

Additional Information Submitted by Appellant

01/18/2023

Dear member of Civil service commission;

I would like to present to you additional evidence to challenge and contest the use of the CBT 2908 E10138 and CBT 2903 E00039 to fulfill PCS vacancies at DPH ZSFGH. I would like you to consider this objection with implicit proof and array of emails that go back from September 2022.

It is truth the 48th supplement mayoral proclamation signed on May 19, 2022 by Honorable Mayor London Bree it was undoubtedly necessary to address critical needs responding to the covid-19 pandemic. See Exhibit A

As, I expressed on my statement on November 29th, 2022 (email - exhibit B page #1 -#2) how the 48th supplemental was approved by mayor London Breed and how these temporal of modifications were implemented. Also, I expressed the solution that was mentioned as well on the 48th supplemental (exhibit A page # 3 sec. 2) where Human Resources director could have extended the term of exempt appointments by up to one additional year. Adopting this measure, the exempt employees could have taken a new exam for the 2903 and 2908 pcs position during the extension of their contract competing in fair way not undermining the seniority and merit of the other candidates. Also, Ms. Cynthia Carrillo asked to Ms. Lavena Holmes to include category CBT 2903 E00039 to be challenged on this meeting (See exhibit B page # 3 and #4). On September 14, 2022, Ms. Cyndi Carrillo receives an email to participate for the recruitment of 2903 Exempt Category 18 employees. The confirmation of eleven 2903 PCS vacancies to be fulfilled with the current and active 2903 list ID #117965 with expiration date 04/27/2023 (exhibit B pages #5-#6) and emails from smart recruiters encouraging Ms. Carrillo to apply . The surprising cancelation of position no. 01129318 that was supposed to be occupied using the active 2903 list #117965 (exhibit B see page #7 - #8) additional to this, Ms. Cynthia Carrillo informed the continue cancellation notices received from DPH HR operation team letting the active 2903 expire and/or exhaust.

On exhibit C pages #1-#2 , you will find the comparison list for 2903 list ID # 117965 and adoption date 04/27/2022 with 146 eligible and duration of 12 months .On the second page the 2903 category 18 TEX list ID E10138 with a number of 10 candidates and duration as well of 12 months.

On November 28th, 2022; (see exhibit C pages #3 and #4) I wrote an email to Daniel Becker from SEIU 1021 letting know HR Director from the city and county of SF and / or DPH-HR director did not send those letters to the employees that will be impacted with the temporarily rule of modifications of this 48th supplemental (see exhibit A page #3 first paragraph) and fast pass for permanent promotion. None of the eligible candidates from 2903 or 2908 active list were notified by the organizations representing city employees. No respond from the union received.

On exhibit D, see the list of 2908 list ID # H00010with adoption date 08/12/2022 and duration of 12 months and 99 eligible candidates on page #2 Category 18 TEX list id #E10138 adoption date ; 08/12/2022 and 12 months of duration and 2 candidates.

Ms. Claudia Coffman, presented her opposition to this fast pass to 2908TEX category 18, (see exhibit D pages #3,#4,#5).She makes emphasis this fast pass undermines her seniority and merit to be promoted. Also she provided her score on the active list #6 (see page #6) ranking no. 6 and has not been able to be promoted with many years of experience for a PCS 2908 .

It's disappointing that both Tex exempt lists have now been designated in such way that allow DPH-HR, CSC and the Union further leeway to disregard higher score candidates undermining their seniority and merit. But it is outrageous that our union SEUI 1021 signed such agreement without consulting their members and make negotiations at the table without seeing the repercussions that this 48th supplement brings specially favoring a category with less seniority over candidates with more seniority and merit.

Some of you might be asking why I am involved in such a plight and the truth is I have been skipped for promotional positions as well. I have been 17 years on the same position as 2908 and playing by the rules, getting the experience , the education and being always on the 2909 eligible supervisor list and being skipped over and over even though with a great resume. I know these candidates feel been passed over for less seniority candidates with special privileges.

I hope you take in consideration my words and invalidate the Tex Exempt lists and fulfil the vacancies with the both active eligible list 117965 and H00010

Respectfully , Brenda Virella

Exhibit A



**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".

London N. Breed
Mayor of San Francisco

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

Exhibit b

7

From: Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>
 Sent: Tuesday, November 29, 2022 11:47 AM
 To: Virella-Vazquez, Brenda (DPH) <brenda.virella-vazquez@sfdph.org>; Holmes, Lavena (CSC) <lavena.holmes@sfgov.org>
 Cc: Eng, Sandra (CSC) <sandra.eng@sfgov.org>; Aldana, Elizabeth (CSC) <elizabeth.aldana@sfgov.org>; CivilService, Civil (CSC) <civilservice@sfgov.org>; Daniel Becker <Daniel.Becker@seiu1021.org>
 Subject: Re: 2903 HOSPITAL ELIGIBILITY WORKER Eligible List ID# E00039 and DPH, HR Email Notification Related

Thank you Lavena.

Thank you,
 Cyndi

Cyndi Carrillo

Eligibility, Patient Financial Services, and Patient Access
 City and County of San Francisco, DPH - CIIN
 1001 Potrero Avenue, Building 10
 Phone: (628) 206-6968
 Fax: (628) 206-8697
cynthia.carrillo@sfdph.org

Tough times never last, but tough people do.

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From: Virella-Vazquez, Brenda (DPH) <brenda.virella-vazquez@sfdph.org>
 Sent: Tuesday, November 29, 2022 11:41 AM
 To: Holmes, Lavena (CSC) <lavena.holmes@sfgov.org>
 Cc: Eng, Sandra (CSC) <sandra.eng@sfgov.org>; Aldana, Elizabeth (CSC) <elizabeth.aldana@sfgov.org>; CivilService, Civil (CSC) <civilservice@sfgov.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>
 Subject: Re: 2903 HOSPITAL ELIGIBILITY WORKER Eligible List ID# E00039 and DPH, HR Email Notification Related

Hello Lavena -

yes, please attach mine.

thanks, Brenda Liz

Ms. Brenda L. Virella Vazquez
 Hospital Senior Eligibility Worker
 Patient Financial Counselor
 Direct : 628-206-7805

From: Holmes, Lavena (CSC) <lavena.holmes@sfgov.org>
 Sent: Tuesday, November 29, 2022 11:27 AM
 To: Virella-Vazquez, Brenda (DPH) <brenda.virella-vazquez@sfdph.org>
 Cc: Eng, Sandra (CSC) <sandra.eng@sfgov.org>; Aldana, Elizabeth (CSC) <elizabeth.aldana@sfgov.org>; CivilService, Civil (CSC) <civilservice@sfgov.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>
 Subject: RE: 2903 HOSPITAL ELIGIBILITY WORKER Eligible List ID# E00039 and DPH, HR Email Notification Related

Hello Brenda,

Yes, please send your statement for the record to be read during public comment or I can use your email from yesterday at 4:48PM below.

"I have read the 48th supplement to mayoral proclamation from the 02/25th /2020 existence . It shows how this supplemental ends on honorable mayor , London Breed 's desk for approval. It came from the Human Resources Director in consultation (Carol Isen) with the Executive Director of Civil Service Commission (Sandra Eng) authorizing to a temporarily modify civil service rules examination process for employees who have served during this pandemic under "exempt status".

These type of temporal modifications should be notify by the human resources director in written to all employee organizations representing city employees who may be impacted or affected by the adoption of such a rule of modifications. My question to all of you would be; were the 2903 and 2908 candidates on an active eligible list notified ?

Adopting this temporal modification impacts the perception of trust of a fair hiring process from CSC and HR from city and county. It is certainly truth the city and county of San Francisco faced the most horrendous health crisis during the pandemic of covid and the city and county of San Francisco is thankful for those who helped during this time but not undermining or stepping on the rights of a fair and truthful hiring process that other employees went thru.

Also, it shows the human resources director can extend by up to one additional year for the employees whose 3 year term will expire on 12/31/2022. Why not consider a new extension and these employees could take a new 2908 exam for PCS."

Cyndi - please send your statement for the record to be read during public comment or I can use your email sent at 9:07AM this morning.

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"As a dedicated city employee and when asked in any litigation setting, I can confirm that my experience has been that the adoption of this temporal modification has impacted my perception of trust for a fair hiring process from our city and county CSC and HR as this adoption is NOT a fair hiring process and it has NOT been a fair hiring process. This whole process has undermined and stepped on my rights for a fair and truthful hiring process as our civil service and HR had the expectation that I take city examinations for promotional opportunities and yet, TEX staff with less seniority, merit and experience are given special "PRIVILEGES" and "FAST PASS" without taking the required civil service examination for ANY classification or for any promotional opportunities. As a city employee with over 11 years of SF City merit, this is a complete slap in the face and a disregard of my years of service to our city and county sector.

Finally, our human resources director for all purposes of fairness as our human resource team has advocated for, the TEX term should be extended. As stated, this extension can be by up to one additional year for TEX employees whose 3 year term will expire on 12/31/2022 as they were made fully aware of this term duration at and during their signing of their hiring contract. A new extension should be implemented and the TEX employees should be required to take the 2903 and 2908 examination as required for any SF City PCS classification.

In closing, this adoption is a form of cheating the hiring system and hiring fraud. Especially when it becomes more of a red flag and only confirms what I was alerted by our HR staff and informed of which is that our HR Hiring Operations team is in-fact going to purposely let the active 2903 list ID#117965 expire and/or exhaust. This is unfair to eligible candidates and city employees like myself that possess years of merit, seniority and experience and yet, were required to take the required 2903 city examination and for other classifications for promotional advancement."

Thank you,
Lavena



Lavena Holmes (she,her), SHRM-SCP, IPMA-SCP, CLRM
Deputy Director
Civil Service Commission
25 Van Ness Ave | Suite 720 | San Francisco | CA | 94102
628-652-1100 Main | lavena.holmes@sfgov.org



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From: Virella-Vazquez, Brenda (DPH) <brenda.virella-vazquez@sfdph.org>
Sent: Tuesday, November 29, 2022 11:01 AM
To: Holmes, Lavena (CSC) <lavena.holmes@sfgov.org>
Cc: Eng, Sandra (CSC) <sandra.eng@sfgov.org>; Aldana, Elizabeth (CSC) <elizabeth.aldana@sfgov.org>; CivilService, Civil (CSC) <civilservice@sfgov.org>; Daniel Becker <Daniel.Becker@selu1021.org>; Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>
Subject: RE: 2903 HOSPITAL ELIGIBILITY WORKER Eligible List ID# E00039 and DPH, HR Email Notification Related

Good morning -

Thank you Lavena for the invitation for deposition respect the 48th supplement. I would like to provide a statement if it is possible. The deposition or hearing conflict with my work schedule. Please, let me know. I would like my statement be included as well.

thanks, Brenda Liz

Ms. Brenda L. Virella Vazquez
Hospital Senior Eligibility Worker
Patient Financial Counselor
Direct : 628-206-7805

From: Holmes, Lavena (CSC) <lavena.holmes@sfgov.org>
Sent: Tuesday, November 29, 2022 9:11 AM
To: Virella-Vazquez, Brenda (DPH) <brenda.virella-vazquez@sfdph.org>
Cc: Eng, Sandra (CSC) <sandra.eng@sfgov.org>; Aldana, Elizabeth (CSC) <elizabeth.aldana@sfgov.org>; CivilService, Civil (CSC) <civilservice@sfgov.org>; Daniel Becker <Daniel.Becker@selu1021.org>; Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>
Subject: RE: 2903 HOSPITAL ELIGIBILITY WORKER Eligible List ID# E00039 and DPH, HR Email Notification Related

Good morning,

Thank you for catching my error on Ramon Williams last name. I believe you all make very good points about the impacts of the 48th supplement. I invite you to offer public comment to the Civil Service Commission so that they can hear directly from employees how this decision is perceived. The Civil Service Commission generally meets twice monthly on the 1st and 3rd Mondays at 2:00PM at City Hall Room 400. You can also call in to make public comment. The next meeting in this Monday, 12/5/2022. The agenda and call-in number with access code will be posted on our website SF.GOV/civilservice on Friday 12/2/22. Thank you.

Best regards,
Lavena



Lavena Holmes (she,her), SHRM-SCP, IPMA-SCP, CLRM
Deputy Director
Civil Service Commission
25 Van Ness Ave | Suite 720 | San Francisco | CA | 94102
628-652-1100 Main | lavena.holmes@sfgov.org



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#3

From: Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>
Sent: Friday, December 9, 2022 9:32 AM
To: Holmes, Lavena (CSC) <lavena.holmes@sfgov.org>
Cc: CivilService, Civil (CSC) <civilservice@sfgov.org>; Salveson, Elizabeth (CSC) <elizabeth.salveson@sfgov.org>; Virella-Vazquez, Brenda (DPH) <brenda.virella-vazquez@sfdph.org>; Minor, Jacqueline (CSC - Contractor) <jacqueline.minor11@sfgov.org>; Ethics Commission, (ETH) <ethics.commission@sfgov.org>; Eng, Sandra (CSC) <sandra.eng@sfgov.org>
Subject: RE: Notice of Receipt of Appeal - TEX 2908 & 2903 SENIOR HOSPITAL ELIGIBILITY WORKER & HOSPITAL ELIGIBILITY WORKER Eligible Lists and DPH, HR Email Notification Related

Good morning Lavena,

Unfortunately I have to disagree with you as the information you provided below is not only incorrect, but inconsistent.

I will again clarify. Both Brenda and I have made this request more than 2 months ago going all the way back to June 2022 via email and for a while, we received no follow-up from you. Your response to my request for an update on the matters was that you are still waiting for a response back from the department. Having received your acknowledgement of our request from you, what has now changed? Examples and evidence were provided to you that support our multiple requests of TEX staff that were awarded a PCS appointment. The employees were a TEX status employees. Other eligibles that are on the list and that are not a TEX status are getting passed over for PCS promotional advancements. It was also reported to you, that we were never notified that only TEX staff are being pulled from the eligible lists, given a "FAST PASS" and appointed to a PCS promotional appointments.

In addition it was also reported to you prior, that per both the TEX employees and our HR analyst, all the TEX staff had to have is 1 year worked as a 2903 Hospital Eligibility Worker or as a 2908 Senior Hospital Eligibility Worker (TEX) and that is considered their examination. These eligible lists were strategically crafted, formed, they were given a ranking number and ranked on these lists and the lists were posted.

Having stated this, email documentation and notifications with respect to our requests submitted to you multiples times are a form of being logged and documentation. It is also my understanding that you did not require that a form was to be completed with respect to when you provided via email, your response that was in the form of a Notice of Receipt of Appeal.

If it has been your position that you are not interested in providing a resolution and response to our multiple request reported to you for contesting, investigation and appealing these matters, please let me know so that I can refer to other avenues for assistance.

Thank you,
 Cyndi

Cyndi Carrillo

Eligibility, Patient Financial Services, and Patient Access
 City and County of San Francisco, DPH - CHN
 1001 Potrero Avenue, Building 10
 Phone: (628) 206-6968
 Fax: (628) 206-8697
 cynthia.carrillo@sfdph.org

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From: Holmes, Lavena (CSC) <lavena.holmes@sfgov.org>
Sent: Thursday, December 8, 2022 2:56 PM
To: Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>; Eng, Sandra (CSC) <sandra.eng@sfgov.org>
Cc: CivilService, Civil (CSC) <civilservice@sfgov.org>; Aldana, Elizabeth (CSC) <elizabeth.aldana@sfgov.org>; Henriquez, Lizzette (CSC) <lizzette.henriquez@sfgov.org>
Subject: RE: 2908 & 2903 SENIOR HOSPITAL ELIGIBILITY WORKER & HOSPITAL ELIGIBILITY WORKER Eligible Lists and DPH, HR Email Notification Related

Hello Cyndi,

Your inquiries and requests have been logged in our office as inspection service requests since early September 2022. We don't have an appeal listed in our log from you. Please place your appeal on the prescribed form so that it can be routed appropriately for a response. <https://sf.gov/file-appeal-civil-service-commission>. Thank you.

Best regards,
 Lavena



Lavena Holmes (she/her), SHRM-SCP, IPMA-SCP, CLRM
 Deputy Director
 Civil Service Commission
 25 Van Ness Ave | Suite 720 | San Francisco | CA | 94102
 628-652-1100 Main | lavena.holmes@sfgov.org



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Civil Service Commission
25 Van Ness Ave | Suite 720 | San Francisco | CA | 94102
628-652-1100 Main | lavena.holmes@sfgov.org



#4

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From: Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>
Sent: Monday, November 28, 2022 9:11 AM
To: Holmes, Lavena (CSC) <lavena.holmes@sfgov.org>
Cc: Eng, Sandra (CSC) <sandra.eng@sfgov.org>; Aldana, Elizabeth (CSC) <elizabeth.aldana@sfgov.org>; CivilService, Civil (CSC) <civilservice@sfgov.org>; Virella-Vazquez, Brenda (DPH) <brenda.virella-vazquez@sfdph.org>; Ethics Commission, (ETH) <ethics.commission@sfgov.org>
Subject: Re: 2903 HOSPITAL ELIGIBILITY WORKER Eligible List ID# E00039 and DPH, HR Email Notification Related
Importance: High

Good morning Lavena,

Thank you for your email below.

As a follow-up and per Ramon Williams email on October 27, 2022 with you copied on his response. Per Ramon, he stated the following: I do not manage recruitments or hiring. Ramon's statement appears that he has referred these complaints to our Civil Service Commission for addressing and providing a resolution.

Also and per Elizabeth Aldana's email statement response below, We are still waiting for the department to respond to our inquiries. Thank you for your patience. These continued occurrences of unfair hiring, city examination cheating/fraud, misconduct, discrimination, retaliation, etc. continues to be reported and brought to the attention of our HR team and civil service multiple times. Both have failed to resolve the matters and provided zero resolution to these complaints and requests for investigation reported. In addition, there is this ping ponging and neither our HR and/or our Civil Service Commission wants to address these violations.

The fact of the matter is that I have taken the civil service examination twice, have passed twice and have ranked on the eligible list twice. Moreover and in particular, it was also brought to my attention that with respect to the 2903 HOSPITAL ELIGIBILITY WORKER ID#E00039 Expedited Exam Process, I was notified by an employee that is a TEX (temporary employee) that she did not have to take the required 2903 Hospital Eligibility Worker examination as stated in the email below by the assigned DPH, HR Analyst but was given what our HR department is called a "FAST PASS". Per both the TEX employee and our HR analyst, all she and the TEX staff had to have is 1 year worked as a 2903 Hospital Eligibility Worker TEX and that is considered their examination and were automatically promoted to this classification as a PCS. If this is the case, I'd like to know why I have not been afforded these same privileges of being converted to a 2908 PCS in this classification as the TEX staff that have less seniority, merit and experience. I continue and have been performing out of classification work with the department of Eligibility/Patient Access since 2010 as a 2908 Senior Eligibility Worker and 2903 Hospital Eligibility Worker level and I have an absence amount of evidence that will prove this.

Per the employee that ranked on the crafted 2903 eligible list that was created and tailored to those that received the email announcement and that have 1 year performing the 2903 Hospital Eligibility Worker duties. Our DPH, HR automatically qualified those TEX temporary employees, developed the eligible list and ranked those same TEX employees by number. This strategic and crafted 2903 Hospital Eligibility Worker list ID#E00039 eligible list is a scam. How can our DPH, HR give an employee a rank on the 2903 ID#E00039 eligible list when the employee did not take the required 2903 examination. This is a form of cheating the SF City and County, Civil Service Commission examination system and a form of human resources hiring fraud.

Having been informed of this confirming discovery of new evidence and of this new 2903 eligible list ID#E00039 and recruitment system that is a form of cheating and fraud, this is unfair to employees like myself that are a PCS and that were required to take the 2903 examination for promotional advancement. I was advised of this via email and yet I am on the active eligible list, I am reachable and ALL have been aware that I am more than qualified and more than meet the required underlying minimum qualifications for both the 2908 and 2903 classifications. It becomes more of a red flag and only confirms what I was alerted and informed of which is that our HR Hiring Operations team is in-fact going to purposely let the active 2903 list ID#117965 expire and/or exhaust. This will again be the 2nd time that our HR hiring team has subjected me to this type of unfair hiring of passing me over for staff with less seniority, less experience and merit. This confirming information communicated only further validates and confirms my complaints reported with respect to me being passed over multiple times for internal and external promotional opportunities.

I'll await for your response on these complaints reported as we know that the responses provided will be responses that are tailored in the best interest of the department.

Thank you,
Cyndi

Cyndi Carrillo

Eligibility, Patient Financial Services, and Patient Access
City and County of San Francisco, DPH - CHN
1001 Potrero Avenue, Building 10
Phone: (628) 206-6968
Fax: (628) 206-8697
cynthia.carrillo@sfdph.org

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1/17/23, 10:47 AM

Mail - Virella-Vazquez, Brenda (DPH) - Outlook

#5

You seem to suggest that you have reason to believe a future recruitment process will be jeopardized. I urge you to share your information with us and The Civil Service Commission.

We can confirm that your complaint was included in the complaints referred to OCP. If so, when they complete their investigation I will make sure you are updated. If not, I'd appreciate if you let me know if you filed complaints previously and what the outcome of those were. I would appreciate if you shared those with me in any event. There is a lot of history here for me to get acquainted with.

A question like why you continue to be passed over is a large and potentially loaded one. It involves a discussion of your program, the civil service process, you and many other factors not suitable for an email response.

Also, I am sharing the Civil Service Adviser on performance and career development. Aside from wanting to make sure our processes are fair we also want to make sure programs are just as committed to the professional growth and development of our staff. I know you said you weren't participating in the group meetings that we had to hear and work on responses to staff concerns I hope nonetheless you will hear about steps we're taking in the future and will participate, contribute and be involved.

Finally, as a courtesy I am including the people you copied on this email on this first response but out of respect for the large number of emails I and others receive I will remove them from future emails when I believe their inclusion to be unnecessary, unrelated and discourteous. I believe the inclusion of Jennifer Boffi, Anna Blasbas and Carol Isen to be unnecessary and unhelpful. Moreover, it unnecessarily complicates confidentiality concerns. I would urge you to give some thought to why you are copying individuals outside of DPH HR. Emails can easily be printed and if for some reason you need to print them, you can do so quite easily. But, to repeat, I will remove anyone I believe to be unnecessarily copied on an email.

Please email me directly to let me know if you have any questions and know that I am always available for a meeting.

Sincerely,
Ramon Williams
Interim Director for Labor Relations

From: Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>
Sent: Monday, September 26, 2022 10:00 AM
To: Virella-Vazquez, Brenda (DPH) <brenda.virella-vazquez@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Williams, Ramon (DPH) <ramon.williams@sfdph.org>
Cc: Boffi, Jennifer (DPH) <jennifer.boffi@sfdph.org>; Blasbas, Anna (HRD) <anna.blasbas@sfgov.org>; Isen, Carol (HRD) <carol.isen@sfgov.org>
Subject: Re: 2903 HOSPITAL ELIGIBILITY WORKER Eligible List ID#117965
Importance: High

Good morning Ramon,

I wanted to provide a follow up on this matter below of the following confirming information and email that I received from our DPH HR recruitment analyst on the active 2903 Eligibility Worker list ID#117965.

I was specifically told via confirming email of the following: Current and future 2903 vacancies will be utilizing this list (2903 Eligible List ID#117965) to fill positions until the list expires (next year, 4/27/2023) or when they've exhausted the list (no more interested candidates left), whichever comes first. The list is NOT tailored to TEX staff but to ALL those that ranked in order of the list. The announcement that was recently posted and that closes on September 28, 2022 is specifically tailored for Category 18 TEX staff ONLY and will be a new and separate eligible list ID#.

Having been informed of this confirming recruitment information, I'd like to know why I continue to be passed over for the 2nd time for a PCS appointment if I continue to be on the active eligible list and I am reachable. I have yet to receive an answer to my question. I have also been informed that our hiring director and other members of our HR team are strategically again going to pass me over for a 2903 PCS appointment. As my punishment and due to my multiple complaints filed of harassment, retaliation and discrimination; HR is going to purposely let the active 2903 list expire and/or exhaust. This is highly concerning as I am still an interested candidate on the list and I'm still waiting to be offered a 2903 PCS position. I have yet to have anyone from our HR recruitment team reach out to me.

In closing, I have provided my attorneys the updated information communicated, have documented and made note of this continued discrimination, retaliation and of our Human Resources failure to provide a resolution to me being passed over (now twice) for a 2903 PCS appointment. This information communicated to me only further validates and confirms my complaints reported with respect to being discriminated and retaliated against.

Thank you,
Cyndi

Cyndi Carrillo

Eligibility, Patient Financial Services, and Patient Access
City and County of San Francisco, DPH - CHN
1001 Potrero Avenue, Building 10
Phone: (628) 206-6968
Fax: (628) 206-8697
cynthia.carrillo@sfdph.org

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From: Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>
Sent: Wednesday, September 14, 2022 11:51 AM
To: Virella-Vazquez, Brenda (DPH) <brenda.virella-vazquez@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Williams, Ramon (DPH) <ramon.williams@sfdph.org>;

1/17/23, 10:47 AM

Mail - Virella-Vazquez, Brenda (DPH) - Outlook

Cc: Boffi, Jennifer (DPH) <jennifer.boffi@sfdph.org>; Biasbas, Anna (HRD) <anna.biasbas@sfgov.org>; Isen, Carol (HRD) <carol.isen@sfgov.org>
Subject: Re: 2903 HOSPITAL ELIGIBILITY WORKER Eligible List ID#117965
Importance: High

#6

Good morning Ramon,

I wanted to provide a follow up on this matter below of the following confirming information and email that I received from our DPH HR recruitment analyst on the active 2903 Eligibility Worker list ID#117965.

I was specifically told via confirming email of the following: Current and future 2903 vacancies will be utilizing this list (2903 Eligible List ID#117965) to fill positions until the list expires (next year, 4/27/2023) or when they've exhausted the list (no more interested candidates left), whichever comes first. The list is NOT tailored to TEX staff but to ALL those that ranked in order of the list. The announcement that was recently posted and that closes on September 28, 2022 is specifically tailored for Category 18 TEX staff ONLY and will be a new and separate eligible list ID#.

Having been informed of this confirming recruitment information, I'd like to know why I continue to be passed over for the 2nd time for a PCS appointment if I continue to be on the active eligible list and I am reachable. I have yet to receive an answer to my question. I have also been informed that our hiring director and other members of our HR team are strategically again going to pass me over for a 2903 PCS appointment. As my punishment and due to my multiple complaints filed of harassment, retaliation and discrimination; HR is going to purposely let the active 2903 list expire and/or exhaust. This is highly concerning as I am still an interested candidate on the list and I'm still waiting to be offered a 2903 PCS position. I have yet to have anyone from our HR recruitment team reach out to me.

In closing, I have provided my attorneys the updated information communicated, have documented and made note of this continued discrimination, retaliation and of our Human Resources failure to provide a resolution to me being passed over (now twice) for a 2903 PCS appointment. This information communicated to me only further validates and confirms my complaints reported with respect to being discriminated and retaliated against.

Thank you,
Cyndi

Cyndi Carrillo

Eligibility, Patient Financial Services, and Patient Access
City and County of San Francisco, DPH - CHN
1001 Potrero Avenue, Building 10
Phone: (628) 206-6968
Fax: (628) 206-8697
synthia.carrillo@sfdph.org

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From: Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>
Sent: Wednesday, September 14, 2022 11:51 AM
To: Virella-Vazquez, Brenda (DPH) <brenda.virella-vazquez@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Williams, Ramon (DPH) <ramon.williams@sfdph.org>; Hoffer, Daniel (DPH) <daniel.hoffer@sfdph.org>; Boffi, Jennifer (DPH) <jennifer.boffi@sfdph.org>
Subject: 2903 HOSPITAL ELIGIBILITY WORKER Expedited Exam Process [48th Supplement] 2nd Notice

Good afternoon everyone,

I wanted to bring to everyone's attention that I was provided the following information and this is further evidence that our human resources is with holding 2903 Eligibility Worker PCS vacant positions in our department.

Today at 9:55am, our human resources staff sent out an email stating the following below:

Current 2903 Exempt Category 18 employees RECRUITMENT is now open. It is scheduled to close on Wednesday, September 28, 2022.

If you do not want to participate in this recruitment, please respond to this email informing us of that fact.

If you do want to apply, immediately go to <https://us.smrtr.io/ByVVT>.

Again, the City highly encourages you to apply as soon as possible. This expedited exam process will establish your name on an eligible list to be considered for permanent employment.

Remember that if you receive an offer of permanent employment from this list you will have to provide verification that you met the underlying minimum qualifications at the time of your Category 18 appointment.

Am I to understand that there is a special 2903 examination that is underway? what about the current and active 2903 list that is still active and opened? I am on that list and I am still waiting for a 2903 PCS appointment.

It must be stated that no where on the 2903 announcement are cited proclamations that vacancies to be filled are to be filled by current ONLY TEX staff (please see as per attached and below). The 2903 announcement states the following:

#7

Begin forwarded message:

From: Loual Sawah from City and County of San Francisco <notifications@careers.sf.gov>
 Date: October 7, 2022 at 12:16:29 PM PDT
 To: chanelqueen225@yahoo.com
 Subject: Update from the City and County of San Francisco
 Reply-To: 9990af6c-fe73-4166-81dd-7f6db3ad5d7d@replies.careers.sf.gov

Hello,

Unfortunately, the referral for the class 2903-Hospital Eligibility Worker, Position No. 01129318 has been cancelled. This cancellation does not impact your rank or position on the eligibility list, it also does not impact your position on any other referrals.

On behalf of the entire City and County of San Francisco, thank you for your continued interest in our Careers with Purpose.

All the best in your future job search,

Department of Public Health
 Human Resources – Referral Unit
 City and County of San Francisco

From: Cyndi
 Sent: Friday, October 7, 2022 12:41 PM
 To: Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>
 Subject: Fwd: Update from the City and County of San Francisco

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

Begin forwarded message:

From: Loual Sawah from City and County of San Francisco <notifications@careers.sf.gov>
 Date: October 7, 2022 at 12:17:02 PM PDT
 To: chanelqueen225@yahoo.com
 Subject: Update from the City and County of San Francisco
 Reply-To: a3333adf-7189-40c1-8d69-36345cff483@replies.careers.sf.gov

Hello,

Unfortunately, the referral for the class 2903-Hospital Eligibility Worker, Position No. 01129316 has been cancelled. This cancellation does not impact your rank or position on the eligibility list, it also does not impact your position on any other referrals.

On behalf of the entire City and County of San Francisco, thank you for your continued interest in our Careers with Purpose.

All the best in your future job search,

Department of Public Health
 Human Resources – Referral Unit
 City and County of San Francisco

From: Cyndi
 Sent: Friday, October 7, 2022 12:41 PM
 To: Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>
 Subject: Fwd: Update from the City and County of San Francisco

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

Begin forwarded message:

From: Loual Sawah from City and County of San Francisco <notifications@careers.sf.gov>
 Date: October 7, 2022 at 12:15:53 PM PDT
 To: chanelqueen225@yahoo.com
 Subject: Update from the City and County of San Francisco
 Reply-To: d43c7f23-a202-4ee6-b823-7c3975528621@replies.careers.sf.gov

74

48

Hello,

Unfortunately, the referral for the class 2903-Hospital Eligibility Worker, Position No. 01109923 has been cancelled. This cancellation does not impact your rank or position on the eligibility list, it also does not impact your position on any other referrals. On behalf of the entire City and County of San Francisco, thank you for your continued interest in our Careers with Purpose. All the best in your future job search,

Department of Public Health
Human Resources – Referral Unit
City and County of San Francisco

It becomes highly concerning when Joanna Constantino (our Patient Access manager), stated that we currently have over 11 2903 Hospital Eligibility Worker vacancies/positions that need to be filled here in our department of Patient Access/Eligibility at SFGH and there are more that also need to be filled at Laguna Honda. As a current employee/member of the department of Patient Access/Eligibility, I can confirm this information as I know this to be correct and true. I also know as we staff were told prior, that the department manager can submit to our HR hiring operations team, a request/recommendation of staff that they want to be hired here in our department. Once our HR hiring operations has received this request, they will then pull the name and application so that the employee is awarded a 2903 PCS appointment in Patient Access/Eligibility.

Having received more of the above cancellation notices, it becomes more of a red flag and only confirms that our HR Hiring Operations team is in fact, going to purposely let the active 2903 list #117965 expire and/or exhaust. This will again be the 2nd time that our HR hiring team has subjected me to this type of unfair hiring of passing me over for staff with less seniority, less experience and merit. This is why I am again, bringing these matters to your attention. Because when I am asked and I will be asked during my outside investigation/interview, I know that there will be no confusion and/or questions that these occurrences of unfair hiring, misconduct retaliation, etc. were in fact reported and brought to the attention of our HR team and staff multiple times and our HR team failed to resolve the matters and provided zero resolution to them.

Thank you,
Cyndi

Cyndi Carrillo

Eligibility, Patient Financial Services, and Patient Access
City and County of San Francisco, DPH - CHN
1001 Potrero Avenue, Building 10
Phone: (628) 206-6968
Fax: (628) 206-8697
cynthia.carrillo@sfdph.org

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From: Williams, Ramon (DPH) <ramon.williams@sfdph.org>
Sent: Monday, October 17, 2022 9:39 AM
To: Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>
Cc: Isen, Carol (HRD) <carol.isen@sfgov.org>; Blasbas, Anna (HRD) <anna.blasbas@sfgov.org>; Daniel Becker <Daniel.Becker@selu1021.org>; Virella-Vazquez, Brenda (DPH) <brenda.virella-vazquez@sfdph.org>; Walden, Kimberlee (DPH) <kimberlee.walden@sfdph.org>
Subject: RE: Request for Updated Response on 2903 HOSPITAL ELIGIBILITY WORKER Eligible List ID#117965 & Email Notification

Good morning Cynthia,
Apologies for the late reply.

I was getting ready to respond that I would email Kim but I see you cc'd her here so there is no need for me to email her again. To try to help get you a response, I reviewed the email you forwarded. It is a notification that you are on an eligible list and your name was sent to the hiring team for consideration. You may or may not be contacted for a PCS appointment so they cannot tell you when you will be contacted because you may not be contacted. I looked at the most recent eligible list and there are 146 names on the list so while our goal is to respond to all our messages promptly we are unable to answer all questions related to recruitments, particularly in responses to automated notifications. As you can see from my many messages to you I try to respond promptly, but I am not always successful, but I try.

To summarize, you received an email saying you are on a list and may be contacted. If you are not selected for further consideration, you will not be contacted so I don't think it is possible for the operations team to say when you will be contacted and the hiring team doesn't contact candidates to let them know they won't be contacted. I will leave it to HR Operations to provide you further information. I am in Labor and I am not completely up to date on the new SmartRecruiters system so I don't want to misinform you.

Sincerely,
Ramon

From: Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>
Sent: Monday, October 17, 2022 8:54 AM
To: Williams, Ramon (DPH) <ramon.williams@sfdph.org>
Cc: Isen, Carol (HRD) <carol.isen@sfgov.org>; Blasbas, Anna (HRD) <anna.blasbas@sfgov.org>; Daniel Becker <Daniel.Becker@selu1021.org>; Virella-Vazquez, Brenda (DPH) <brenda.virella-vazquez@sfdph.org>; Walden, Kimberlee (DPH) <kimberlee.walden@sfdph.org>
Subject: Re: Request for Updated Response on 2903 HOSPITAL ELIGIBILITY WORKER Eligible List ID#117965 & Email Notification
Importance: High

Exhibit C



City and County of San Francisco Department of Human Resources

#1

Eligible List Score Report

List ID: 117965 Exam Type: CBT
 Class: 2903-Hospital Eligibility Worker Scope: DPH
 Working Title: Hospital Eligibility Worker List Type: E
 Job Specialty: None
 Post: 2022-04-19 Cert Rule: Rule of the List Duration: 12 Months
 Inspection Start: 2022-04-20 Inspection End: 2022-04-22 Adoption: 2022-04-27 ✓

List Note:

Number of Eligibles on List: 146

Distribution of Scores

Rank	Final Score	Number of Eligibles at this Rank
1	941	2
2	934	4
3	927	4
4	920	3
5	912	6
6	905	5
7	898	3
8	896	1
9	890	5
10	883	9
11	876	6
12	868	4
13	861	3
14	854	5
15	846	15
16	839	11
17	832	4
18	824	9
19	817	3
20	810	8
21	802	8
22	795	1



City and County of San Francisco Department of Human Resources

#2

Eligible List Score Report

List ID: E00039- Category 18 - TEX ONLY Exam Type: CBT
 Class: 2903-Hospital Eligibility Worker Scope: DPH
 Working Title: Hospital Eligibility Worker List Type: E
 Job Specialty: None
 Post: 2022-10-21 Cert Rule: Rule of the List Duration: 12 Months ✓
 Inspection Start: 2022-10-24 Inspection End: 2022-10-26 Adoption: 2022-10-27

List Note:

Number of Eligibles on List: 10

Distribution of Scores

Rank	Final Score	Number of Eligibles at this Rank
1	1000	1
2	925	1
3	775	8

#3

Re: 48th supplement to mayor emergency declaration from 02/25/2020

Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>

Tue 11/29/2022 7:12 AM

To: Virella-Vazquez, Brenda (DPH) <brenda.virella-vazquez@sfdph.org>

Cc: Daniel Becker <Daniel.Becker@seiu1021.org>

I can confirm that I was NEVER sent any information and/or declaration on this whole 48th supplement that is non-inclusive. This whole process is another form of discrimination and HR should be made aware of this.

Thank you,
Cyndi

Cyndi Carrillo

Eligibility, Patient Financial Services, and Patient Access

City and County of San Francisco, DPH - CHN

1001 Potrero Avenue, Building 10

Phone: (628) 206-6968

Fax: (628) 206-8697

cynthia.carrillo@sfdph.org

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From: Virella-Vazquez, Brenda (DPH) <brenda.virella-vazquez@sfdph.org>

Sent: Monday, November 28, 2022 3:47 PM

To: Carrillo, Cynthia (DPH) <cynthia.carrillo@sfdph.org>

Cc: Daniel Becker <Daniel.Becker@seiu1021.org>

Subject: 48th supplement to mayor emergency declaration from 02/25/2020

Daniel -

In my opinion ; I don't think Human Resources director from DPH or HR director from city and county sent those letters to employees that will be impacted w/ this declaration and "fast pass" for permanent promotion .

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:

#4

(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)

Ms. Brenda L. Virella Vazquez
Hospital Senior Eligibility Worker
Patient Financial Counselor
Direct : 628-206-7805

Exhibit D



City and County of San Francisco Department of Human Resources

#1

Eligible List Score Report

List ID:	H00010	Exam Type:	CBT
Class:	2908-Senior Hospital Eligibility Worker	Scope:	DPH
Working Title:	Senior Hospital Eligibility Worker	List Type:	GPE
Job Specialty:	None		
Post:	2022-08-05	Cert Rule:	Rule of 3
Inspection Start:	2022-08-08	Inspection End:	2022-08-10
		Duration:	12 Months
		Adoption:	2022-08-12 /

List Note:

Number of Eligibles on List: 99

Distribution of Scores

Rank	Final Score	Number of Eligibles at this Rank
1	989	2
2	974	2
3	960	6
4	946	8
5	931	9
6	917	10
7	903	10
8	901	1
9	889	12
10	886	4
11	874	4
12	871	1
13	860	5
14	857	2
15	846	4
16	831	3
17	829	3
18	817	4
19	803	3
20	786	1
21	774	1
22	771	2



City and County of San Francisco Department of Human Resources

#2

Eligible List Score Report

List ID: E10138 *Category 18 = TEX ONLY* Exam Type: CBT
 Class: 2908-Senior Hospital Eligibility Worker Scope: DPH
 Working Title: Senior Hospital Eligibility Worker List Type:
 Job Specialty: None
 Post: 2022-12-02 Cert. Rule: Rule of the List Duration: 12 Months
 Inspection Start: 2022-12-05 Inspection End: 2022-12-07 Adoption: 2022-12-08 ✓

List Note:
 Number of Eligibles on List: 2

Distribution of Scores

Rank	Final Score	Number of Eligibles at this Rank
1	760	2

Re: REVISED Statement Re: Senior Hospital Eligibility Worker 2908- 48 Supplement positions

13

Coffman, Claudia (DPH) <claudia.coffman@sfdph.org>

Wed 1/18/2023 9:48 AM

To: Virella-Vazquez, Brenda (DPH) <brenda.virella-vazquez@sfdph.org>

Hello Brenda,

Below you will find my opposition statement emailed to CSC regarding the Senior Hospital Eligibility Worker 2908- 48 Supplement positions.

Best,

Claudia

Claudia Coffman

Patient Access Unit II Specialty Clinics



ZUCKERBERG
SAN FRANCISCO GENERAL
Hospital and Trauma Center

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From: Coffman, Claudia (DPH) <claudia.coffman@sfdph.org>

Sent: Monday, December 5, 2022 1:58 PM

To: Holmes, Lavena (CSC) <lavena.holmes@sfgov.org>

Cc: Eng, Sandra (CSC) <sandra.eng@sfgov.org>; Ethics Commission, (ETH) <ethics.commission@sfgov.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; CivilService, Civil (CSC) <civilservice@sfgov.org>

Subject: REVISED Statement Re: Senior Hospital Eligibility Worker 2908- 48 Supplement positions

Hello Lavena,

I would like to update my statement be read today at the Commissioners during public comment:

I'm writing this email to contest the unfair hiring for the Senior Hospital Eligibility Worker 2908- 48 Supplement positions. I'm against the 48 Supplement because it undermines my seniority and merit to be promoted to 2908. This fast pass impedes on my rights, and other current Hospital Eligibility Worker 2903 on the active Senior Hospital Eligibility Worker 2908 list/ ID# H0010 to be promoted; it demonstrates favoritism and preference to a special class and clearly promotes discrimination to thrive within the City

24

25

26

and County of San Francisco. I would also like to state HR did not notify me how the 48 Supplement would impact me as an active employee seeking promotion to Senior Hospital Eligibility Worker 2908. I'm currently on the active Senior Hospital Eligibility Worker 2908 list, which I ranked number six and is effective 08/12/22 and valid to 08/12/23. I am a dedicated City and County of San Francisco employee for 20 years as a Hospital Eligibility Worker 2903. 44

Thank you,

Claudia

Claudia Coffman

Patient Access Unit II Specialty Clinics



ZUCKERBERG
SAN FRANCISCO GENERAL
Hospital and Trauma Center

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From: Holmes, Lavena (CSC) <lavena.holmes@sfgov.org>

Sent: Friday, December 2, 2022 11:17 AM

To: Coffman, Claudia (DPH) <claudia.coffman@sfdph.org>

Cc: Eng, Sandra (CSC) <sandra.eng@sfgov.org>; Ethics Commission, (ETH) <ethics.commission@sfgov.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; CivilService, Civil (CSC) <civilservice@sfgov.org>

Subject: Re: Senior Hospital Eligibility Worker 2908- 48 Supplement positions

Good morning Claudia,

Thank you for the clarification of your request. Your email as noted below will be read to the Commissioners during public comment. Please note, this is not a deposition. Thank you.

I'm writing this email to contest the unfair hiring for the Senior Hospital Eligibility Worker 2908- 48 Supplement positions. I'm against the 48 Supplement because it undermines my seniority and merit to be promoted as 2908. I'm currently on an active Senior Hospital Eligibility Worker 2908 list which I ranked number six and is effective 08/12/22 and valid to 08/12/23. I am a dedicated City and County of San Francisco employee for 20 years as a Hospital Eligibility Worker 2903. I would also like to state HR did not notify me how the 48 Supplement would impact me as an active employee seeking promotion to Senior Hospital Eligibility Worker 2908.

Best regards,
Lavena

5



Lavena Holmes, SHRM-SCP, IPMA-SCP, CLRM
Deputy Director
Civil Service Commission
City and County of San Francisco
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102
Main (628) 652-1100
Email Lavena.Holmes@sfgov.org
Website: <https://sfgov.org/civilservice/>

From: Coffman, Claudia (DPH) <claudia.coffman@sfdph.org>
Sent: Friday, December 2, 2022 11:11 AM
To: Holmes, Lavena (CSC) <lavena.holmes@sfgov.org>
Cc: Eng, Sandra (CSC) <sandra.eng@sfgov.org>; Ethics Commission, (ETH) <ethics.commission@sfgov.org>; Daniel Becker <Daniel.Becker@seiu1021.org>
Subject: Re: Senior Hospital Eligibility Worker 2908- 48 Supplement positions

Hello Laverna,

I did not apply for the 48 Supplement as I am currently on an active Senior Hospital Eligibility Worker 2908 list/ ID # H0010.
Senior Hospital Eligibility Worker 2908 list/ ID # H0010 is effective 08/12/22 and valid to 08/12/23 copy below:

#6

From: "Hanz Pagao (SF Careers)" <candidate_notifications@careers.sf.gov>
 Date: August 5, 2022 at 6:35:03 AM PDT
 To: hanzsfgh@gmail.com
 Subject: Exam Scores for Senior Hospital Eligibility Worker (2908) from the City and County of San Francisco
 Reply-To: Hanz Pagao <hanz.pagao@sfdph.org>



2022-08-05

Hello Claudia Colman,

Congratulations! You have passed the exam and met a crucial milestone for the Senior Hospital Eligibility Worker (2908) (REP9819J) (Eligible List: H00010) in process with the City and County of San Francisco. Your results have placed you onto a ranked eligible list, which means that you are among the candidates that be considered for a position with the City. This list may be used by one or more City departments, so it is possible that you may hear from us for multiple openings.



As one of the final steps in the initial examination process, we are sending you your scores.

Exam Score Breakdown

Exam Name	Raw Score (R)	Status	Exam Weight (W)	High Score Possible	Passing (L)
Class-based multiple choice (not banked)	40	Passed	100%	50	29

Additional Points have been added as described below:

Modifier	Points
Tenure Points	30
Performance Points	30

These scores have given you a Final Composite Score of 917 and a rank of 6



Important Information:

The City's merit system rules provide you with the opportunity to check our math. The formula that we used to calculate your score is described below. If you suspect that there is an error in the calculation, please contact the Exam Analyst that was listed on the ad. If you registered for a Smart Profile when you applied, you can quickly access the advertisement through your profile: [Login or Register - Smart](#). The score report will be posted on the Human Resources website within the next 24 hours, please check there to review the list and the list's inspection dates, as any errors must be reported during that window: [Exam Results](#).