



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

**LONDON N. BREED  
MAYOR**

*Sent via Electronic Mail*

December 8, 2022

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

Chris Carrasco



**SUBJECT: APPEAL BY CHRIS CARRASCO OF THE REJECTION OF APPLICATION FOR THE 2604 FOOD SERVICE WORKER (CBT-2604-E00049) RECRUITMENT.**

Dear Chris Carrasco:

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 19, 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.sf.gov/CivilService](http://www.sf.gov/CivilService) under "Meetings" no later than end of day on Wednesday, December 14, 2022. Please refer to the attached Notice for procedural and other information about Commission hearings. A copy of the department's staff report on your appeal is attached to this email.

In the event that you wish to submit any additional documents in support of your appeal, email them to the Civil Service Commission's email at [civilservice@sfgov.org](mailto:civilservice@sfgov.org) by **5:00 p.m. on Tuesday, December 13, 2022**, please be sure to redact your submission for any confidential or sensitive information that is not relevant to your appeal (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

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

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

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG  
Executive Officer

Attachment

Cc: Carol Isen, Department of Human Resources  
Dave Johnson, Department of Human Resources  
Anna Biasbas, Department of Human Resources  
Shawn Sherburne, Department of Human Resources  
Crystal Cervantes, Department of Human Resources  
Jen Lo, Department of Human Resources  
Commission File  
Commissioners' Binder  
Chron

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

### **A. Commission Office**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Each presentation shall conform to the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



# 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: **0236-22-4**
2. For Civil Service Commission Meeting of: **December 19, 2022**
3. Check One:
 

Ratification Agenda	<input type="checkbox"/>
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>
Human Resources Director's Report	<input type="checkbox"/>
4. Subject: **Appeal by Chris Carrasco of the Rejection of Application for the 2604 Food Service Worker (CBT-2604-E000049) Recruitment**
5. Recommendation: **Deny the appeal and adopt the report of the Department of Human Resources**
6. Report prepared by: **Dave Johnson** Telephone number: **415.557.4871**
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: 12.07.22

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

<b><u>CSC RECEIPT STAMP</u></b>

## NOTIFICATIONS

Chris Carrasco

[Crystal.Cervantes@sfgov.org](mailto:Crystal.Cervantes@sfgov.org)

[REDACTED]

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San Francisco, CA 94103-5413

**City and County of San Francisco**

**London Breed  
Mayor**



**Department of Human Resources**

**Carol Isen  
Human Resources Director**

**DATE:** December 8, 2022

**TO:** The Honorable Civil Service Commission

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

**FROM:** Dave Johnson  
Department of Human Resources

**SUBJECT:** Appeal by Chris Carrasco of the Rejection of Application for the 2604 Food Service Worker (CBT-2604-E00049) Recruitment

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### **BACKGROUND**

The Department of Human Resources published the job ad for the 2604 Food Service Worker (CBT-2604-E00049) recruitment on September 26, 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 rule 111.17. The job ad initially specified the following minimum qualifications:

“A Category 18 exempt appointment in Class 2604 Food Service Worker with the City and County of San Francisco with a minimum of one year of service by December 15, 2022.”

The job ad was revised on August 24, 2022 to clarify the minimum qualifications and currently reads as follows:

“A minimum of one year as a Category 18 exempt appointee in Class 2604 by December 15, 2022. Must be a current exempt employee with the City and County of San Francisco with no break in service.”

Appellant Chris Carrasco applied to this recruitment on November 7, 2022. Chris Carrasco’s application was rejected on November 17, 2022 (see Attachment C), and Chris Carrasco appealed that rejection on December 2, 2022 (see Attachment D). Chris Carrasco cited in his appeal that his Cat 16 experience should be qualifying for the 2604 Food Service Worker (CBT-2604-E00049) recruitment.

## Issue

Should Chris Carrasco be allowed to participate in the 2604 Food Service Worker (CBT-2604-E00049) recruitment without meeting the minimum qualifications 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.

The 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 2604 Food Service Worker (CBT-2604-E00049) recruitment job ad was posted in accordance with CSC rule 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 minimum qualifications for this recruitment require that the applicant must be an exempt employee with the City and County of San Francisco and must have 12 months of Category 18 service by December 15, 2022, in the classification for which they are applying.

### **Analysis**

The intent of this program as authorized through the 48<sup>th</sup> supplement and CSC rule 111.17 is to provide a path to permanent appointment for current exempt employees who have Category 18 experience in a classification in which they are employed. Chris Carrasco is currently a Category 16 temporary exempt appointee in Class 2604. Review of Chris Carrasco’s Peoplesoft records [Attachment E] show no Category 18 service Class 2604.

### **Conclusion**

Chris Carrasco does not meet the minimum qualifications specified in the job ad and should not be allowed to participate in the 2604 Food Service Worker (CBT-2604-E00049) recruitment.



## Department of Human Resources Recommendation

Deny the appeal and adopt the report of the Department of Human Resources.

### **Attachments:**

Attachment A: 2604 Exempt to PCS Job Ad

Attachment B: 48<sup>th</sup> Supplement to Mayoral Proclamation

Attachment C: 2604 Not Qualified Notice to Chris Carrasco

Attachment D: 2604 Chris Carrasco' CSC Appeal

Attachment E: Job Appointment Summary of Chris Carrasco



# SF | Careers

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## 6604 FOOD SERVICE WORKER - 48th Supplement

12/6/22 12:17 PM

I'M INTERESTED

Job Description

Job Details

The City and County of San Francisco is seeking qualified applicants for the position of Food Service Worker. This position is responsible for providing food service to the public in a safe and efficient manner. The position is located in the City and County of San Francisco.

Job Location

Job Type

Compensation

Salary Range

The City and County of San Francisco provides a comprehensive benefits package for its employees. This includes health, dental, and vision insurance, as well as a 401(k) retirement plan.

The position is open to all qualified applicants, regardless of race, gender, or ethnicity. The City and County of San Francisco is an equal opportunity employer.

Job ID

Job Title

For more information, please visit our website at [www.sfr.gov](https://www.sfr.gov).

Applicants should submit their resumes and cover letters to the Human Resources Department, City and County of San Francisco, 1000 Market Street, San Francisco, CA 94102.

Application Deadline

The application deadline for this position is December 15, 2022. Applications received after this date will not be considered.

For more information, please contact the Human Resources Department at (415) 554-4300.

The City and County of San Francisco is an equal opportunity employer.

For more information, please visit our website at [www.sfr.gov](https://www.sfr.gov).

The City and County of San Francisco is an equal opportunity employer. We encourage all qualified applicants to apply.



# SF | Careers

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## 604 FOOD SERVICE WORKER - 48th Supplement

12/6/22 12:17 PM

I'M INTERESTED

Job Description

Job Details

The City and County of San Francisco is seeking qualified applicants for the position of Food Service Worker. This position is responsible for providing food service to the public in a safe and efficient manner. The position is a full-time position and is located in the City and County of San Francisco.

Job Requirements

Job Qualifications

Compensation

Salary Range

The City and County of San Francisco provides a comprehensive benefits package for its employees. This includes health, dental, and vision insurance, as well as a 401(k) retirement plan. The City and County also provides a paid vacation and sick leave program.

The City and County of San Francisco is an equal opportunity employer. We are committed to creating a diverse and inclusive workplace. We encourage all qualified individuals to apply, regardless of race, gender, age, or ethnicity.

Job Location

Job Status

The City and County of San Francisco is seeking qualified applicants for the position of Food Service Worker. This position is responsible for providing food service to the public in a safe and efficient manner. The position is a full-time position and is located in the City and County of San Francisco.

Job Posting Information

The City and County of San Francisco is seeking qualified applicants for the position of Food Service Worker. This position is responsible for providing food service to the public in a safe and efficient manner. The position is a full-time position and is located in the City and County of San Francisco.

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

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

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

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

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

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

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

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

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



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

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

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

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

**NOW, THEREFORE,**

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

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

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



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

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

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

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

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



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





DATED: May 19, 2022


A handwritten signature in cursive script, reading "London N. Breed".

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London N. Breed  
Mayor of San Francisco



  **JOB** **COMMUNITIES** **PEOPLE** **ANALYTICS**  

 **Hana Mendoza** Nov 17, 2022  
2604 - 48th Supplement Notice  
Dear Chris

This notice is in response to your application for Class **2604 - 48th Supplement** recruitment.

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 2604 by December 15, 2022. Must be a current exempt employee with the City and County of San Francisco with no break in service.**

*This means that you must be a **current exempt** employee (not permanent) with the city and county of San Francisco, with at least one-year experience as a 2604 class in the TEX CAT 18 status by December 15, 2022, and with no break in service during the 12 months of that service period.)*

Our records indicate that you do not meet this requirement, and consequently, your application does not qualify to move forward in this recruitment.

If you think I missed something on your application and you do meet the above qualification(s) for this recruitment, please send me an email explaining your reason (s) by December 5, 2022 and I will re-evaluate your application.

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 regular Class **2604** recruitments outside of the 48th supplement. You can apply for jobs with the city here: <https://careers.sf.gov/>

Best regards,

Hana Mendoza, Senior HR Analyst

Department of Human Resources, City and County of SF



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED  
MAYOR

## NOTICE OF RECEIPT OF APPEAL

DATE: December 2, 2022  
REGISTER NO.: 0236-22-4  
APPELLANT: CHRIS CARRASCO

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

Dear Carol Isen:

The Civil Service Commission has received the attached letter from Chris Carrasco appealing the rejection of their application for Class 2604 Food Service Worker 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](mailto:civilservice@sfgov.org). CSC Form 13 is available on the Civil Service Commission’s website at [www.sf.gov/CivilService](http://www.sf.gov/CivilService) under “Forms.”

In the event that Chris Carrasco’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 February 23, 2023**, so that it may be heard by the Civil Service Commission at its meeting on March 6, 2023. If you will be unable to transmit the staff report by the February 23<sup>rd</sup> deadline, or if required departmental representatives will not be available to attend the March 6<sup>th</sup> meeting, please notify me by use of CSC Form 13 as soon as possible, with information regarding the reason for the postponement and a proposed alternate submission and/or hearing date.

Appellant: Chris Carrasco  
December 2, 2022  
Page 2 of 2

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

LONDON N. BREED  
MAYOR

*Sent via Email*

December 2, 2022

Chris Carrasco  
[REDACTED]

Subject: **Register No. 0236-22-4: Appealing the Rejection of their Application for Class 2604 Food Service Worker Cat 18.**

Dear Chris Carrasco:

This is in response to your appeal submitted to the Civil Service Commission on December 1, 2022, appealing the rejection of your application for Class 2604 Food Service Worker 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](mailto:civilservice@sfgov.org). Please be sure to redact your submission for any confidential or sensitive information (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

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

Sincerely,

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG  
Executive Officer

## Chris Carrasco Appeal 2604 Application

Carrasco, Mike <Mike.Carrasco@sfmta.com>

Thu 12/1/2022 11:36 AM

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

📎 1 attachments (178 KB)

Civil Service 48th app.pdf;

Please see attachment

Mike Carrasco  
Cable Car Track Superintendent  
1201 Mason Street  
San Francisco CA 94108  
[mike.carrasco@sfmta.com](mailto:mike.carrasco@sfmta.com)  
Cell: 415-517-8247





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

We are appealing the decision to not to accept Chris's two and a half years as a 2604 food service worker during a global pandemic does not allow him to move forward in the...

Mayor and Civil Service Commission rule 111.17, both of which specifically cite that only **Cat 18 Employees qualify for this recruitment.**

Although Chris was a category 16 employee, he worked well over the 960 hour limit due to the "state of emergency".

For example, In the year 2021 he worked 1613 hours which is almost double the amount for a cat16 worker

Daniel Becker Business agent for local 1021 has informed us that the abuse of the cat16 worker has been going on

For years and there has been class action lawsuits in other classification and will be considering one for Chris's 2604 Classification.

What further complicates this Chris [REDACTED] and has

Worked every shift the have asked him to do in the last 2 and a half years. His days off, and shifts he was asked to do changed on a weekly basis and sometimes daily. His shifts would change between pay periods he was asked to work up to 10 days in a row. In the 2 1/2 years Chris worked during this pandemic he was only given one vacation day Off.

although the mayors 48 proclamation deals with full time employees on a 3 year contract. Chris falls in between a 960 category 16 employee and the category 18. The city of San Francisco guardian employee during a global pandemic that showed up to work everyday. At great risk to his health working that Ground Zero not knowing if he would get sick he deserves the chance to be a permanent employee for the city and county.

CCSF Job Appointment Summary

Chris J Carrasco Emp ID [REDACTED] Empl Record 0

Personalize | Find | View All | [Icons] First 1-6 of 6 Last

Eff Date	Appt Date	Action	Description	Payroll Status	Job Code	Union Code	Empl Class Cat	Exempt Cat	Full/Part Time	Elig List #	Rank	POS #	Dept Sen Date	Dept	Location	Cert Date	Ctywd Smty Date	Company Seniority Date	Vacation Anniversary Date	Sick Anniversary Date
05/19/2020	05/19/2020	REH	Rehire	Active	2604	250	TEX 16	A	A		0.00	01143769		DPH	DPH255			05/19/2020	01/09/2021	05/19/2020
08/18/2018	06/16/2018	TER	Release	Terminated	3264	790	TEX 16	A	A		0.00	01129799		REC	REC018					
06/16/2018	06/16/2018	REH	Rehire	Active	3264	790	TEX 16	A	A		0.00	01129799		REC	REC018					
09/09/2017	05/06/2017	TER	Legal Limit - Temporary Time	Terminated	3264	790	TEX 16	A	A		0.00	01129797		REC	REC001					
07/01/2017	05/06/2017	POS	Position Data Update	Active	3264	790	TEX 16	A	A		0.00	01129797		REC	REC001					
05/06/2017	05/06/2017	HIR	New Hire	Active	3264	790	TEX 16	A	A		0.00	01129797		REC	REC001					

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