review Other _____

Indicate the knowledge, skills, and/or experience the candidate possesses based on selection method(s) and indicate how it is valuable to the position:

Candidate was rated based on her responses to the Oral Interview and her background experience that closely matched the position requirements. Candidate was ranked according to the scoring guidelines and was selected based on the scores and rankings. Luwalhati ranked #1.

SALARY INFORMATION

For Non - MCCP or 1839 Job Class: <input checked="" type="checkbox"/> Default Entry Salary Step or Promotive Step <input type="checkbox"/> Appointment Above Entrance, Step _____	For Special Non - MCCP Classes: For 9910/0109/0114 class, Hourly Salary: _____ For *7355, truck capacity: <input type="checkbox"/> Light <input type="checkbox"/> Med <input type="checkbox"/> Heavy Step _____ *see notes on Page 2 or MOU for more info	For MCCP: <input type="checkbox"/> Default Entry/Promo in Range A <input type="checkbox"/> Range A Salary : _____ <input type="checkbox"/> Range B or C Salary: _____
--	---	---

Please attach the following documents as appropriate:

<input checked="" type="checkbox"/> Interview Materials <input checked="" type="checkbox"/> SME Rater Forms <input checked="" type="checkbox"/> Referral or Exempt Tracking Sheet	<input checked="" type="checkbox"/> eTime Action Request (EAR) <input type="checkbox"/> Appointment Above Entrance Justification Form (If Applicable) <input type="checkbox"/> MCCP Range B/C Request Form (If Applicable)
---	--

TO BE COMPLETED BY HRS

<input type="checkbox"/> DOT Required OR <input type="checkbox"/> SAPP Required	<input checked="" type="checkbox"/> MQ completed/verified by: TS	Internal Hiring Request ID: 9435
For PCS only: Cert#: _____ Cert Date: _____	Candidate's Rank: _____ ListID: _____	<input type="checkbox"/> ATCs updated

HIRING MANAGER SELECTION FORM

POSITION DATA		PCN #	TEMP0071	eMerge #	01145976	Slot # (if TEMP)	
Job Class	5601	Working Title		Utility Analyst			
Department/Division			CSB/Capacity Charges	Work Location	1660 Mission St.		
Direct Supervisor			James Nguyen, Interim Manager				
Appointment Type		<input type="checkbox"/> PCS <input type="checkbox"/> PEX <input checked="" type="checkbox"/> TEX <input type="checkbox"/> TPV If Exempt, Category _____ <input type="checkbox"/> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Reassignment <input type="checkbox"/> Rehire <input checked="" type="checkbox"/> Promotive <input type="checkbox"/> Other _____					
Schedule	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> As-Needed <input type="checkbox"/> REG < 1040 Interns						

SUMMARY OF INTERVIEW

Indicate filtering criteria used in determining the candidates to be interviewed - specific skills/experience, education, training, rank, etc. Filtering criteria was based on candidate's self-certification responses to the desired qualifications specifically to education (DQ1) and verifiable professional work experience (DQ3) relative to the duties and responsibilities of the position. Candidates were rated based on their scores from the Oral Interview, were ranked according to the scoring guidelines, and the top four candidates were selected based on their scores and rankings.

Interview Type and Components Oral Written Performance Other _____ Interview Date(s): 6/25/20 & 6/26/20

Interview Panel Members (Last Name, Chosen First Name)	

Candidate Participation	# Show	11	# No Shows		# Declined	2	No response	
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CANDIDATE SELECTION

Candidate Selected	Jeffrey Fong	Alternate Selection	
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Method(s) used for final selection (check all that apply): Interview Results Performance/Written Exercise Rank App Review Other _____

Indicate the knowledge, skills, and/or experience the candidate possesses based on selection method(s) and indicate how it is valuable to the position:

Candidate was rated based on his responses to the Oral Interview and his background experience that closely matched the position requirements. Candidate was ranked according to the scoring guidelines and was one of the top four (4) candidates selected based on the scores and rankings. Jeffrey ranked #2.

SALARY INFORMATION

For Non -MCCP	<input checked="" type="checkbox"/> Default Salary Step <input type="checkbox"/> Appointment Above Entrance Step _____	For MCCP	<input type="checkbox"/> Range A Salary: _____ <input type="checkbox"/> Range B or C Salary: _____
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Please attach the following documents as appropriate:

<input checked="" type="checkbox"/> Interview Materials <input checked="" type="checkbox"/> SME Rater Forms <input checked="" type="checkbox"/> Referral or Exempt Tracking Sheet	<input checked="" type="checkbox"/> eTime Action Request (EAR) <input type="checkbox"/> Appointment Above Entrance Justification Form (If Applicable) <input type="checkbox"/> MCCP Range B/C Request Form (If Applicable)
---	--

TO BE COMPLETED BY HRS

<input type="checkbox"/> DOT Required OR <input type="checkbox"/> SAPP Required	<input type="checkbox"/> MQ completed/verified by: _____	Internal Hiring Request ID: 9068
For PCS only: Cert#: _____ Cert Date: _____ Candidate's Rank: _____ ListID: _____		<input type="checkbox"/> ATCs updated

HIRING MANAGER SELECTION FORM

POSITION DATA		PCN #	56010036	eMerge #	01091336	Slot # (if TEMP)	
Job Class	5601	Working Title	Utility Analyst				
Department/Division		Business Service/CSB	Work Location	49 S Van Ness Ave. SF			
Direct Supervisor		Ian Long					
Appointment Type		<input checked="" type="checkbox"/> PCS <input type="checkbox"/> PEX <input type="checkbox"/> TEX <input type="checkbox"/> TPV If Exempt, Category _____					
		<input type="checkbox"/> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Reassignment <input type="checkbox"/> Rehire <input checked="" type="checkbox"/> Promotive <input type="checkbox"/> Other _____					
Schedule	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> As-Needed <input type="checkbox"/> REG < 1040 Interns						

SUMMARY OF THE SELECTION PROCESS/CANDIDATE FILTERING INFORMATION

Indicate filtering criteria used in determining the candidates to be interviewed - specific skills/experience, education, training, rank, etc.
6 candidates are invited to the interview.

Interview Type and Components	<input checked="" type="checkbox"/> Oral <input type="checkbox"/> Written <input type="checkbox"/> Performance <input type="checkbox"/> Other _____	Interview Date(s):	10/12/21
Interview Panel Members (Last Name, Chosen First Name)	[REDACTED]		

Candidate Participation	# Show	6	# No Shows	0	# Declined	0	No response	0
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CANDIDATE SELECTION/JUSTIFICATION

Candidate Selected	Jobel Garcia	Alternate Selection	
Method(s) used for final selection (check all that apply): <input checked="" type="checkbox"/> Interview Results <input type="checkbox"/> Performance/Written Exercise <input type="checkbox"/> Rank <input type="checkbox"/> App Review <input type="checkbox"/> Other _____			
Indicate the knowledge, skills, and/or experience the candidate possesses based on selection method(s) and indicate how it is valuable to the position: Candidates were rated based on their answers at the Oral Interview. They were ranked according to the scoring guidelines, and the top candidate was selected based on the scores and rankings. Jobel was ranked #1.			

SALARY INFORMATION

For Non - MCCP or 1839 Job Class: <input checked="" type="checkbox"/> Default Entry Salary Step or Promotive Step <input type="checkbox"/> Appointment Above Entrance, Step _____	For Special Non - MCCP Classes: For 9910/0109/0114 class, Hourly Salary: _____ For *7355, truck capacity: <input type="checkbox"/> Light <input type="checkbox"/> Med <input type="checkbox"/> Heavy Step _____ *see notes on Page 2 or MOU for more info	For MCCP: <input type="checkbox"/> Default Entry/Promo in Range A <input type="checkbox"/> Range A Salary : _____ <input type="checkbox"/> Range B or C Salary: _____
--	---	---

Please attach the following documents as appropriate:

<input checked="" type="checkbox"/> Interview Materials <input checked="" type="checkbox"/> SME Rater Forms <input checked="" type="checkbox"/> Referral or Exempt Tracking Sheet	<input checked="" type="checkbox"/> eTime Action Request (EAR) <input type="checkbox"/> Appointment Above Entrance Justification Form (If Applicable) <input type="checkbox"/> MCCP Range B/C Request Form (If Applicable)
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TO BE COMPLETED BY HRS

<input type="checkbox"/> DOT Required OR <input type="checkbox"/> SAPP Required <input checked="" type="checkbox"/> MQ completed/verified by: ao Internal Hiring Request ID: 9606
For PCS only: Cert#: 20848 Cert Date: 9/8/2021 Candidate's Rank: 27 ListID: 903548 <input checked="" type="checkbox"/> **ATCs updated

HIRING MANAGER SELECTION FORM

POSITION DATA		PCN #	TEMP0071	eMerge #	01145975	Slot # (if TEMP)	
Job Class	5601	Working Title	Utility Analyst				
Department/Division		CSB/Capacity Charges	Work Location	1660 Mission St.			
Direct Supervisor		James Nguyen, Interim Manager					
Appointment Type	<input type="checkbox"/> PCS <input type="checkbox"/> PEX <input checked="" type="checkbox"/> TEX <input type="checkbox"/> TPV If Exempt, Category _____						
	<input type="checkbox"/> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Reassignment <input type="checkbox"/> Rehire <input checked="" type="checkbox"/> Promotive <input type="checkbox"/> Other _____						
Schedule	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> As-Needed <input type="checkbox"/> REG < 1040 Interns						

SUMMARY OF INTERVIEW

Indicate filtering criteria used in determining the candidates to be interviewed - specific skills/experience, education, training, rank, etc. Filtering criteria was based on candidate's self-certification responses to the desired qualifications specifically to education (DQ1) and verifiable professional work experience (DQ3) relative to the duties and responsibilities of the position. Candidates were rated based on their scores from the Oral Interview, were ranked according to the scoring guidelines, and the top four candidates were selected based on their scores and rankings.

Interview Type and Components Oral Written Performance Other _____ Interview Date(s): 6/25/20 & 6/26/20

Interview Panel Members (Last Name, Chosen First Name)	[REDACTED]						

Candidate Participation	# Show	11	# No Shows		# Declined	2	No response
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CANDIDATE SELECTION

Candidate Selected **Jobel Garcia** Alternate Selection _____

Method(s) used for final selection (check all that apply): Interview Results Performance/Written Exercise Rank App Review Other _____

Indicate the knowledge, skills, and/or experience the candidate possesses based on selection method(s) and indicate how it is valuable to the position:
Candidate was rated based on his responses to the Oral Interview and his background experience that closely matched the position requirements. Candidate was ranked according to the scoring guidelines and was one of the top four (4) candidates selected based on the scores and rankings. Jobel ranked #1.

SALARY INFORMATION

For Non -MCCP	<input type="checkbox"/> Default Salary Step	For MCCP	<input type="checkbox"/> Range A Salary: _____
	<input checked="" type="checkbox"/> Appointment Above Entrance Step _____		<input type="checkbox"/> Range B or C Salary: _____

Please attach the following documents as appropriate:

<input checked="" type="checkbox"/> Interview Materials <input checked="" type="checkbox"/> SME Rater Forms <input checked="" type="checkbox"/> Referral or Exempt Tracking Sheet	<input checked="" type="checkbox"/> eTime Action Request (EAR) <input checked="" type="checkbox"/> Appointment Above Entrance Justification Form (If Applicable) <input type="checkbox"/> MCCP Range B/C Request Form (If Applicable)
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TO BE COMPLETED BY HRS

<input type="checkbox"/> DOT Required OR <input type="checkbox"/> SAPP Required	<input type="checkbox"/> MQ completed/verified by:	Internal Hiring Request ID: 9067
For PCS only: Cert#: _____ Cert Date: _____	Candidate's Rank: _____ ListID: _____	<input type="checkbox"/> ATCs updated

HIRING MANAGER SELECTION FORM

POSITION DATA		PCN #	TEMP0071	eMerge #	01145821	Slot # (if TEMP)	
Job Class	5601	Working Title	Utility Analyst				
Department/Division		CSB/Capacity Charges	Work Location	1660 Mission St.			
Direct Supervisor		James Nguyen, Interim Manager					
Appointment Type		<input type="checkbox"/> PCS <input type="checkbox"/> PEX <input checked="" type="checkbox"/> TEX <input type="checkbox"/> TPV If Exempt, Category _____ <input type="checkbox"/> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Reassignment <input type="checkbox"/> Rehire <input checked="" type="checkbox"/> Promotive <input type="checkbox"/> Other _____					
Schedule		<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> As-Needed <input type="checkbox"/> REG < 1040 Interns					

SUMMARY OF INTERVIEW

Indicate filtering criteria used in determining the candidates to be interviewed - specific skills/experience, education, training, rank, etc. Filtering criteria was based on candidate's self-certification responses to the desired qualifications specifically to education (DQ1) and verifiable professional work experience (DQ3) relative to the duties and responsibilities of the position. Candidates were rated based on their scores from the Oral Interview, were ranked according to the scoring guidelines, and the top four candidates were selected based on their scores and rankings.

Interview Type and Components Oral Written Performance Other _____ Interview Date(s): 6/25/20 & 6/26/20

Interview Panel Members
(Last Name, Chosen
First Name)

[REDACTED]

Candidate Participation # Show 11 # No Shows # Declined 2 No response

CANDIDATE SELECTION

Candidate Selected **Tim Hickey** Alternate Selection

Method(s) used for final selection (check all that apply): Interview Results Performance/Written Exercise Rank App Review Other _____

Indicate the knowledge, skills, and/or experience the candidate possesses based on selection method(s) and indicate how it is valuable to the position:

Candidate was rated based on his responses to the Oral Interview and his background experience that closely matched the position requirements. Candidate was ranked according to the scoring guidelines and was one of the top four (4) candidates selected based on the scores and rankings. Tim ranked #3.

SALARY INFORMATION

For Non -MCCP	<input checked="" type="checkbox"/> Default Salary Step <input type="checkbox"/> Appointment Above Entrance Step _____	For MCCP	<input type="checkbox"/> Range A Salary: _____ <input type="checkbox"/> Range B or C Salary: _____
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Please attach the following documents as appropriate:

<input checked="" type="checkbox"/> Interview Materials <input checked="" type="checkbox"/> SME Rater Forms <input checked="" type="checkbox"/> Referral or Exempt Tracking Sheet	<input checked="" type="checkbox"/> eTime Action Request (EAR) <input checked="" type="checkbox"/> Appointment Above Entrance Justification Form (If Applicable) <input type="checkbox"/> MCCP Range B/C Request Form (If Applicable)
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TO BE COMPLETED BY HRS

DOT Required OR SAPP Required MQ completed/verified by: Tina Siu Internal Hiring Request ID: 9013

For PCS only: Cert#:	Cert Date:	Candidate's Rank:	ListID:	<input type="checkbox"/> ATCs updated
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HIRING MANAGER SELECTION FORM

POSITION DATA		PCN #	TEMP0071	eMerge #	01145822	Slot # (if TEMP)	
Job Class	5601	Working Title	Utility Analyst				
Department/Division		CSB/Capacity Charges	Work Location	1660 Mission St.			
Direct Supervisor		James Nguyen, Interim Manager					
Appointment Type		<input type="checkbox"/> PCS <input type="checkbox"/> PEX <input checked="" type="checkbox"/> TEX <input type="checkbox"/> TPV If Exempt, Category _____ <input checked="" type="checkbox"/> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Reassignment <input type="checkbox"/> Rehire <input type="checkbox"/> Promotive <input type="checkbox"/> Other _____					
Schedule	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> As-Needed <input type="checkbox"/> REG < 1040 Interns						

SUMMARY OF INTERVIEW

Indicate filtering criteria used in determining the candidates to be interviewed - specific skills/experience, education, training, rank, etc. Filtering criteria was based on candidate's self-certification responses to the desired qualifications specifically to education (DQ1) and verifiable professional work experience (DQ3) relative to the duties and responsibilities of the position. Candidates were rated based on their scores from the Oral Interview, were ranked according to the scoring guidelines, and the top four candidates were selected based on their scores and rankings.

Interview Type and Components Oral Written Performance Other _____ Interview Date(s): 6/25/20 & 6/26/20

Interview Panel Members
(Last Name, Chosen
First Name)

Candidate Participation	# Show	11	# No Shows		# Declined	2	No response	
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CANDIDATE SELECTION

Candidate Selected **Grace Imson** Alternate Selection _____

Method(s) used for final selection (check all that apply): Interview Results Performance/Written Exercise Rank App Review Other _____

Indicate the knowledge, skills, and/or experience the candidate possesses based on selection method(s) and indicate how it is valuable to the position:

Candidate was rated based on her responses to the Oral Interview and her background experience that closely matched the position requirements. Candidate was ranked according to the scoring guidelines and was one of the top five (5) candidates selected based on the scores and rankings. Grace ranked #5.

SALARY INFORMATION

For Non -MCCP	<input checked="" type="checkbox"/> Default Salary Step <input type="checkbox"/> Appointment Above Entrance Step _____	For MCCP	<input type="checkbox"/> Range A Salary: _____ <input type="checkbox"/> Range B or C Salary: _____
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Please attach the following documents as appropriate:

<input checked="" type="checkbox"/> Interview Materials <input checked="" type="checkbox"/> SME Rater Forms <input checked="" type="checkbox"/> Referral or Exempt Tracking Sheet	<input checked="" type="checkbox"/> eTime Action Request (EAR) <input type="checkbox"/> Appointment Above Entrance Justification Form (If Applicable) <input type="checkbox"/> MCCP Range B/C Request Form (If Applicable)
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TO BE COMPLETED BY HRS

<input type="checkbox"/> DOT Required OR <input type="checkbox"/> SAPP Required	<input type="checkbox"/> MQ completed/verified by: _____	Internal Hiring Request ID: 9014
For PCS only: Cert#: _____ Cert Date: _____	Candidate's Rank: _____ ListID: _____	<input type="checkbox"/> ATCs updated

University of California, Santa Barbara

Office of the Registrar, Santa Barbara, CA 93106-2015

PARCHMENT: 7620838

PRINTED: 09/04/15

PAGE: 1

OFFICIAL TRANSCRIPT

STUDENT NAME: MORGAN BRYN HELLER

PERM NUMBER: 474698

SSN: [REDACTED]

Birth Date: [REDACTED]

DEGREES AWARDED: 06/13/14

CONFERRED: 06/13/14

COLLEGE: College of Letters and Science

DEGREE: Bachelor of Arts

MAJOR: Environmental Studies

English Requirement: Satisfied

Amer Hist Requirement: Satisfied

Honors

COURSE	TITLE	GRADE	COMPLETE UNITS	GPA UNITS	GRADE POINTS	GPA	
2010 Fall Quarter Freshman							
ARTST 1C	INTRO CONTEMP ART	[REDACTED]	2.0	2.0	8.00		
CHEM 1A	GEN CHEM	[REDACTED]	3.0	3.0	3.00		
CHEM 1AL	GEN CHEMISTRY LAB	[REDACTED]	2.0	2.0	6.00		
INT 94ES	FRSHMAN SEMINARS	[REDACTED]	1.0	0.0	0.00		
MATH 34A	CALC FOR SOCIAL SCI	[REDACTED]	4.0	4.0	12.00		
THRU F10			Quarterly Total:	12.0	11.0	29.00	2.63
			Total:	12.0	11.0	29.00	2.63

2011 Winter Quarter Freshman
Withdrawal: 01/03/11

2012 Fall Quarter Sophomore							
EEMB 21	GENERAL BOTANY	[REDACTED]	4.0	4.0	12.00		
ENV S 100	ENVIRONMENTAL ECOL	[REDACTED]	4.0	4.0	9.20		
ENV S 129	ECOPSYCHOLOGY	[REDACTED]	4.0	4.0	16.00		
ENV S 173	AMER ENVIRON HIST	[REDACTED]	4.0	4.0	12.00		
ENV S 190	CURRENT TOPICS	[REDACTED]	1.0	0.0	0.00		
THRU F12			Quarterly Total:	17.0	16.0	49.20	3.07
			Total:	29.0	27.0	78.20	2.89

2013 Winter Quarter Junior							
ENV S 15	CHEM OF THE ENV	[REDACTED]	4.0	4.0	12.00		
ENV S 115	ENERGY AND THE ENVT	[REDACTED]	4.0	4.0	13.20		
ENV S 161	ENV COMMUNICATIONS	[REDACTED]	4.0	4.0	13.20		
ENV S 184	GENDER AND ENV	[REDACTED]	4.0	4.0	16.00		
THRU W13			Quarterly Total:	16.0	16.0	54.40	3.40
			Total:	45.0	43.0	132.60	3.08

CONTINUED TO PAGE 2

ISSUED TO:

Morgan Heller


Leesa Beck
University Registrar

ATTACHMENT C

The Trustees of
The California State University
on recommendation of the Faculty of
California Polytechnic State University

have conferred upon

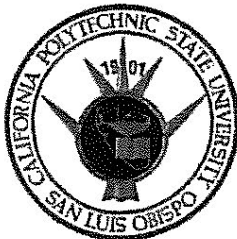
Kenneth Mendonca

the degree of

Bachelor of Science

in Landscape Architecture

Given at San Luis Obispo, California, on the thirteenth day of June,
nineteen hundred eighty-seven



George Deukmejian

Governor of California and President of the Trustees

W Ann Reynolds

Chancellor of The California State University

A stylized signature in black ink, likely belonging to the Chair of the Board of Trustees.

Chair of the Board of Trustees

Warren J. Baker

President of the University



PRINTED COPY Undergraduate PRINTED COPY PRINTED COPY

Name: Barnett, Mark Allen
 Student ID: [REDACTED]

2012 Summer Session

Course	Description	Attempted	Earned	Grade	Points
COM 105	Com in Global Contexts	3.00	3.00	[REDACTED]	6,000
POL_S 435	Politics of Developing Nations	3.00	3.00	[REDACTED]	12,000
Term GPA	3.00	Term Totals	6.00	6.00	18,000
		Transfer Totals	0.00	0.00	0,000
		Comb Totals	6.00	6.00	18,000

Attempted	Earned	GPA Units	Points
7.00	7.00	7.00	20,300
0.00	0.00	0.00	0,000
7.00	7.00	7.00	20,300

Term GPA: 2.90

2012 Fall Semester

Course	Description	Attempted	Earned	Grade	Points
ANTH 230	Introduction to Archaeology	0.00	0.00	[REDACTED]	0,000
HISTORY 413	Early Amer History to 1750	3.00	3.00	[REDACTED]	9,000
POL_S 450	The Legislative Process	3.00	3.00	[REDACTED]	9,900
POL_S 455	The Presidency	3.00	3.00	[REDACTED]	11,100
SOC 300	Race, Class, Gender, Sex	3.00	3.00	[REDACTED]	9,900
Term GPA	3.33	Term Totals	15.00	12.00	39,900
		Transfer Totals	0.00	0.00	0,000
		Comb Totals	15.00	12.00	39,900

2013 Fall Semester

Course	Description	Attempted	Earned	Grade	Points
AMER_ST 216	American Cultures	3.00	3.00	[REDACTED]	6,900
MATH 105	Exploring Mathematics	3.00	0.00	[REDACTED]	0,000
POL_S 417	Voting and Elections	3.00	3.00	[REDACTED]	8,100
POL_S 428	Political Psychology	3.00	3.00	[REDACTED]	12,000
SOC 251	Soc of Sex & Relationships	0.00	0.00	[REDACTED]	0,000
Term GPA	2.25	Term Totals	12.00	9.00	27,000
		Transfer Totals	0.00	0.00	0,000
		Comb Totals	12.00	9.00	27,000

Undergraduate Career Totals

Cum GPA:	Cum Totals	Transfer Totals	Comb Totals
2.76	120.00	7.00	127.00
	110.00	7.00	117.00
	114.00	0.00	114.00
	314.900	0,000	314.900

Non-Course Milestones

Writing Portfolio Status: Completed
 Program: Political Science, BA
 Date Completed: 12/12/12
 Milestone Level: Pass
 Date Attempted: 12/12/12

2013 Spring Semester

Course	Description	Attempted	Earned	Grade	Points
CRM_J 403	Violence Toward Women	3.00	3.00	[REDACTED]	9,900
HISTORY 390	U.S. Military History	0.00	0.00	[REDACTED]	0,000
POL_S 402	Civil Liberties	3.00	3.00	[REDACTED]	9,000
POL_S 404	The Judicial Process	0.00	0.00	[REDACTED]	0,000
Repeated: SOC 332	Omit - Repeated Society and Environment	3.00	3.00	[REDACTED]	6,900
Term GPA	2.87	Term Totals	9.00	9.00	25,800
		Transfer Totals	0.00	0.00	0,000
		Comb Totals	9.00	9.00	25,800

Transfer Credit from Bellevue College Applied Toward Undergraduate Degree-Seeking

Transfer Credits

Earned
7.00

Transfer Totals:

End of Undergraduate

2013 Summer Session

Course	Description	Attempted	Earned	Grade	Points
BIOLOGY 102	General Biology	4.00	4.00	[REDACTED]	9,200
POL_S 404	The Judicial Process	3.00	3.00	[REDACTED]	11,100

PRINTED COPY PRINTED COPY PRINTED COPY



Matthew Zimmerman, University Registrar

THE REGENTS OF THE

University of California

ON THE NOMINATION OF THE FACULTY OF THE
COLLEGE OF ENVIRONMENTAL DESIGN
HAVE CONFERRED UPON

LUWALHATI RENEE BRIEN

THE DEGREE OF BACHELOR OF ARTS
WITH A MAJOR IN LANDSCAPE ARCHITECTURE
WITH ALL THE RIGHTS AND PRIVILEGES THERETO PERTAINING

GIVEN AT BERKELEY
THIS FIFTEENTH DAY OF MAY IN THE YEAR
TWO THOUSAND AND TWENTY



GOVERNOR OF CALIFORNIA AND
PRESIDENT OF THE REGENTS



PRESIDENT OF THE UNIVERSITY



CHANCELLOR AT BERKELEY



INTERIM DEAN OF THE COLLEGE

ATTACHMENT C

The Trustees of
The California State University
on recommendation of the faculty of
San Francisco State University

have conferred upon

Jeffrey K. Fong

the degree of

Bachelor of Arts
Radio and Television

with all rights and privileges pertaining thereto
Given on this twenty-eighth day of May, nineteen hundred ninety-four



Peter Wilson

Governor and President
of the Trustees

Romualdo

Chancellor

Anthony T. H.

Chair of the
Board of Trustees

Robert H. Brigan

President of the University



The Trustees of
The California State University
on recommendation of the faculty of
San José State University
have conferred upon
Jobel Laxamana Garcia
the degree of
Bachelor of Fine Arts
Interior Design

with all the rights and privileges pertaining thereto
Given by the Trustees of The California State University at
San José this twenty-seventh day of May, two thousand six.



Arnold Schwarzenegger
Governor of California and President of the Trustees

Charles B. Reed
Chancellor of The California State University

Debra S. Fasar
Chair, Board of Trustees

Don W. Kassir
President of the University



SAN JOSE STATE UNIVERSITY
One Washington Square
San Jose, California 95192

Marian Y. Sofish
Marian Y. Sofish
Office of the Registrar

STUDENT NAME: HICKEY, TIM
STUDENT ID NO: ██████████
BIRTH MO/DAY: ██████

ALTERNATE ID NO: XXXXX8516
DATE ISSUED: 09/21/2016
PAGE NUMBER: 1 OF 4

UNIVERSITY MEMORANDUM

WRITING SKILLS TEST: ELIGIBLE TO ENROLL IN 100W COURSE
ENGLISH PLACEMENT TEST REQUIREMENT MET
ENTRY LEVEL MATHEMATICS TEST REQUIREMENT MET
MAXIMUM OF 70 UNITS MAY BE ACCEPTED FROM 2 YEAR COLLEGE.

SEMESTER TOTAL:	9.0	9.0	9.0	30.00	3.333
SJSU CUM:	9.0	9.0	9.0	30.00	3.333
EXTERNAL CREDIT:		106.8	90.8	267.60	2.505
ALL COLLEGE:	115.8	115.8	99.8	297.60	2.569

UNDERGRADUATE RECORD

DEGREE CONFERRED:
BACHELOR OF ARTS
MAJOR: LIBERAL STUDIES
DATE CONFERRED: AUGUST 18, 2006

WINTER SESSION 2005

	UA	UG	UE	GR	GP	GPA
RELS 191 RELIG IN AMERICA	3.0	3.0	3.0	█	12.00	
SEMESTER TOTAL:	3.0	3.0	3.0		12.00	4.000
SJSU CUM:	12.0	12.0	12.0		42.00	3.500
ALL COLLEGE:	118.8	118.8	102.8		309.60	2.605

EXTERNAL CREDIT	UE	TERM	SCORE
DE ANZA COMMUNITY COLLEGE	11.3	FALL 2004	
EVERGREEN VALLEY COLLEGE	22.5	FALL 2004	
MISSION COLLEGE	39.0	FALL 2004	
SAN JOSE CITY COLLEGE	9.0	FALL 2004	
WEST VALLEY COLLEGE	9.0	FALL 2004	
EXTERNAL CREDIT TOTALS	UG	UE	GP GPA
	106.80	90.8	267.58 2.505

SPRING SEMESTER 2005

	UA	UG	UE	GR	GP	GPA
ENGL 168 AMER NOVEL	3.0	3.0	3.0	█	6.90	
HUM 85 INTEGR LIB STUDIES	1.0	1.0	1.0	█	3.70	
STAT 95 ELEM STAT	3.0	3.0	3.0	█	11.10	
TA 131 STORY CREATV DRAMA	3.0	3.0	3.0	█	9.90	
SEMESTER TOTAL:	10.0	10.0	10.0		31.60	3.160
SJSU CUM:	22.0	22.0	22.0		73.60	3.345
ALL COLLEGE:	128.8	128.8	112.8		341.20	2.648

FALL SEMESTER 2004

UGD - UNDERGRADUATE DEGREE
MAJOR: BA LIBERAL STUDIES

	UA	UG	UE	GR	GP	GPA
AMS 159 NAT & WORLD CULT	3.0	3.0	3.0	█	8.10	
RELS 122 MAGIC SCIENCE RELI	3.0	3.0	3.0	█	9.90	
RELS 131 GENDER SEX & RELGN	3.0	3.0	3.0	█	12.00	

SUMMER SEMESTER 2005

	UA	UG	UE	GR	GP	GPA
GEOL 105 GEN OCEANOGRAPHY	3.0	3.0	3.0	█	9.00	
HUM 100W WRITING HUMANITIES	3.0	3.0	3.0	█	12.00	

***** CONTINUED ON PAGE 2 *****

KEY: UA - UNITS ATTEMPTED GR - GRADE
UG - UNITS GRADED GP - GRADE POINTS
UE - UNITS EARNED GPA- GRADE POINT AVERAGE



APPLICANT COPY

RE: Grace Taxita Gordo Imson
IERF #S04-13116/ay

July 20, 2004

These studies are considered equivalent in level and purpose to the Master of Arts in Administration and Supervision Education, awarded by regionally accredited colleges and universities in the United States.

The following courses are included in this evaluation:

Courses	Semester Units	Courses		Subtotal
		Grades	Levels	
<u>First Semester 1981-82</u>				
Introduction to Electronic Data Processing and FORTRAN programming	3.0		G	3.0
<u>Summer 1999</u>				
Trends and Issues in Philippines Education Administration and Supervision	3.0		G	
Legal Bases in Education and School Practice	3.0		G	6.0
<u>1999-2000</u>				
School Administration and Supervision: Theory and Practice	3.0		G	
Educational Planning	3.0		G	
Statistics	3.0		G	
Theory, Art, and Technology of Teaching	3.0		G	12.0
<u>Summer 2000</u>				
Research Design and Methods	3.0		G	
Andragogy	3.0		G	6.0
<u>2000-01</u>				
The Young Child	3.0		G	
Management Principles and Dynamics	3.0		G	
Professional Growth and Ethics for Teachers	3.0		G	
Orientation to Education of Exceptional Children	3.0		G	12.0
<u>2002-03</u>				
Thesis Writing	6.0		G	6.0
TOTAL SEMESTER UNITS				45.0

OVERALL GRADE POINT AVERAGE: 3.40

G = Graduate coursework

Ms. Imson completed additional studies (Second Semester 2002-03) at Saint Louis University, located in Baguio City, Philippines, at the College of Engineering and Architecture.

These studies are considered equivalent to six semester units of undergraduate coursework at regionally accredited colleges and universities in the United States.

CALIFORNIA DRIVER LICENSE



DL [REDACTED]

EXP 09/22/2

LN GARCIA

FN JOBEL LAXAMANA

[REDACTED]

DOB [REDACTED]

RSTR NONE

SEX M HAIR BLK EYES BRN

[REDACTED]

CLASS C
END NONE

09221980

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