



**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

Daniel Brugmann
[REDACTED]

SUBJECT: APPEAL BY DANIEL BRUGMANN OF THE REJECTION OF HIS APPLICATION FOR CBT-6319-E00020 SENIOR CONSTRUCTION INSPECTOR.

Dear Daniel Brugmann:

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.

In the event that you wish to submit any additional documents in support of your appeal, email them to the Civil Service Commission's email at civilservice@sfgov.org by **5:00 p.m.** on **Tuesday, November 29, 2022**, please be sure to redact your submission for any confidential or sensitive information that is not relevant to your appeal (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

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

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

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: Carol Isen, Department of Human Resources
Dave Johnson, Department of Human Resources
Anna Biasbas, Department of Human Resources
Kate Howard, Department of Human Resources
Shawn Sherburne, Department of Human Resources
Svetlana Vaksberg, Office of the City Administrator
Kimberly Castillo, Office of the City Administrator
Sean Sexton, Office of the City Administrator
Rosalie Platzer, Office of the City Administrator
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/>.

NOTIFICATIONS

Daniel Brugmann



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London Breed
Mayor

Carol Isen
Human Resources Director

DATE: November 15, 2022

TO: The Honorable Civil Service Commission

THROUGH: Carol Isen, Human Resources Director
Anna Biasbas, Employment Services Director

FROM: Kimberly Castillo, Recruitment and Operations Division Director, City Administrator Human Resources
Dave Johnson, Assistant Director, Employment Services

SUBJECT: **Register No. 0185-22-4: Appealing the Rejection of His Application for Class 6319 Senior Construction Inspector E00020.**

BACKGROUND

The City Administrator Human Resources published the job ad for the Class Based Test (CBT) 6319 Senior Construction Inspector (E00020) on September 30, 2022 (see Attachment A). This recruitment is being conducted under the authority of the 48th Supplement to the Emergency Declaration from Mayor London Breed (see Attachment B) and Civil Service Commission (CSC) rule 111.17. The job ad specified the following minimum qualifications (MQs):

“A minimum of one year as a Category 18 exempt appointee in Class 6319 by December 15, 2022. Must be a current exempt employee with the City and County of San Francisco with no break in service.”

Appellant Mr. Daniel Brugmann applied to this recruitment on October 5, 2022. Mr. Brugmann’s application was rejected on October 19, 2022 (see Attachment C) and he appealed that rejection on October 24, 2022 (see Attachment D). Mr. Brugmann cited several issues in his appeal to the Civil Service Commission, which included:

- Expressing his concern on the minimum requirement, Mr. Brugmann would like to amend that section to allow individuals who previously held 6319 Permanent Exempt (PEX) appointments the opportunity to apply. He further believes the requirement does not provide equal opportunity to himself and other candidates with years of PEX experience in the class and provides an unfair advantage to more recently hired PEX employees.
- As a 6319 Permanent Exempt (PEX) from August 2017 to March 2022, he asserts that there was no 6319 Permanent Civil Service (PCS) opportunity to apply to and get on a 6319 eligible list after 4.5 years of waiting for a 6319 PCS opportunity.

- He never received an official extension when his 6319 PEX appointment expired and could have lost his job at any time. He made the decision to accept a 6318 PCS opportunity to secure his job with the City and County of San Francisco (CCSF).

Issue

Should Daniel Brugmann be allowed to participate in the CBT 6319 Senior Construction Inspector (E00020) recruitment without meeting the MQs as stated in the job ad?

Authority/Standards

Sec. 110.2 Examination Announcements

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

Sec. 110.4 Appeals of Examination Announcements

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

Sec. 110.9 Qualifications of Applicants

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

Sec. 110.11 Promotional Applicants

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

Sec. 111.17 Authorization for Exempt to Permanent Status Program

Pursuant to the Forty-Eighth Supplement to the Mayoral Emergency Declaration, the Human

Resources Director is authorized to establish programs giving exempt employees the opportunity to transition to permanent status. The exempt employee must have successfully served in an exempt status for a minimum of one (1) year. In establishing the program, the Human Resources Director shall consider, among other factors, active holdover rosters where qualified eligibles exist and availability of positions, budgetary restrictions, equal employment opportunity and Office of Racial Equity goals.

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

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

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

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

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

Findings

The CBT 6319 Senior Construction Inspector (E00020) job ad was posted in accordance with CSC rules 110.2. CSC Rule 110.9 states that “every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination.” The MQs for this recruitment require that the applicant must be a current exempt employee with the City and County of San Francisco. According to Peoplesoft records (see Attachment E), Mr. Brugmann is currently a PCS appointee in Class 6318.

Analysis

The intent of this program as authorized through the 48th supplement and as stated in CSC rule 111.17 is to give “exempt employees the opportunity to transition to permanent status.” The Job Ad further clarifies in stating that to qualify an applicant must be “a current exempt employee with the City and County of San Francisco....” Mr. Brugmann is no

longer an exempt appointee with the City and County of San Francisco. This disqualifies him from this recruitment as he does not meet the MQs stated in the job ad.

Mr. Brugmann's contention that he had no opportunity to apply for a 6319 PCS opportunity that led to his decision to accept a 6318 PCS position to secure his job after waiting 4.5 years is inconsistent with our records. In fact, the most recent traditional recruitment #CBT-6319-903687 (Attachment F) wherein a Category 18 exempt appointment was not required, was originally issued on October 26, 2020 and later reissued on July 20, 2021. Our records indicate Mr. Brugmann was ranked on that 6319 eligible list (Attachment G).

Additionally, he states the minimum qualifications should be amended to allow himself and anyone that previously held 6319 PEX appointments the opportunity to apply as it provides an unfair advantage to more recently hired PEX employees. Mr. Brugmann was appointed to his Class 6319 Category 18 exempt position effective August 14, 2017. While some employees that qualify for this recruitment were appointed after this date, one employee was appointed on the same date as Mr. Brugmann and another employee was appointed even earlier on November 19, 2016. Although Mr. Brugmann believes the minimum qualification presents an unfair advantage, these individuals qualify as they are current exempt CCSF employees. Lastly, revising the minimum qualifications would be in direct conflict with the intent and terms of CSC Rule 111.17 which specifically calls out "giving exempt employees the opportunity to transition to permanent status."

Conclusion

Mr. Brugmann does not meet the MQs specified in the job ad and should not be allowed to participate in this CBT 6319 Senior Construction Inspector (E00020).

Recommendation

Deny the appeal and adopt the report of the City Administrator Human Resources.



SF | Careers

Senior Construction Inspector - Citywide (6319) - (E00020)

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

Full-time

Exam Type: Class Based Test

Eligible List Type: Combined Promotive and Entrance

Certification Rule: Rule of the List

Fill Type: Permanent Civil Service

Work Hours: Regular

Job Code and Title: 6319-Senior Construction Inspector

Company Description

- Full Time
- Regular Work Hours
- Filing deadline - October 14, 2022
- *Amended 10/14/2022 to close the filing period.*

Company Description

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

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

Compensation rate for this position is [\\$121,420-\\$147,602](#) annually.

Job Description

Position Description

Under general direction, oversees construction inspection work performed in conjunction with public works construction projects and assigns and supervises the work of construction inspectors in the inspection of construction projects to ensure compliance with contract plans, specifications, applicable codes and safety regulations. Engineering construction inspection includes but is not limited to the following activities: earthwork and paving, roadway renovation and improvement, water supply and sewer collection pipeline, portland cement concrete, protective coating, pile driving, drilled piers, tunneling/jacking, trackwork, track improvements, power distribution and transmission systems, electrical overhead contact systems, signal, control and data acquisition systems, radio and telecommunications systems, including fiber optic networks, power substations, vehicle modifications and retrofits, bridges, ADA retrofits and facilities, building renovation and improvements, operating equipment, heating, ventilation and air conditioning systems, electrical and mechanical work, and landscaping and irrigation work.

Qualifications

Minimum Qualifications for this Recruitment

A minimum of one year as a Category 18 exempt appointee in Class 6319 by December 15, 2022. Must be a current exempt employee with the City and County of San Francisco with no break in service.

Underlying Minimum Qualifications

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. Two (2) years of verifiable full-time experience equivalent to the level of City and County of San Francisco class 6318 Construction Inspector; OR

2. Six (6) years of verifiable full-time experience in construction inspection work insuring that plans and specifications are complied with, and

the workmanship and material used meet specifications.

Notes:

1. Most positions require a valid California driver's license.
2. May be required to work under extreme weather conditions such as heat or cold, climb ladders, walk on uneven surfaces and/or stand for a long duration

Verification

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

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

Additional Information

How to Apply

Applications for City and County of San Francisco jobs are only accepted through an online process. Visit careers.sf.gov/ and begin the application process.

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

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

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

Selection Process

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

Eligible List/Score Report

A confidential eligible list of qualifying candidates will be created and used for certification purposes only. A score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including 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 selection process is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

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

For those candidates that do not have their qualifying 12 months at the time of eligible list posting, you will be placed under waiver on the eligible list and not available for appointment until you qualify. For example, if you were appointed to your Cat 18 position in November, 2021, you would be under waiver until November 2022.

Certification Rule

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

Terms of Announcement and Appeal Rights:

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/>.

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

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

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/>.

- [Information About the Hiring Process](#)
- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Right to Work](#)
- [Diversity Statement](#)

HR Analyst Information

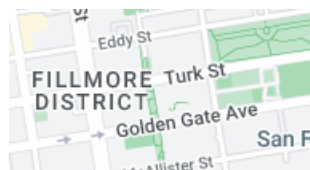
If you have any questions regarding this recruitment or application process, please contact rosalie.platzer@sfgov.org.

Recruitment ID: CBT-6319-E00020

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

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

Job Location



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OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

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

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

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

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

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

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

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

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

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

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

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

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

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

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

NOW, THEREFORE,

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

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

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

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

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

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

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

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

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

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SAN FRANCISCO



LONDON N. BREED
MAYOR

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

DATED: May 19, 2022

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

London N. Breed
Mayor of San Francisco

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

Platzer, Rosalie (ADM)

From: Rosalie Platzer from City and County of San Francisco <notifications@careers.sf.gov>
Sent: Wednesday, October 19, 2022 8:40 AM
To: [REDACTED]
Subject: 6319 Senior Construction Inspector (E00020)

Dear Applicant,

This notice is in response to your application for Class 6319 REF16886H.

As indicated in the Job Ad, the minimum requirements for this recruitment are “A minimum of one year as a Category 18 exempt appointee in Class 6319 by December 15, 2022. Must be a current exempt employee with the City and County of San Francisco with no break in service.”

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

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

We appreciate your interest in working with the City and County of San Francisco, and we encourage you to, if you have not already done so, apply for a traditional Class 6319 recruitment wherein a Category 18 exempt appointment is not required.

To sign up for future job notification(s) for the class 6319 Senior Construction Inspector, follow the instructions at this link: <https://careers.sf.gov/interest/>.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

NOTICE OF RECEIPT OF APPEAL

DATE: October 25, 2022
REGISTER NO.: 0185-22-4
APPELLANT: DANIEL BRUGMANN

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

Dear Carol Isen:

The Civil Service Commission has received the attached letter from Daniel Brugmann appealing the rejection of his application for Class 6319 Senior Construction Inspector Cat. 18. Your review and action are required.

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

In the event that Daniel Brugmann's appeal is timely and appropriate, the department is required to submit a staff report in response to the appeal within sixty (60) days so that the matter may be resolved in a timely manner. Accordingly, **the staff report is due no later than 11 a.m. on January 26, 2023**, so that it may be heard by the Civil Service Commission at its meeting on February 6, 2023. If you will be unable to transmit the staff report by the January 26th deadline, or if required departmental representatives will not be available to attend the February 6th meeting, please notify me by use of CSC Form 13 as soon as possible, with information regarding the reason for the postponement and a proposed alternate submission and/or hearing date.

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

Sincerely,

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: Anna Biasbas, Department of Human Resources
Jeanne Buick, Department of Human Resources
Kate Howard, Department of Human Resources
Dave Johnson, Department of Human Resources
Stephanie Mayorga-Tipton, Department of Human Resources
Mawuli Tugbenyoh, Department of Human Resources



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent via Email

October 25, 2022

Daniel Brugmann
[REDACTED]

Subject: Register No. 0185-22-4: Appealing the Rejection of His Application for Class 6319 Senior Construction Inspector Cat. 18.

Dear Daniel Brugmann:

This is in response to your appeal submitted to the Civil Service Commission on October 24, 2022, appealing the rejection of his application for Class 6319 Senior Construction Inspector Cat. 18. Your appeal has been forwarded to the Department of Human Resources for investigation and response to the Civil Service Commission.

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

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

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

Sincerely,

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer



CIVIL SERVICE COMMISSION
City and County of San Francisco
 25 Van Ness Avenue, Suite 720
 San Francisco, California 94102-6033
 Executive Officer
 (628) 652-1100

CSC Register No.

 To: _____

 CC: _____

APPEAL TO THE CIVIL SERVICE COMMISSION

<p>INSTRUCTIONS: Submit an original copy of this form to the Executive Officer of the Civil Service Commission at the address above within the designated number of days following the postmarked mailing date or email date (whichever is applicable) of the Department of Human Resources' or Municipal Transportation Agency's notification to the appellant. The appellant's/authorized representative's original signature is required. (E-mail is not accepted.) It is recommended that you include all relevant information and documentation in support of your appeal.</p>	<p>TYPE OF APPEAL: (Check One) <input checked="" type="checkbox"/> Examination Matters (by close of business on 5th working day) <input type="checkbox"/> Employee Compensation Matters (by close of business on 7th working day) - Limited application <input type="checkbox"/> Personal Service Contracts (Posting Period) <input type="checkbox"/> Other Matters (i.e., Human Resources Director/Executive Officer Action) (30 Calendar days) <input type="checkbox"/> Future Employability Recommendations (See Notice to Employee)</p>
---	---

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

Daniel B. Brugmann 49 South Van Ness Ave, 7th Fl, San Francisco, CA 94103 415-919-8086

Full Name of Appellant		Work Address		Work Telephone	
6318 – Construction Inspector		San Francisco Public Works – IDC – Construction Management			
Job Code	Title	Department			
██████████		████████████████████			
Residence Address		City	State	Zip	Home Telephone
Full Name of Authorized Representative (if any)			Telephone Number of Representative (including Area Code)		

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

Email: ██████████

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

<p>Does the basis of this appeal include new information not previously presented in the appeal to the Human Resources Director? If so, please specify.</p>	<p>Check One: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
--	---

Daniel Brugmann Digitally signed by Daniel Brugmann Date: 2022.10.24 09:12:23 -0700  October 24, 2022

Original Signature of Appellant or Authorized Representative Date

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

Attachment E [REDACTED]

CCSF Job Appointment Summary

Daniel B Brugmann

Emp

ID

Empl Record 0

0

Job Appointment Summary

Eff Date	Appt Date	Action	Description	Payroll Status	Job Code	Union Code	Empl Class	Exempt Cat	Full/Part Time	Elig List #	Rank	POS #	Dept Sen Date	Dept	Location	Cert Date	Ctywd Smry Date	Company Seniority Date	First	Vacation Anniversary Date	Sick Anniversary Date	Last	
03/21/2022	03/21/2022	DTA	Job Code Change	Active	6318	021	PCS	NA	F	C00035	1.00	00102225	03/21/2022	DPW	DPW007	03/21/2022	03/21/2022	07/29/2013	02/01/2014	07/29/2013			
08/14/2017	08/14/2017	DTA	Job Code Change	Active	6319	021	PEX	18	F		0.00	01134131		DPW	DPW001								
07/01/2017	10/27/2014	POS	Position Data Update	Active	6318	021	PEX	18	F		0.00	00218599		DPW	DPW001								
10/27/2014	10/27/2014	DTA	Job Code Change	Active	6318	021	PEX	18	F		0.00	00218599		DPW	DPW001								
03/31/2014	03/31/2014	DTA	Job Code Change	Active	6317	021	PEX	18	F		0.00	01127116		DPW	DPW001								
07/29/2013	07/29/2013	REH	Rehire	Active	9922	790	TEX	16	A		0.00	01080367		DPW	DPW001								
07/23/2005	01/15/2005	TER	Resign - Satisfactory Service	Terminated	7263	351	TEX		A		0.00			DPW	DPW001								
01/15/2005	01/15/2005	REH	Rehire - Temp Exempt	Active	7263	351	TEX		A		0.00			DPW	DPW001								
01/15/2005	07/01/2001	TER	Term - Non-Holdover Layoff	Terminated	0923	351	TPV		F		0.00			DPW	DPW001								
07/01/2002	07/01/2001	DTA	Correction-Job Code	Active	0923	351	TPV		F		0.00			DPW	DPW001								
07/01/2001	07/01/2001	PRO	Prom - Provisional	Active	0923	351	TPV		F		0.00			DPW	DPW001								
10/11/1996	10/16/1996	HIR	New - Permanent Exempt	Active	1373	351	PEX		F		0.00			DPW	DPW001								

Attachment F

6319 Senior Construction Inspector

Recruitment #CBT-6319-903687

DEPARTMENT Airport - San Francisco International
ANALYST Charlene Cun
DATE OPENED 7/20/2021 5:00:00 PM
FILING DEADLINE 7/21/2021 11:59:00 PM
SALARY \$55.19 - \$67.09/hour; \$9,566.00 - \$11,629.00/month; \$114,790.00 - \$139,542.00/year
JOB TYPE CBT Discrete
EMPLOYMENT TYPE Full-Time

INTRODUCTION

THIS ANNOUNCEMENT HAS BEEN REISSUED FOR ADDITIONAL RECRUITMENT. APPLICANTS WHO PREVIOUSLY SUBMITTED AN APPLICATION NEED NOT RE-APPLY.

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.

Citywide Exam

Position Description

Under general supervision, oversees construction inspection work performed in conjunction with construction projects and assigns and supervises construction inspectors' work in the inspection of construction projects to ensure compliance with contract plans, specifications, building regulations, and safety regulations. Engineering construction inspection includes but is not limited to the following activities: earthwork and paving, roadway renovation and improvement, water supply and sewer collection pipeline, Portland cement concrete, protective coating, pile driving, drilled pier, tunneling/jacking, trackwork, track improvements, power distribution, and transmission systems, electrical overhead contact systems, signal, control, and data acquisition systems, radio, and telecommunications systems, including fiber optic networks, power substations, vehicle modifications, and retrofits, bridges, ADA retrofits, and facilities, building renovation and improvements, operating equipment, heating, ventilation, and air conditioning systems, electrical and mechanical work, and landscaping and irrigation work.

Our sites use cookies to enable functionality, analyze visitor traffic, and deliver a better user experience. Public works projects include performing duties to complete construction work for buildings, garages, multi-purpose facilities; public assembly facilities; treatment plants; street reconstruction work; pipelines; transit facilities and vehicles; playground/parks facilities; street lighting facilities; traffic signal facilities, power generating facilities; airport, terminals, service facilities, runways, taxiways, aprons and (facilities); tunnels.

[Accept](#) [Dismiss](#)

Examples of duties and responsibilities:

- Assigns and supervises construction inspectors' work in the inspection of construction projects to ensure compliance with contract plans and specifications, applicable codes, and safety regulations.
- Anticipates workloads and develops staffing plans; trains and evaluates the performance of staff.
- Prepares and maintains project documentation and controls, including daily reports, force accounts, materials testing, and other construction records for complex and challenging construction projects.
- Participates in and conducts planning, preconstruction, coordination, progress, scheduling, and field staff meetings.
- Reviews plans, specifications, submittals, shop drawings, change orders, constructability reviews, and contract closeout records.
- Resolves disputes and challenging problems and responds to public complaints that require resolution at the senior level.
- Ensures that a quality assurance/ quality control program for each project is developed and enforced.
- Supervises construction inspectors in the verification and preparation of quantity and progress estimates for progress payments and change order work.
- Reports safety and traffic hazards, defective work, and debris to the contractor for correction and ensure that they correct deficiencies.
- Initiates, prepares, estimates, reviews, and negotiates change orders.
- Drives a vehicle to inspection sites.
- Performs other related duties and responsibilities as assigned.

Nature of Work

The nature of work includes, but not limited to: the ability to work all shifts include nights, weekends, holidays, and possibly overtime as needed; some dirty and disagreeable work environment with physical effort, such as working in inclement weather conditions, confined spaces, climbing ladders, walking on uneven surfaces, and standing for long periods.

MINIMUM QUALIFICATIONS

1. Two (2) years of verifiable full-time experience equivalent to the level of City and County of San Francisco class 6318 Construction Inspector; OR
2. Six (6) years of verifiable full-time experience in construction inspection work insuring that plans and specifications are complied with, and the workmanship and material used meet specifications.

Notes:

1. Most positions require a valid California driver's license.
2. May be required to work under extreme weather conditions such as heat or cold, climb ladders, walk on uneven surfaces and/or stand for a long duration.

One year full-time employment is equivalent to 2,000 hours (2,000 hours of qualifying work experience is based on a 40 hour work week). Any overtime hours that you work above 40 hours per week are not included in the calculation to determine full-time employment.

Our sites use cookies to enable functionality, analyze visitor traffic, and deliver a better user experience. By clicking 'Accept' below or continuing to use this website, you agree to accept cookies on this browser. For more information, please review our [Cookie Policy](#). 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.

Accept **Dismiss**

- 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 at the Airport Commission Human Resources office at 710 N. McDonnell Road, 3rd Floor, San Francisco, CA 94128.

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).

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, Charlene Cun, by telephone at 650-821-2018, or by email at charlene.cun@flysfo.com.

Resumes may be attached to the application; however, resumes will not be accepted in lieu of a completed City and County of San Francisco application.

Verification

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found here.

Verification of qualifying experience, when requested, must be documented on the employer's business letterhead and must include the name of the applicant, job title(s), dates of employment, description of job duties performed, and signature of the employer or the employer's authorized representative. 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. 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. Verification may be waived if impossible to obtain. The applicant must submit a signed statement explaining why verification cannot be obtained. Waiver requests will be considered on a case-by-case basis. Failure to provide the required verification, or request for waiver when requested may result in rejection of application.

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. Make sure your application and any attachments to the application submitted at the time of filing are complete and accurate and include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment or inability to receive full credit for

scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used for scoring or considered to determine whether you meet the minimum qualifications.

SELECTION PROCEDURES

Minimum Qualification Supplemental Questionnaire (Weight: Qualifying)

Candidates will be prompted to complete a Supplemental Questionnaire as part of the online employment application. This Minimum Qualification Supplemental Questionnaire is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications for this position. Applicants must also complete the official application. It is essential that applicants provide complete information in identifying their education, experience and training. The Minimum Qualification Supplemental Questionnaire will be used to evaluate if the applicant possesses the required minimum qualifications.

Supplemental Questionnaire (Weight: 100%)

Candidates who meet the minimum qualifications will be invited to participate in a supplemental questionnaire designed to measure their relative knowledge, ability and skill levels in job related areas. Written, assessment type, or other performance-based exercises may be utilized. Candidates will be placed on the eligible list in rank order according to their final passing score.

Note: Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process. A passing score must be achieved on the oral exam in order to be placed/ranked on the resulting Eligible List. Candidates will be placed on the eligible list in rank order according to their final score. The department may utilize additional selection procedures to make a final hiring decision. Candidate scores on this examination may also be applied to other announcements involving other titles, when directed by the Human Resources Director.

Transportation Security Administration (TSA) Security Clearance

Candidates for employment with the San Francisco Airport Commission are required to undergo a criminal history record check, including FBI fingerprints, and Security Threat Assessment in order to determine eligibility for security clearance and may be required to undergo drug/alcohol screening. Per Civil Service Commission Rule Section 110.9.1, every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. Failure to obtain and maintain security clearance may be basis for termination from employment with the Airport Commission.

Customs Clearance

Positions at the Airport Commission require that the incumbent be qualified for unescorted access to the San Francisco International Airport U.S. Customs Security Area. An application for a U.S. Customs Access Seal may be submitted to Customs ONLY after employment has commenced. Employment in this position requires that the incumbent submit an application for, successfully acquire and maintain a Customs Access Seal. Per Civil Service Commission Rule 110.9.1, every applicant must possess and maintain the qualifications required by law and by the examination announcement for this examination. Failure to acquire or maintain customs access, a requirement for this position, may be basis for termination from employment with the Airport Commission. Customs Access Seal requirements and procedures are located in the Code of Federal Regulations, Title 19, Part 122, Sections 181 or 189.

Our sites use cookies to enable functionality, analyze visitor traffic, and deliver a better user experience. By clicking 'Accept' below or continuing to use this website, you agree to accept cookies on this browser. For more information, please review our [Cookie Policy](#).
 Prior to appointment, candidates must successfully pass a medical examination to determine his/her ability to perform the essential functions of the job and of the ability to meet the physical minimum requirements.

Certification Rule **Accept** **Dismiss**

The certification rule for the eligible list resulting from this examination will be **Rule of Three Scores**. Additional selection processes may be conducted by the hiring department prior to making final hiring

decisions.

Eligible List

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

To see which departments use this classification, click here.

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 applying 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 applying 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.

Cookie Policy

CONCLUSION

Our sites use cookies to enable functionality, analyze visitor traffic, and deliver a better user experience. By using or continuing to use this website, you agree to accept cookies on this browser. For more information, please review our [Cookie Policy](#). Applicants with disabilities requiring reasonable accommodation for this examination can find information on requesting a reasonable accommodation here.

Seniority Credit in Promotional Exams

Information regarding seniority credit can be found here.

Veterans Preference

Information regarding requests for veteran's preference can be found [here](#).

Terms of the Announcement

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 [here](#).

Copies of Application Documents

Applicants are advised to keep copies of all documents submitted. Submitted documents become a permanent part of the exam record and will not be returned. The hiring department may require applicants to submit the same documents and/or additional documents at a later date.

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.

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 online [here](#) or hard copy at 1 South Van Ness Avenue, 4th Floor.

Exam Type: Combined Promotive & Entrance

Issued: 10/26/2020; Re-Issued: 7/20/21

Carol Isen

Human Resources Director

Department of Human Resources

Recruitment ID #: 903687

AIR/CC/650-821-2018

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.

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City and County of San Francisco Department of Human Resources

Eligible List Score Report

List ID:	903687	Exam Type:	CBT
Class:	6319-Senior Construction Inspector	Scope:	AIR
Working Title:	Senior Construction Inspector	List Type:	
Job Specialty:	None		
Post:	2022-02-09	Cert Rule:	Rule of 3
Inspection Start:	2022-02-10	Inspection End:	2022-02-14
		Duration:	12 Months
		Adoption:	2022-02-15

List Note:

Number of Eligibles on List: 30

Distribution of Scores

Rank	Final Score	Number of Eligibles at this Rank
1	1060	1
2	992	2
3	953	1
4	935	1
5	932	1
6	908	1
7	886	1
8	884	2
9	868	1
10	863	2
11	858	1
12	846	2
13	835	1
14	830	1
15	827	1
16	826	1
17	814	1
18	804	1
19	797	1
20	795	1
21	789	1
22	787	1

23	782	1
24	779	1
25	760	1
26	743	1



City and County of San Francisco Department of Human Resources

Eligible list

List ID: 903687 **Exam Type:** CBT
Class: 6319-Senior Construction Inspector **Scope:** AIR
Working Title: Senior Construction Inspector **List Type:**
Job Specialty: None
Post: None **Cert Rule:** Rule of 3 **Duration:** 12 Months
Inspection Start: None **Inspection End:** None **Adoption:** None

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Rank	Score	Last Name	First Name
1	1060	[REDACTED]	[REDACTED]
2	992	[REDACTED]	[REDACTED]
2	992	[REDACTED]	[REDACTED]h
3	953	[REDACTED]	[REDACTED]
4	935	[REDACTED]	[REDACTED]
5	932	[REDACTED]	[REDACTED]
6	908	[REDACTED]	[REDACTED]
7	886	[REDACTED]	[REDACTED]
8	884	[REDACTED]	[REDACTED]
8	884	[REDACTED]	[REDACTED]
9	868	[REDACTED]	[REDACTED]
10	863	[REDACTED]	[REDACTED]
10	863	[REDACTED]	[REDACTED]
11	858	[REDACTED]	[REDACTED]
12	846	[REDACTED]	[REDACTED]
12	846	[REDACTED]	[REDACTED]
13	835	[REDACTED]	[REDACTED]
14	830	[REDACTED]	[REDACTED]
15	827	[REDACTED]	[REDACTED]
16	826	[REDACTED]	[REDACTED]
17	814	[REDACTED]	[REDACTED]
18	804	[REDACTED]	[REDACTED]
19	797	[REDACTED]	[REDACTED]
20	795	[REDACTED]	[REDACTED]

21	789	[REDACTED]	[REDACTED]
22	787	[REDACTED]	[REDACTED]
23	782	[REDACTED]	[REDACTED]
24	779	[REDACTED]	[REDACTED]
25	760	[REDACTED]	[REDACTED]
26	743	Brugmann	Daniel

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