




CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of
Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____
2. For Civil Service Commission Meeting of: March 6, 2023
3. Check One: Ratification Agenda
 Consent Agenda X
 Regular Agenda
 Human Resources Director's Report
4. Subject: Report of Future Employment Restrictions and Probationary Releases for the period of
July 1, 2022 to December 31, 2022
5. Recommendation: Adopt the report.
6. Report prepared by: Lisa Pigula, Supervising Human Resources Consultant
Telephone number: (415) 557-4933
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in Civil
Service Commission Procedure Number Two.)**
8. Reviewed and approved for Civil Service Commission Agenda:
Human Resources Director: Carol Isen 
Date: 2/21/23
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 "CSC RECEIPT STAMP"
box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)

CSC RECEIPT STAMP

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Notification List

Report of Future Employment Restrictions and Probationary Releases for the period of July 1, 2022 to December 31, 2022

Carol Isen
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Kate Howard
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Paul Greene
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MEMORANDUM

DATE: February 23, 2023
TO: Honorable Civil Service Commission
THROUGH: Carol Isen
Human Resources Director
FROM: Shawn Sherburne, Assistant Director of Employment Services
Lisa Pigula, Supervising Human Resources Consultant
SUBJECT: Report of Future Employment Restrictions and Probationary Releases from July 1, 2022 to December 31, 2022

Executive Summary

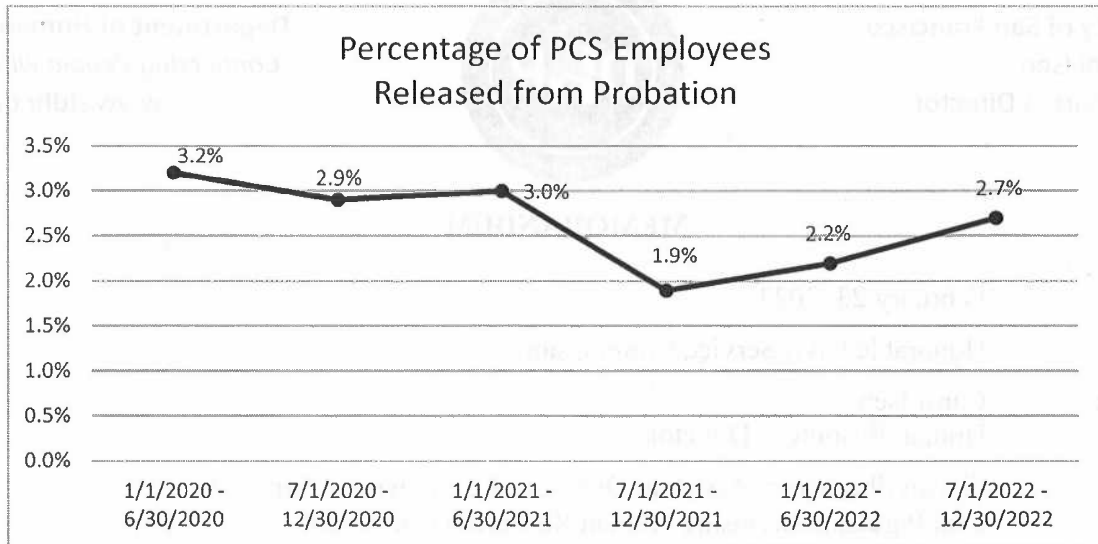
This is a semiannual report requested by the Civil Service Commission. The report provides an update on the City's total number of separations with future employment restrictions and probationary releases for the period of July 1, 2022 to December 31, 2022.

Separations with Future Employment Restrictions

This report includes future employment restrictions for all City departments, excluding Community College District, Trial Courts, Unified School District, Municipal Transportation Agency and City employees designated as Peace Officers per Penal Code 830, for the period of July 1, 2022 to December 31, 2022 (attached). The attachment lists all future employment restrictions imposed by departments, all future employment restrictions appealed to the Commission, and the status of those appeals. In summary, there were 14 separated employees with future employment restrictions imposed. Out of these 14 former employees, five (5) appealed their restrictions to the Commission. One appeal was withdrawn by the appellant, one was resolved when the department withdrew the restriction prior to the appeal hearing and the remaining three are pending a hearing.

Probationary Releases

This report also includes the total number of employees released from probation for the period of July 1, 2022 to December 31, 2022. Out of 2,152 permanent civil service appointments, there were a total of 59 employees (2.7%) released from probation. This information, along with a three-year trend for the percentage of employees released from probation, is included in the chart below.



Only three (3) of the 59 employees were released for disciplinary reasons and the remaining 56 were released for non-disciplinary reasons.

Recommendation

Adopt the report.

Attachment

Attachment A: Future Employment Restrictions from July 1, 2022 to December 31, 2022

ATTACHMENT A

FUTURE EMPLOYMENT RESTRICTIONS IMPOSED BUT NOT APPEALED			
Department	Job Code	Title	Restriction
Public Health	2330	Registered Nurse	Citywide
Public Health	0932	Manager IV	Citywide
Public Health	6122	Sr. Environmental Health Inspector	Citywide
Public Utilities	7325	General Utility Mechanic	Citywide
City Administrator	2577	Medical Examiner's Investigator I	Citywide
Homelessness	7334	Stationary Engineer	Citywide
Public Health	7346	Painter	Citywide
Public Health	2736	Porter	Citywide
Public Health	2310	Surgical Procedures Technician	Department

FUTURE EMPLOYMENT RESTRICTIONS APPEALED			
Department	Job Code	Title	Status
Public Health	2320	Registered Nurse	Employee was reinstated and restrictions removed by dept prior to appeal hearing
Public Health	2320	Registered Nurse	Pending Appeal
Homelessness	2586	Health Worker II	Pending Appeal
Fire	H002	Firefighter	Appeal withdrawn on 11/10/2022
Public Health	2324	Nursing Supervisor	Pending Appeal