



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

F. X. CROWLEY
PRESIDENT

ELIZABETH SALVESON
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

Date: March 18, 2019
To: Civil Service Commission
From: Michael L. Brown *[Signature]*
Executive Officer
Subject: **Mid-Year Status Report on Fiscal Year 2018-19**

The following is a summary report of the Civil Service Commission’s (“Commission”) activities for the period ending December 31, 2018. Please also refer to the attached chart (Attachment A) detailing the Commission’s achievements to date on its Fiscal Year 2018-2019 Goals and Objectives as established by the Civil Service Commission (“Commission”) during its meeting of December 17, 2018. All of the Department’s performance measures for the first half of the fiscal year have either been completed or are in progress, and we are projected to meet or exceed the remainder of our performance measures by the end of the fiscal year.

Department Administration

Staffing

For the most of the mid-year period from July 1, 2018 through December 31, 2018 we have been without a 1241 Human Resources Analyst (1241). Although our 1426 Senior Clerk was placed on an Acting Assignment as a 1241, we were still understaffed by 1 FTE. Fortunately, we were able to hire 1 Temporary Exempt 1241 in December to help in projects for the next three (3) months.

Budget

The Department is funded for six actual full-time equivalent (FTE) positions We plan to continue our request for support from the City Attorney’s Office because their assistance is needed when proposing Rules, especially with recent amendments due to De-identification, reviewing policies and procedures, obtaining management and personnel feedback, researching historical documents, and compliance with Federal, State, and local laws. In addition, we continue to support Public Utilities Commission and Municipal Transportation Agency for training in exchange for their continued work order arrangement.

THIS DOCUMENT SUPPORTS
CALENDAR YEAR 7

Appeals and Requests for Hearings, Rules, Policies and Administration

Appeals and Hearings

The Commission received a total of forty (40) new appeals and requests for hearings during the first half of this fiscal year (July 1 to December 31, 2018), in addition to the thirty-one (31) pending appeals that were carried over from the previous fiscal year.

Last year the Commission missed its seventy percent (70%) appeal resolution goal and resolved only 68% of the appeals received. The Department noted that a pattern of delays were due to grievances, arbitration, litigation, and delays in producing a staff report after these decisions. Commission staff has scheduled several trainings on appeals and staff reports in an effort to assist departments in submitting timely reports and continues in its efforts to expedite appeal resolution and hopes to exceed its goal again this year. As of December 2018, the thirty-six (36) of the seventy-one (71) pending appeals were resolved by the Commission. (Attachment B) After conducting the trainings in the next few months, we hope to reach our seventy percent (70%) appeal resolution goal.

Rules, Policies and Administration

The Commission is mandated by Charter to establish Rules, policies and procedures to carry out the merit system provisions of the Charter. The Commission hears merit system appeals on examination matters, personal service contracts, limited compensation matters, future employment restrictions, and actions of the Executive Director or the Human Resources Director on other matters under their jurisdiction.

Since the end of 2017 and through most of 2018, the Executive Director and Deputy Director continuously worked closely with the Department of Human Resources (DHR), City Attorney's Office, management and human resources staff of other departments, and employee organizations on DHR's proposal of Rule amendments due to De-identification. Extensive research and meetings with stakeholders were conducted to ensure that the proposed amendments did not violate the Charter, San Francisco Administrative Code, other Rules, policies and procedures.

Foremost in the Commission's agenda is to modernize and streamline the Civil Service Rules, and to ensure that its policies are likewise reflective of current and best practices. In reviewing any proposed policy change or Rule revision, the Commission carefully considers in public meetings any stakeholder input and the benefits, consequences or impacts of any such proposed change or revision. As of December 31, 2018, the Civil Service Commission reviewed and amended the Civil Service Rules 102 Definitions, 110 Examination Announcements and Applicants, 111 Examinations, 111A Position-Based Testing, 112 Eligible Lists, and Rule 113 Certification of Eligibles. The Executive Officer continues to provide training opportunities to Municipal Transportation Agency, SEIU Local 1021, Human Services Agency, Public Utilities Commission, Department of Human Resources, IFPTE Local 21 and Accounting Interns.

In addition, the Executive Office deleted two (2) outstanding Rules marked for deletion since 2000, X9D Promotional Examinations for Employees on Military Leave and Rule X30.1 Personnel Service Records. Language covering military leave is currently contained in Volumes I, II, III and IV in Rule series 20. In August 2012 the City successfully implementation a new personnel tracking system called Project eMerge. Therefore, we were able delete both X9D and X30.1 marked for deletion.

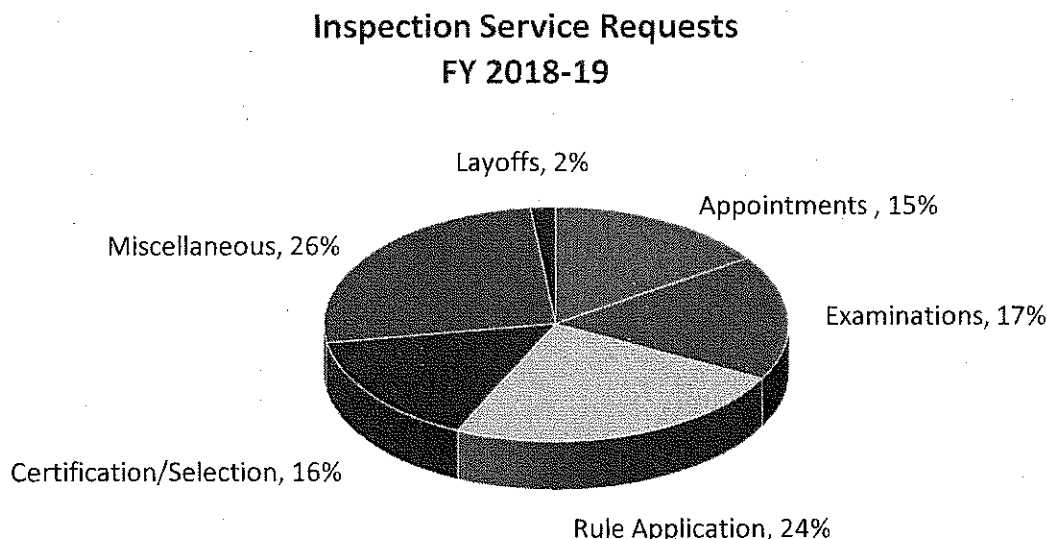
The Executive Director also seeks input from the Commission’s stakeholders (including human resources representatives, City supervisors and managers, and labor unions) on possible Rule revisions, policy changes and Adviser subjects for recommendation to the Commission. The Executive Director continues to convene monthly meetings of the Commission’s Committee on Policy and Rules Revision (“COPAR”) with City human resources managers to discuss all aspects of the Merit System, including identifying merit system issues which require clarification to ensure consistent and accurate application of merit system Rules, policies and procedures. In addition, the Executive Director continued to provide training to individual departments, Controller’s Office, apprenticeship San Francisco, etc.

Merit System Review, Inspection Services and Audit

Inspection Service Requests

Inspection Service requests generally cover those matters that are not appealable to the Commission but that otherwise involve concerns about the operation of merit system that require an investigation or review. Requests for Inspection Service may be submitted by any interested stakeholder, including employees, departmental representatives, anonymous informants, members of the public, employee representatives, job applicants and/or candidates.

The Civil Service Commission received a total of fifty-nine (59) requests for Inspection Service during the review period (July 1, 2018 to December 31, 2018). The performance measure goal is to complete 80% of the Inspection Service Requests within 60 days. As of December 31, 2018, the Department has completed 83% of the requests within 60 days surpassing our goal of 80%. Those Inspection Service requests involve a wide array of merit system issues, including selection procedures, meeting minimum qualifications, employment and education verification, determining reachable eligibles, application of the Civil Service Rules, eligibility, layoffs processes, type of examination, and nepotism/favoritism in acting assignments and exempt appointments. The chart below reflects the categories of requests. Please also refer to Attachment C for the Fiscal Year 2018-2019 Inspection Log as of December 31, 2018.



Merit System Audit Service

The audit review for Fiscal Year 2018-2019 will assess compliance of various aspects of CSC Rules and procedures regarding the examination and post-referral selection process conducted by the Municipal Transportation Agency. The audits will also include issues regarding qualifications of appointees. The audit report will be a summary of nine Inspection Service reviews that were conducted during the 2018-2019 Fiscal Year.

Recommendation: Adopt the Report

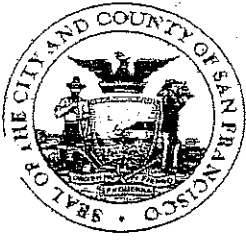
Attachments

Attachment A = FY 2018-2019 Goals and Objectives

Attachment B – FY 2018-2019 Pending Appeals Log

Attachment C – FY 2018-2019 Inspection Service Requests

ATTACHMENT A



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

F. X. CROWLEY
PRESIDENT

ELIZABETH SALVESON
VICE PRESIDENT


DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

Date: December 17, 2018

To: Civil Service Commission

From: Michael L. Brown 
Executive Officer

Subject: Civil Service Commission's Draft Goals and Objectives
for Fiscal Year 2018-2019

Attached are the Civil Service Commission's draft Fiscal Year 2018-2019 Goals and Objectives for your review and approval.

The Goals and Objectives are intended to establish specific deliverables and performance measures for the Civil Service Commission ("Commission") and its staff during Fiscal Year 2018-2019 with the purpose of: 1) fulfilling the Commission's legal and Charter mandates; 2) supporting the Commission's purpose and mission through its major program areas and functions; 3) advancing the Commission's objectives to modernize and strengthen the operations of the City's merit system; and 4) furthering the Commission's policy priorities and objective as adopted in Fiscal Year 2018-2019 Strategic Plan

Recommendation: Discuss and adopt the Civil Service Commission's Goals and Objectives for Fiscal Year 2018-2019.

Attachment (1)

MICHAEL L. BROWN
EXECUTIVE OFFICER

THIS DOCUMENT IS UNCLASSIFIED
DATE 11/11/11 BY 6

ATTACHMENT (1)

Civil Service Commission Draft Goals and Objectives for Fiscal Year 2018-2019

Purpose

The Civil Service Commission ("Commission") is charged with overseeing, regulating and serving as final arbiter of the City and County of San Francisco's civil service merit system. The ultimate goal of the Commission is to provide the framework of a strong, credible merit system, resulting in a City and County workforce with an inherent pride in providing efficient service for the public.

Mission Statement

The Commission's mission is to establish, ensure and maintain an equitable and credible merit system for public service employment for the citizens of San Francisco. The Commission's goal is to consistently provide the best-qualified candidates for public service in a timely and cost-effective manner.

Major Program Areas and Functions

In accomplishing, its mission, the Commission administers three (3) programs encompassing the essential core functions of its Charter mandates: 1) Appeals and Requests for Hearings, Rules, Policies, and Administration, 2) Merit System Review, Inspection Services and Audit, and 3) Employee Relations Ordinance administration.

The Commission is required to maintain its objective to modernize and strengthen the operation of the City and County's Merit System, consisting of these important functions:

- 1) Maintain and administer the regular schedule of meetings and hearings of the Commission as a policy and appeals body and carrying out the decisions of the Commission;
- 2) Continue to work to streamline the Civil Service Commission Rules, policies and procedures on merit system activities (e.g., recruitment, examination, certification and appointment) in order to streamline the examination process, increase permanent civil service hiring and continue to decrease provisional hiring;
- 3) Streamline the process for reviewing and resolving appeals and other disputes;
- 4) Conduct audits and Inspection Services on the department's application of the merit system rules, regulations, policies and procedures;
- 5) Increase the Executive Officer's outreach in offering training and customer service to departments and employee organizations. This includes enhancing access to its Rules, activities and actions through informational bulletins and increased availability of online materials, and
- 6) Meet with employee, departments and employee organizations to review current issues and the effectiveness of the City's merit system procedures.

| Objective | Performance Measures |
|--|---|
| <p>Ensure that Commission staff and the Commissioners have quick, efficient and easy access to the Commission's historical documents and files for proper record retention purposes and any specific research needs.</p> | <ul style="list-style-type: none"> • Continue to expand the use of the Commission's web-based document management system ("DocumentMall"): <ul style="list-style-type: none"> ○ Expand upon the types of documents uploaded into the system (e.g., meeting material, policies, communications, publications and reports). ○ Require that all Commission staff use, access and/or upload documents into DocumentMall on a weekly basis throughout the fiscal year. ○ Convert paper reports and other Commission documents into digital files on Document Mall, with the goal of uploading at least 700 pages of documents into the system on a weekly basis. • Continue to review all Commission hard copy documents and files throughout the year. <ul style="list-style-type: none"> ○ Continue to purge all duplicative/unnecessary hard copy documents (either through proper destruction procedures or by sending them to storage at the San Francisco Public Library) and upload all relevant historical documents and files into the system. ○ Resolve at least one box (or the equivalent of documents/files each week. |

| Objective | Performance Measures |
|---|--|
| <p>Ensure that Commission staff understand and are focused on supporting the Commission's mission goals and objectives.</p> | <ul style="list-style-type: none"> • No later than August 2018 establish all Commission staff performance plans for the next performance review period (Fiscal Year 2018-2019), and ensure that the plans include deliverables specifically tied to the Commission' fiscal Year 2018-2019 Goals and Objectives. |
| <p>Ensure that the Commission's internal policies and administrative procedures are kept updated and documented for Commission staff.</p> | <ul style="list-style-type: none"> • No later than June 30, 2019, revisit and update as needed all Commission internal policies and standard operating procedures to ensure consistency and facilitate cross training. • Continue to perform Records Management (electronic). • Continue to respond to Public Records Requests. |

Goal #3 Ensure the timely resolution of appeals so that merit system issues are addressed efficiently, effectively and fairly.

| Objective | Performance Measures |
|---|---|
| <p>Resolve appeals in a timely manner to the extent possible.</p> | <ul style="list-style-type: none"> • Process 100% of appeals and requests for hearing within seven (7) days of receipt in Fiscal Year 2018-2019 (e.g., review for jurisdiction and timeliness, record the appeal into the Commissions Pending Appeal Log (PAL) and communication log, send appellants acknowledgement of receipt letters, and notify departments of the appeal and targeted hearing dates). • By June 30, 2019, resolve and/or forward the Commission for hearing, at least 70% of the appeals received in Fiscal Year 2018-2019. |

Goal #4 Work to ensure that the Civil Service Commission Rules policies and procedures are easily understood and known by all stakeholders, consistent, compliant with the law, and reflective of current and best practices.

| Objective | Performance Measures |
|--|---|
| <p>Review the Civil Service Rules series and recommend revisions/deletions/additions to the Rules for the Commission's consideration as necessary and appropriate.</p> | <p>Review one Civil Service Rule series every other month on average and recommend revisions/deletions/additions for the Commission's consideration. Revisions will be prioritized as follows:</p> <ol style="list-style-type: none"> 1. Rules or provisions that conflict with, or that are otherwise inconsistent with the law. 2. Rules that are confusing, inconsistent with other Rules, or policies, or inconsistently applied by departments. 3. Rules or provisions that would support operational needs. 4. Rules or provisions no longer applicable. 5. Revisions that would consolidate or streamline the Rules. 6. Rules needed to address merit system issues discovered during the course of inspection service reviews or the Audit Program. 7. Clean-up (e.g., remove Rules that have expired, etc.) |
| <p>Review existing Commission policies and procedures; and recommend revisions to existing policies and procedures, or the creation of new ones, as appropriate.</p> | <ul style="list-style-type: none"> • Review at least one existing Commission policy every quarter and recommend revisions as appropriate for the Commission's consideration. The Executive Officer will also recommend for the Commission's consideration the creation of policies as needed and appropriate on merit system issues for which Commission stakeholders require more guidance. • The Executive Officer's policy review will be prioritized based on directives from the Commission, requests from Commission stakeholders, and the frequency of Inspection Service complaints received on a particular issue. |

Goal #5 Strengthen the Commission's ability to meet its Charter mandates and oversee the operation of the merit system.

| Objective | Performance Measures |
|---|--|
| <p>Review the operations of the merit system in City departments.</p> | <ul style="list-style-type: none"> • Conduct nine (9) departmental audits in Fiscal Year 2018-2019. • Resolve/complete within 60 days, 80% of Inspection Service Requests received in Fiscal Year 2018-2019. • In the event that Commission staff determines in the course of its audits and/or Inspection Service reviews that some department practices conflict with established Rules or policies, issue formal clarifying statements and/or trainings within 60 days so that all departments understand the merit system requirements. |
| <p>Increase the Commission's access to information regarding the operation of the merit system.</p> | <ul style="list-style-type: none"> • No later than the second meeting in June 2019, submit for the Commission's review its Annual Calendar of Reports. (This details the reports that City departments are required to submit to the Commission each year.) Include for the Commission's review a list of available canned queries, reports and available information related to merit system matters in the event that the Commission wishes to expand upon the information it currently receives from Commission staff and/or city departments (e.g., exempt appointment justifications, personal services contracts, examination plans, etc.). • By the end of December 2018, issue the final 2019 Calendar of Reports to departments in advance. Additionally, issue an electronic reminder one month prior to each report's due date. |

Goal #6 Mayor's vision for San Francisco as a clean, safe, vibrant and inclusive City of shared prosperity.

| Objective | Performance Measures |
|--|--|
| <p>Coordinate a pilot task force/committee spear headed by representatives from Civil Service Commission, Department of Human Resources and the City's Workforce Development Agency.</p> | <ul style="list-style-type: none"> • Strategize on how to coordinate City efforts in various Departments for assisting disenfranchised or struggling families find support in securing sustainable employment with the City and County of San Francisco. • Assist in training and outreach to understand the Merit System and employment opportunities with the City and County of San Francisco and with private employers throughout the City. • Assist Departments with developing new programs of opportunity and provide a resource for engagement with their program leaders. |
| <p>Strengthen Links for Connective Services</p> | <ul style="list-style-type: none"> • Link with Labor partners and Employment Development Department in providing contact resources, training opportunities, internship, trade or apprenticeship programs to gain valuable qualifying experience for future employment. • Link with other City departments, Community College District and other training venues and recruitment fairs for opportunities. • Connect with established City and County resources in wrap-around services which include Homeless Connect, health services, Human Services Agency, etc. • Seek neighboring Bay Area community assistance for reciprocity. |

ATTACHMENT B

Civil Service Commission
Fiscal Year 2018-19 Appeals Log

| Register No. | Type | Subject | Date Received | Date Trans | Referred To | Tentative Date | Report Due Date | Resolved On | No. | Comments |
|--------------|------|---|---------------|------------|---|----------------|-----------------|-------------|-----|--|
| 0276-18-6 | 6 | Appealing the HR Director's decision to administratively close her discrimination complaint EEO File No. 2642. | 08/27/18 | 08/28/18 | Callahan Gard Valdez Simon Weigelt Simmons Albert | 11/19/18 | 11/08/18 | | | At its meeting on 12/3/18, the Commission granted the appeal, leaving in place the HRD's decision to administratively close the matter on the condition that there be a report back to the Commission on what training has been implemented. |
| 0076-17-4 | 4 | Appealing the exam administration for Class 2913 Program Specialist. | 03/06/17 | 03/13/17 | Callahan Gard Kraus Kim Biasbas Palma | 06/05/17 | 05/25/17 | | | Department resolved administratively; pending litigation |
| 0123-18-4 | 4 | Appealing the job announcement and supplemental questionnaire for Class 7228 Automotive Transit Shop Supervisor I (CBI 7228-M00177) | 04/13/18 | 04/17/18 | Reiskin Ellison Kim Leung | 07/02/18 | 06/21/18 | 09/17/18 | 1 | 9/17/18 - The Commission accepted the withdrawal of his appeal; 8/20/18 Continue to the meeting of 9/17/18; 6/25/18 Postpone to meeting of 8/20/18 |
| 0285-18-4 | 4 | Appealing the rejection of his application for 7388 Utility Plumber (CBI-7388-084550) position. | 09/04/18 | 09/06/18 | Callahan Gard Charan Hinderliter Biasbas Valdes | 11/19/18 | 11/08/18 | 12/17/18 | 1 | Resolved - appeal denied |
| 0181-18-6 | 6 | Appealing the HR Director's decision to administratively close her discrimination complaint EEO File No. 2650. | 09/04/18 | 09/07/18 | Callahan Gard Kim Simon | 08/20/18 | 08/09/18 | 09/17/18 | 1 | Resolved - appeal denied. |
| 0222-18-6 | 6 | Appealing the HR Director's decision to administratively close her discrimination complaint EEO File No. 2592. | 07/18/18 | 07/19/18 | Callahan Gard Valdez Simon Castillo | 10/01/18 | 09/20/18 | 10/01/18 | 1 | Resolved - appeal denied. Commission directed DHR to follow up with FAM to ensure FAM provides clarification on the restrictions and policy on early arrival to work to all employees. |
| 0431-18-4 | 4 | Appealing the rejection of her application for Class 1410 (CBI 1410-902845) | 12/20/18 | 12/21/18 | Callahan Gard Biasbas Howard | 03/04/19 | 02/21/19 | | | |
| 0430-18-4 | 4 | Appealing the rejection of her application for Class 1408 (CBI 1408-902844) | 12/20/18 | 12/21/18 | Callahan Gard Biasbas Howard | 03/04/19 | 02/21/19 | | | |
| 0318-18-4 | 4 | Appealing his background rejection for Class 7457 Sign Worker due to his conviction history. | 09/14/18 | 09/21/18 | Reiskin Ellison Kim Cerenio Fowells | 12/03/18 | 11/21/18 | 11/05/18 | 5 | Resolved - appellant withdrew appeal |
| 0298-18-2 | 2 | Appealing the exam announcement for 7501 Environmental Services Worker | 09/07/18 | 09/10/18 | Callahan Gard Biasbas Ponder Wong Iseñ | 11/19/18 | 11/08/18 | | | |
| 0302-18-6 | 6 | Appealing the HR Director's decision to administratively close discrimination complaint EEO File No. 2413. | 09/07/18 | 09/12/18 | Callahan Gard Valdez Charan Simon | 11/19/18 | 11/08/18 | | | Scheduled for 1/7/19 |

Civil Service Commission
Fiscal Year 2018-19 Appeals Log

| Register No. | Type | Subject | Date Received | Date Trans | Referred To | Tentative Date | Report Due Date | Resolved On | No. | Comments |
|--------------|------|--|---------------|------------|---|----------------|-----------------|-------------|-----|--|
| 0299-18-4 | 4 | Appealing the exam announcement for the 1830 Performance Analyst III (CBT 1830-902765) position. | 09/03/18 | 09/10/18 | Callahan Gard Blasbas Voccia Benitez | 11/19/18 | 11/08/18 | 10/10/18 | 4 | Resolved Administratively - Appellant passed exam |
| 0033-18-6 | 6 | Appealing the Human Resources Director's decision to administratively close her discrimination complaint - EEO File No. 2484 | 02/02/18 | 02/05/18 | Callahan Gard Simon Regler | 04/16/18 | | 09/28/18 | 5 | Resolved - appellant withdrew appeal |
| 0373-18-4 | 4 | Appealing the examination for the 2593 Health Program Coordinator III (CBT 2593-802544) | 10/26/18 | 10/29/18 | Callahan Gard Blasbas Weigelt Caparole Howard | 01/07/19 | 12/27/18 | | | |
| 0261-18-6 | 6 | Appealing the Human Resources Director's decision on his discrimination complaint, EEO File No. 2602. | 07/30/18 | 08/14/18 | Callahan Gard Simon Valdez | 10/15/18 | 10/04/18 | 10/15/18 | 1 | Resolved - Commission denied appeal |
| 0242-18-4 | 4 | Appealing the rejection of his application for 9706 Employment & Training Specialist V (CBT 9706-087581) position. | 08/02/18 | 08/07/18 | Callahan Gard Blasbas Kim Palma | 10/15/18 | 10/04/18 | 09/13/18 | 4 | Resolved Administratively-Confirmed that he met the minimum qualifications for the examination. |
| 0300-18-1 | 1 | Appealing the decision of the Executive Officer on the decision of the HRD to not reconsider previously reviewed EEO complaints that were heard by CSC | 09/07/18 | 09/12/18 | Brown | 11/19/18 | 11/08/18 | | | Appellant requested reschedule to later date - S. Eng informed her it would be scheduled for 2/4/19 |
| 0217-18-6 | 6 | Appealing the Director of Transportation's decision to not investigate and administratively close her discrimination complaint EEO File No. 2455 | 07/10/18 | 07/12/17 | Callahan Gard Simon Valdez | 10/01/18 | 09/20/18 | 10/01/18 | 1 | Resolved - appeal denied for discrimination, retaliation claim. However, Commission directed further investigation on sexual harassment issues. |
| 0290-18-6 | 6 | Appealing the HR Director's decision to administratively close her discrimination complaint, EEO File No. 2646 | 09/05/18 | 09/07/18 | Callahan Gard Simon Valdez Weigelt Simmons Albert | 11/19/18 | 11/08/18 | | 5 | Administratively resolved - DHR EEO has determined it will reopen and investigate appellant's claims. |
| 0220-17-2 | 2 | Appealing the 3434 Arborist Technician Proposed Classification Action. | 07/12/17 | 07/12/17 | Callahan Gard Ponder | 10/02/17 | 09/21/17 | 10/01/18 | 1 | Resolved - appeal granted. Commission directed department to amend the classification specification minimum qualifications by removing reference to labor agreements and include "successful completion of the Arborist Technician Apprenticeship Program and the possession o an ISA certification. |
| 0313-18-6 | 6 | Appealing the Director of Transportation's decision to administratively close her Discrimination Complaint, EEO File No. 2747. | 09/14/18 | 09/18/18 | Reiskin Ellison Harmon Simon Valdez | 12/03/18 | 11/21/18 | | | On 12/3/18 the Commission postponed the appeal to the meeting of January 7, 2019 at the request of the appellant. |
| 0308-18-6 | 6 | Appealing the HRD's decision to close discrimination complaint. | 09/12/18 | 10/26/18 | Callahan Gard Simon Kim Valdez | 01/07/19 | 12/27/18 | | | |

Civil Service Commission
Fiscal Year 2018-19 Appeals Log

| Register No. | Type | Subject | Date Received | Date Trans | Referred To | Tentative Date | Report Due Date | Resolved On | No. | Comments |
|--------------|------|---|---------------|------------|---|----------------|-----------------|-------------|-----|---|
| 0305-18-8 | 8 | Appealing PSC 45859-17/18 proposed by DPH | 09/11/18 | 09/12/18 | Callahan Gard Howard Choi Hale | | | 09/12/18 | 2 | Resolved - Untimely |
| 0347-18-6 | 6 | Appealing the HRD's decision to close discrimination complaint EEO File No. 2119. | 09/28/18 | 10/02/18 | Callahan Gard Simon Kim | 12/17/18 | 12/06/18 | | 5 | Resolved - administratively closed because EEO File No.2119 appealed in September 2016 is still open/inactive |
| 0322-18-6 | 6 | Appealing the HRD's decision to close discrimination complaint EEO File No. 2119. | 09/27/16 | 09/28/16 | Callahan Gard Simon Kim | 12/05/16 | 11/23/16 | 12/03/18 | 1 | Resolved - appeal denied |
| 0070-18-6 | 6 | Appealing the HRD's decision on discrimination complaint EEO File No. 2214. | 03/01/17 | 03/03/17 | Callahan Gard Simon Kim | 05/15/17 | 05/04/17 | 07/10/18 | 1 | Resolved - appeal denied |
| 0277-18-4 | 4 | Appealing the background files for the 8302 Deputy Sheriff position. | 08/24/18 | 08/30/18 | Callahan Gard Bias Johnson DeWolfe Fisher- Paulson | 11/05/18 | 10/25/18 | 12/10/18 | 3 | Resolved - not appealable matter. Issue was non-selection by appointing officer for Rule of the List. |
| 0133-18-6 | 6 | Appealing the HRD's decision on discrimination complaint EEO File No. 2302. | 04/25/18 | 04/26/18 | Callahan Gard Kim Simon | 07/16/18 | 07/05/18 | 11/05/18 | 1 | Resolved - Commission denied appeal |
| 0243-18-6 | 6 | Appealing the Director of Transportation's denial of a discrimination complaint. EEO file no. 2266 | 08/02/18 | 08/07/18 | Reiskin Elison Valdez Simon Harron | 10/15/18 | 10/04/18 | | | On 11/7/18 dept notified us that the appellant withdrew the appeal - we have not received formal documentation yet. Previously, DHR EEO requested postponement o 11/19/18 CSC meeting. |
| 0404-18-2 | 2 | Appealing the classification action for the 6270, 6272, and 6274 classification series. | 11/21/18 | 11/27/18 | Callahan Gard Howard Ponder Morrison | 02/04/19 | 01/24/19 | | | DBI requesting postponement o April 1, 2019. They are recruiting for the 6274 Chief Housing Inspector and anticipate completing this by 2/19 and will consult with the new Chief on the appeal and classification matter. |
| 0432-18-4 | 4 | Appealing the rejection of her application for the 1408 Principal Clerk (CBI-1408-902844) position. | 12/21/18 | 12/26/18 | Callahan Gard Biasbas K. Howard | 03/04/19 | 02/21/18 | | | |
| 0219-18-6 | 6 | Appealing the HR Director's decision to administratively close the discrimination complaint EEO File No. 2637. | 07/10/18 | 07/12/18 | Callahan Gard Simon Valdez Vaksberg | 10/01/18 | 09/20/18 | 12/17/18 | 1 | Resolved - appeal denied; appellant failed to appear |
| 0292-18-4 | 4 | Appealing the rejectin of her application for 1446 Secretary II (CBI 1446-902831) | 09/05/18 | 09/10/18 | Callahan Gard Chong Biasbas | 11/19/18 | 11/08/18 | 11/19/18 | 1 | Resolved - appeal denied |
| 0186-18-4 | 4 | Appealing the denial to file a late application for H4 Inspector exam after the closing of the official filing period with SFFD | 06/12/18 | 06/13/18 | Callahan Gard Johnson Biasbas | 08/20/18 | 08/09/18 | 07/10/18 | 1 | Resolved - appeal denied |

Civil Service Commission
Fiscal Year 2018-19 Appeals Log

| Register No. | Type | Subject | Date Received | Date Trans | Referred To | Tentative Date | Report Due Date | Resolved On | No. | Comments |
|--------------|------|---|---------------|------------|--|----------------|-----------------|-------------|-----|--|
| 0369-18-4 | 4 | Appealing the exam administration for the 1823 Senior Administrative Analyst (PBT 1823-085510) position. | 10/24/18 | 10/26/18 | Callahan Gard Howard Biasbas | 1/7/2019 | 12/27/18 | 12/19/18 | 4 | Resolved - administratively closed. Accommodation for exam granted. |
| 0425-18-4 | 4 | Appealing the HRD's decision to close his appeal regarding the award of promotive points in an exam process. | 12/17/18 | 12/20/18 | Callahan Gard Howard Biasbas | 3/4/2019 | 02/21/19 | | | |
| 0246-18-6 | 6 | Appealing the HR Director's decision to administratively close the discrimination complaint EEO File No. 2683. | 08/08/18 | 08/10/18 | Callahan Gard Simon Valdez Lew | 10/01/18 | 09/20/18 | 10/01/18 | 1 | Resolved - appeal denied |
| 0061-18-6 | 6 | Appealing the HR Director's decision to administratively close the discrimination complaint EEO File No. 2492. | 02/27/18 | 02/28/18 | Callahan Gard Simon Pelham | 05/07/18 | 04/26/18 | 08/13/18 | 2 | Resolved - Untimely; 6/27/18 DHR determined appeal is untimely, but waiting for copy of response to appellant as directed by the Executive Officer; 6/26/18 Contacted DHR for update on status |
| 0185-18-6 | 6 | Appealing the HR Director's determination on his discrimination complaint, EEO File No. 2494 | 08/08/18 | 06/11/18 | Callahan Gard Simon Valdez Bushong | 08/20/18 | 08/09/18 | 12/03/18 | 1 | Resolved - Appeal denied |
| 0197-18-6 | 6 | Appealing the HR Director's decision to administratively close the discrimination complaint EEO File No. 2625. | 06/25/18 | 06/27/18 | Callahan Gard Simon Valdez | 09/17/18 | 09/06/18 | 12/03/18 | 1 | Resolved - Appeal denied |
| 0403-18-4 | 4 | Appealing the disqualification of his application for the 3232 Marina Assistant | 11/21/18 | 11/28/18 | Callahan Biasbas Howard Holmes | 02/04/19 | 01/24/19 | | | |
| 0188-18-6 | 6 | Appealing the HR Director's determination on his discrimination complaint, EEO File No. 2441 | 02/23/18 | 06/18/18 | Callahan Gard Simon Valdez Tapia | 08/20/18 | 08/09/18 | 10/01/18 | 1 | Resolved - appeal denied; appellant failed to appear for hearing. Original appeal sent to the Human Resources Director; Civil Service Office received appeal on June 15, 2018; Transmitted and processed within 7 days |
| 0361-17-6 | 6 | Appealing the Director of Transportation's decision of insufficient evidence to establish a discrimination complaint. EEO file no. 2268 | 11/03/17 | 11/08/17 | Reiskin Ellison Vavia- Johnson Simon Harmon | 01/22/18 | 01/11/18 | 11/05/18 | 1 | Resolved - Commission denied appeal |
| 0258-18-6 | 6 | Appealing the Director of Transportation's decision to not investigate his discrimination complaint, EEO File No. 2627. | 08/10/18 | 08/14/18 | Reiskin Ellison Harmon Vavia- Johnson Simon Valdez | 10/15/18 | 10/04/18 | | | 9/28/18 Tentatively scheduled for 11/5/18. |
| 0379-17-6 | 6 | Appealing the HRD's decision to administratively close her discrimination complaint. EEO File No. 2419 | 11/16/17 | 11/22/17 | Callahan Gard Simon Lew Houston | 02/05/18 | 01/25/18 | | | DHR EEO requests hearing be scheduled for February 4, 2019 meeting. 6/26/18 Contacted DHR for update on status |

SEPARATIONS REQUESTS FOR HEARING

Civil Service Commission
Fiscal Year 2018-19 Appeals Log

| Register No. | Type | Subject | Date Received | Date Trans | Referred To | Tentative Date | Report Due Date | Resolved On | No. | Comments |
|--------------|------|--|---------------|------------|--|----------------|-----------------|-------------|-----|--|
| 0364-8-7 | 7 | Requesting a hearing on future employment restrictions with CCSF | 10/15/18 | 10/17/18 | Gard | 12/17/18 | 12/06/18 | 12/17/18 | 1 | Resolved - Commission cancelled any current exam and eligibility status and restricted future employment: 1. 2 years of satisfactory performance outside City and County service. 2. no future employment with DHR |
| 0351-18-7 | 7 | Requesting a hearing on future employment restrictions as a 9163 Transit Operator with MTA | 10/02/18 | 10/04/18 | Reiskin Ellison Kim Helms | 12/17/18 | 12/06/18 | | | |
| 0194-17-7 | 7 | Requesting a hearing on future employment restrictions as a 7458 Switch Repairer with the City and County of San Francisco | 06/21/17 | 06/29/17 | Reiskin Ellison Kim Helms | 09/18/17 | 09/07/17 | | | 6/26/18 Contacted MTA for update on status |
| 0304-18-7 | 7 | Appealing future employment restrictions | 09/10/18 | 09/12/18 | Callahan Gard Weigelt Simmons | 12/03/18 | 11/21/18 | | | 9/13/18 Pending litigation |
| 0114-17-7 | 7 | Requesting a hearing on his future employment with SFHD | 04/10/17 | 04/11/17 | Callahan Gard Bushong | 07/03/17 | 06/22/17 | | | 7/9/18 Received ltr from Terry Leoni, Mr. Chiles new attorney requesting to be removed from 8/20/18 calendar due to pending litigation/settlement. 6/26/18 Contacted appellant and legal representative to set a future meeting date. 8/7/17 postponed to future date (2nd postponement) agreed with by the appellant and legal representative |
| 0010-15-7 | 7 | Requesting a hearing on her future employment restrictions as a 2918 HSA Social Worker with the City and County of San Francisco | 01/21/15 | 01/23/15 | Callahan Gard Kim | 03/16/15 | 03/05/15 | | | 8/17/15. Not scheduled for arbitration as of yet per Laurie Juengert. 7/24/15: Arbitration on 9/22/15 (Winograd) - handled by DCA Ruth Bond. 06/01/15 Pending Arbitration. 05/04/15 Pending arbitration. 04/02/15 Arbitration. |
| 0202-18-7 | 7 | Hearing on future employment restrictions with the City | 06/28/18 | 06/29/18 | Callahan Gard Gee | 09/17/18 | 09/06/18 | 09/17/18 | 1 | Resolved - Appeal denied; adopted report; and amended his future employment restrictions to three (3) years of satisfactory service with an outside employer before reconsideration by the Human Resources Director for future employment with the City and County of San Francisco. |
| 0316-17-7 | 7 | Hearing on future employment restrictions with the City | 09/22/17 | 09/25/17 | Callahan Gard Kim | | | | | 9/25/17 Dept. requests that appeal be held in abeyance until resolution of her grievance. |
| 0321-17-7 | 7 | Requesting a hearing on future employment restrictions with CCSF | 09/20/18 | 09/27/18 | Callahan Gard Weigelt Simmons Hill | 12/03/18 | 11/21/18 | 10/12/18 | 4 | Resolved Administratively-restrictions rescinded |
| 0230-17-7 | 7 | Requesting a hearing on his future employment as a 9163 Transit Operator with MTA. | 07/19/17 | 07/20/17 | Reiskin Ellison Kim Helms | 10/16/17 | 10/05/17 | | | 6/26/18 Contacted MTA for update on status |
| 0136-16-7 | 7 | Request for hearing on his future employability with the City & County of San Francisco | 03/26/16 | 03/29/16 | Callahan Gard Koehler | 06/20/16 | 6/9/2016 | | | 6/26/18 Contacted DHR for update on status. 04/01/17 Grievance Resolved; SHF working on staff report; 4/01/16:A. Jackson is currently in the grievance process for his termination. The department requests that the appeal be postponed until his termination grievance is resolved. |
| 0235-18-7 | 7 | Requesting a hearing on future employment restrictions with CCSF | 08/01/18 | 08/09/18 | Callahan Gard Weigelt Simmons | 10/01/18 | 9/20/2018 | | | 8/24/18 MEA filed grievance - arbitration hearing will be scheduled. Staff report on hold until further notice. |

Civil Service Commission
Fiscal Year 2018-19 Appeals Log

| Register No. | Type | Subject | Date Received | Date Trans | Referred To | Tentative Date | Report Due Date | Resolved On | No. | Comments |
|--------------|------|---|---------------|------------|---|----------------|-----------------|-------------|-----|---|
| 0441-16-7 | 7 | Requesting a hearing on his future employment as an 8214 Parking Control Officer with the City and County of San Francisco. | 12/27/16 | 12/28/16 | Reiskin Ellison Kim Helms | 03/06/17 | 2/23/2017 | | | 7/20/17 Pending arbitration; 3/6/17 Rescinded his request to withdraw appeal, CSC Reinstated appeal and will schedule to a future meeting |
| 0348-8-7 | 7 | Requesting a hearing on future employment restrictions with CCSF | 09/28/18 | 10/02/18 | Callahan Gard Ge | 12/17/18 | 12/6/2018 | | | October 30, 2018: SEIU has filed a termination grievance and therefore, Rec & Park has requested that appeal be placed on hold pending decision of grievance. |
| 0192-17-7 | 7 | Request for hearing on future employment restrictions with the City & County of San Francisco | 06/19/17 | 06/21/17 | Gard Callahan Holmes | 09/18/17 | 09/07/17 | 10/31/18 | 5 | 10/31/18 Appellant withdrew appeal. At the 10/15/16 CSC meeting the Commission agreed to postpone the item to the 11/5/8 CSC meeting by mutual agreement by both parties. Contacted DHR for update on status; 6/2/17 Arbitration |
| 0136-17-7 | 7 | Request for hearing on her future employability with the City & County of San Francisco | 05/06/17 | 05/10/17 | Callahan Gard Kim Ellison | 08/07/17 | 07/27/17 | | | 6/26/18 Contacted DHR for updates on status |
| 0127-17-7 | 7 | Request for hearing on his future employability as a Q-2 Police Officer with SFPD | 04/25/17 | 04/26/17 | Callahan Gard Houston Struckman Worsham | 07/17/17 | 07/06/17 | | | 6/26/18 Contacted DHR for updates on status |
| 0121-18-7 | 7 | Requesting a hearing on his future employment as a 9163 Transit Operator with MTA. | 04/11/18 | 04/12/18 | Reiskin Ellison Kim Helms | 06/18/18 | 06/07/18 | 08/06/18 | 1 | Resolved - appeal denied. Also restricted from positions that require driving with City & County including SFUSD and Community College District. After 5 years can submit request for reconsideration to lift driving restrictions. |
| 0239-15-7 | 7 | Requesting a hearing on his future employment as a 9163 Transit Operator with MTA. | 07/10/15 | 07/13/15 | Reiskin Ellison Kim Iborra | 09/21/15 | 09/10/15 | | | 01/11/17 P Boparai - Appellant filed appeal with Superior Court on 5/17/16 DCA states in may be a while before the item is heard; 3/9/16 Litigation scheduled for 4/18/16; 01/21/16 Litigation; 8/21/15 - Parveen Boparai is requesting an extension to 10/7 or 10/21 to submit the staff report. |
| 0363-18-7 | 7 | Request for hearing on future employment restrictions with the City & County of San Francisco | 11/01/18 | 11/01/18 | Callahan Gard Howard Charan | 01/07/19 | 12/27/18 | | | |
| 0378-17-7 | 7 | Request for hearing on his future employment restrictions and services deemed unsatisfactory with MTA | 11/15/17 | 11/17/17 | Reiskin Ellison Kim Helms | 02/05/18 | 01/25/18 | | | 6/26/18 Contacted MTA for update on status |
| 0348-16-7 | 7 | Request for hearing on his future employability as a Q-2 Police Officer with SFPD | 10/24/16 | 10/28/16 | Callahan Gard Houston Struckman Worsham | 12/19/16 | 12/08/16 | | | 6/26/18 Contacted DHR for update on status; 2/6/17 Continued to a future meeting |
| 0125-17-7 | 7 | Request for hearing on his future employability as a Q-2 Police Officer with SFPD | 04/24/17 | 04/25/17 | Callahan Gard Houston Struckman Worsham | 07/17/17 | 07/06/17 | | | 6/26/18 Contacted DHR for update on status |

POSITION BASED TESTING

Civil Service Commission
Fiscal Year 2018-19 Appeals Log

| Register No. | Type | Subject | Date Received | Date Trans | Referred To | Tentative Date | Report Due Date | Resolved On | No. | Comments |
|--------------|------|---|---------------|------------|--|----------------|-----------------|-------------|-----|---|
| 0312-18-4 | 4 | Appealing the 7287 Supervising Electronic Maintenance Technician (PBT-7287-084480) Job Announcement | 9/14/2018 | 9/18/2018 | Callahan Gard Blasbas Charan M. White | 10/15/2018 | 10/4/2018 | 9/25/2018 | 5 | Resolved - appeal withdrawn: PUC cancelled the recruitment |
| 0284-18-4 | 4 | | 7/26/2018 | 7/24/2018 | Callahan Gard Blasbas Fratrelli Mayorga-Tipton | | | 8/13/2018 | 4 | Resolved Administratively-Received employment verification to qualify for examination |
| 0306-18-4 | 4 | Appealing the examination administration for the 1233 Equal Employment Opportunity Programs Specialist (PBT-1233-902783) position with the Department of Human Resources. | 09/11/18 | 09/14/18 | Callahan Gard Blas Lytle | 10/01/18 | 09/20/18 | 10/02/18 | 5 | Resolved - withdrew appeal |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

| Number of Appeals | |
|---|-----------|
| Carried Over from FY2017-18 | 31 |
| Appeals Received in FY2018-19 | 40 |
| Total Number of Appeals in FY18-19 | 71 |

| Total Appeals by Category | |
|------------------------------------|----|
| Classification (2) | 3 |
| Compensation (3) | 0 |
| Examination (4) | 19 |
| EEO/Discrimination (6) | 24 |
| Future Employment Restrictions (7) | 23 |
| Personal Services Contracts (8) | 19 |
| Position-Based Tests | 1 |

| Resolutions | |
|-------------------------------|------------|
| Hearings at CSC (1) | 21 |
| Untimely (2) | 2 |
| Not Appealable (3) | 1 |
| Resolved Administratively (4) | 5 |
| Other (5) | 7 |
| Total Resolved | 36 |
| % Resolved | 51% |

ATTACHMENT C

FY 2018-19 Inspection Log

Total for 2018-19 59

Total for 2018-2019 - Mid-Year

59

| | |
|---------------------|----|
| Letter or Email | 38 |
| Phone - Walk In | 21 |
| Resolved in 60 days | 49 |

| | |
|--------------------------|----|
| Appointments | 9 |
| Examinations | 10 |
| Conflict of Interest (3) | 0 |
| ERO Administrator (4) | 0 |
| Salary Setting (5) | 0 |
| Rule Application | 14 |
| Certification/Selection | 10 |
| Classification (8) | 0 |
| Miscellaneous | 15 |
| Layouts | 1 |

| | |
|---------------------|----|
| Letter or Email | 38 |
| Phone - Walk In | 21 |
| Resolved in 60 days | 49 |

| Code | Received Date | Letter or Email | Phone Walk In | Requested By | Issue | Job Class | Dept | Resolution/Remedy | Date Resolved |
|------|---------------|-----------------|---------------|---------------|---|-----------|------|--|---------------|
| 9 | 7/10/2018 | 1 | | Local 21 | Request for inspection review regarding TEX status for Class 5203 position at DPW | 5203 | DPW | TEX status meets requirements - category 18 Charter Sec 10.104 (duration 3 years). It was approved by DHR and the Mayor's office. - LM Employee was already appointed to a position with a special condition, must have bilingual certification on file, department cannot impact current incumbent in the position with a new special condition. SE | 7/13/2018 |
| 9 | 7/10/2018 | 1 | | Local 21 | Can a special condition be placed on a position that is currently filled? If the employee is unable to meet the special condition, how will this affect the employee? | 1312 | PUC | There is no specific Rule regarding holdovers who have been released from probationary period 2+ times. Rules allow HRD to establish procedures for holdovers who have been released from probationary period from 2 or more positions and Rules allow HRD to place or remove waivers. Also see DHR Layoff Guidebook and Rule 112.30 SE | 7/17/2018 |
| 10 | 7/13/2018 | | 1 | Name Redacted | If a holdover is returned to duty but released in 2 different departments, is the person placed on waiver? Where is this in the Rule? | | DHR | Rule 422.13 Former employees of the City and County of San Francisco who were banned from future employment in accordance with the provisions of Civil Service Rule 422 may request reconsideration of any non-permanent ban if it has been five (5) or more years since the ban was imposed. For the purpose of this Rule, any City-wide ban imposed before April 21, 2014 is considered a permanent ban not subject to reconsideration. Check with City Attorney. SE | 7/16/2018 |
| 6 | 7/13/2018 | 1 | | Name Redacted | Department would like to hire former employee however there is a permanent citywide restriction from employment placed in 1997. | | MTA | Referred to DHR-EEO for discrimination/retaliation complaints. Explained appeal process with CSC. - LM/EA | 7/16/2018 |
| 9 | 7/16/2018 | | 1 | Anonymous | Inquiry regarding discrimination/retaliation issues on a conditional offer with the Sheriff's Department. | | SHP | Rule 111A.26.3. Eligible lists were not merged by the department. SE | 7/16/2018 |
| 6 | 7/16/2018 | 1 | | Name Redacted | What rules are applicable to merging of eligible lists? If an applicant is on 2 eligible lists of the same classification, can a department conduct one interview for both positions? | 2917 | HSA | | 7/17/2018 |

FY 2018-19 Inspection Log

| | | | | | | | | | |
|---|-----------|---|---------------|------|--|--|-----|---|-----------|
| 6 | 7/16/2018 | 1 | Name Redacted | | If the department denies a leave of absence to accept another position, is the department required to keep the position vacant if the employee appeals the denial? | | PUC | The employee may appeal to the Human Resources Director; a leave of absence will protect the employee's ability to return to the classification, not the same exact position in the department. SE | 7/16/2018 |
| 7 | 7/17/2018 | 1 | Name Redacted | 2917 | The department has not complied with the Rule of 3 Scores and using the 2nd position from a different eligible list to allow them to interview more eligibles. | | HSA | The post-referral was for one recruitment with two vacancies, only reachable eligibles were interviewed. Post-referral for second recruitment has not been conducted. SE/EA/JB | 8/31/2018 |
| 9 | 7/18/2018 | 1 | Whistleblower | 2320 | Complaint alleging that a manager is obscuring a hiring announcement (RN TEX) for the purpose of favoring family and friends to hire. | | DPH | Posting was for a temporary assignment - RN vacancy listed internally. It was posted outside of LHH Nursing office, in break rooms and other locations. Exempt positions are exempt from Civil Service selection Rules and procedures. The MOU also stipulates specific posting requirements for posting notices. No violations. - LM | 7/26/2018 |
| 2 | 7/24/2018 | 1 | Name Redacted | 6270 | How can DBI conduct an examination when the proposed classification amendments have not been finalized? Unqualified applicants may have been allowed to participate in the examination. | | DBI | DBI conducted examination utilizing minimum qualifications from the current job specification, not the proposed amendments to the MQs. DBI amended MQs on closed announcement in preparation of the final amended classification, not realizing that the system would already post the proposed changes to the public website; DBI corrected closed announcement. SE | 8/6/2018 |
| 2 | 7/26/2018 | 1 | Name Redacted | | I learned about internal recruitment that had happened a few years ago in DHR. We have a PCS position in our department, I was wondering whether it's possible to have this position to be posted for department only rather than city wide? | | MTA | Unless the Collective Bargaining Agreement requires the department to post the position (within the department) for reassignment before posting a citywide announcement or contacting all the reachable eligibles on the eligible list, the appointee must be from the holdover roster, then from one of the following: reinstatement, transfer, reappointment or from a reachable eligible list. Rule 414.3 SE | 8/1/2018 |
| 9 | 7/27/2018 | 1 | Name Redacted | | Inquiries regarding leaves of absence, retaining civil service status; out of class assignments. | | DPW | Explained return to class issues when returning from LOA's and clarified that out-of-class assignments are to be discussed with his department head and/or union advocate. - LM | 7/27/2018 |

FY 2018-19 Inspection Log

| | | | | | | | | | | |
|---|-----------|--|---|---------------|--|--|------|-----|---|------------|
| 6 | 7/30/2018 | | 1 | Local 21 | | If an employee is released from TEX position or released from probationary period, is anything appealable? There may be discrimination involved; do they lose their floating holidays? | | | Future employment restrictions, not separations, are appealable matters; may request reinstatement to former PCS classification in which probationary period was completed; if on a leave of absence, may return to previous classification; if claiming discrimination, may file EEO claim; EEO decision is an appealable matter. SE | 8/6/2018 |
| 9 | 8/2/2018 | | 1 | Name Redacted | | Inquiry regarding returning to previous position from promotive PCS position. | 1241 | MTA | Explained that she can return to previous PCS class but not necessarily to the exact position in dept if it is not available. - LM | 8/2/2018 |
| 1 | 8/2/2018 | | 1 | Name Redacted | | Recently hired Housing Inspectors do not meet the minimum qualifications for the positions | 6270 | DBI | PCS and TEX appointees met the MQs EA/SE | 11/30/2018 |
| 6 | 8/6/2018 | | 1 | Local 21 | | Does Rule 122 governing separation hearings allow an employee appeal rights to the Commission? | | | Rule 122 shall apply to officers and employees in all classes, except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes; or as noted or as specifically excluded, or except as may be superseded by a collective bargaining agreement for those employees subject to Charter Section 8.409.L21 MOU has sections on separation procedures. SE | 8/7/2018 |
| 6 | 8/8/2018 | | 1 | SEIU 1021 | | Can the union appeal the decision to wrongfully demote an employee? What is the process for appealing? | | DPH | Rule 122 shall apply to officers and employees in all classes, except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes; or as noted or as specifically excluded, or except as may be superseded by a collective bargaining agreement for those employees subject to Charter Section 8.409. SEIU 1021 MOU has sections on separation procedures. SE | 8/9/2018 |
| 7 | 8/8/2018 | | 1 | Name Redacted | | Request to review the hiring process for Class 3602 Library Page. | 3602 | LIB | Post referral selection process conducted in accordance with Rules and policies. - LM | 8/28/2018 |
| 6 | 8/8/2018 | | 1 | SEIU 1021 | | What is a "break in service"? How are lengths of service readjusted for new hire date, tiebreakers, vacation bidding, shift bidding, and layoffs? | | | Rules 114 Appointments, 120 Leaves of Absence, 121 Layoffs, CSC Adviser No. 15 Seniority, DHR Guidebook on Layoffs, DHR Procedures, MOU, and Retirement describes how lengths of service may be readjusted for certain scenarios (i.e. layoffs, holdover roster, reappointments, returned to duty, vacation and shift bidding) SE | 8/15/2018 |
| 7 | 8/21/2018 | | 1 | Whistleblower | | Allegation that G. Chrisostomo instructed the interview panel for 7316 to change interview scores in order to hire James Whitten over more qualified candidates. | 7316 | PUC | No indication that scores were altered in favor of any one individual. Process was compliant. - LM | 9/17/2018 |
| 1 | 8/14/2018 | | 1 | Whistleblower | | Appointment of former Mayor's Office employees, Deputy Director, violates civil service rules. | | DHR | PEX position is exempt from civil service procedures. Appointee met the MQs for the position SE | 10/4/2018 |
| 1 | 8/14/2018 | | 1 | Whistleblower | | Appointment of former Mayor's Office employees, Deputy Director, violates civil service rules. | | GSA | SE | |

FY 2018-19 Inspection Log

| | | | | | | | | | |
|---|-----------|---|---------------|--|--|------|-----|--|-----------|
| 6 | 8/15/2018 | 1 | Anonymous | | Inquiry as to why position is exempt and questioning the MQ's - | 6334 | DBI | The MQ's were clearly defined in the job announcement and consistent with the class specifications - DBI complied with Rules and policies - LM | 9/12/2018 |
| 6 | 8/16/2018 | 1 | Local 21 | | Can members appeal the certification rule? When can the rule be expanded? | | | Members may appeal the examination announcement; Rules may be broadened upon agreement with union and DHR; agreed upon rule is not appealable to CSC if no agreement, then Rule of 3; Rule 113.7.2 SE | 8/27/2018 |
| 9 | 8/20/2018 | 1 | Name Redacted | | Complainant regarding DPH extending her probationary period by three months to complete training. Questions the departments right to do this. | 8106 | DPH | Explained that the supervisor/department can make a determination to extend probation. If she does not agree to the probation they can release her immediately. I spoke to her supervisor and the Labor Relations manager to ensure that they follow up further in writing other to clarify the terms of the extension. - LM | 8/20/2018 |
| 1 | 8/24/2018 | 1 | Whistleblower | | DPH ignores eligibility lists when internal provisional employees do not score high enough and fail to follow CSC Rule 114.5 by allowing provisional employees to continue to work after an eligibility list is adopted. | | DPH | Explained CSC Rule 113.6.1, 113.8.1 and 114.5. - the appointing officer has the discretion to continue the selection of an eligible from the active eligible list or make a provisional or exempt appointment. EA | 9/11/2018 |
| 2 | 8/27/2018 | 1 | SEIU 1021 | | How can we expand the certification rule? When can the rule be expanded during the hiring process? Can eligible lists be amended with a rule change? | | | With mutual agreement between union and DHR, department may use broader certification rule; determined before the examination announcement is posted; cannot change after posting announcement; may protest/appeal announcement Rules 110.2, 110.4, 113.1, 113.7.1 SE | 8/27/2018 |
| 6 | 8/27/2018 | 1 | Name Redacted | | Are there rules or policies on reassignment? | | DPH | Appointing Officers have broad jurisdiction in assigning duties within the classification of the employee Rule 109.62; MOUs will have specific details on reassignment, especially for nurses SE | 8/27/2018 |
| 9 | 8/29/2018 | 1 | MEA | | Can an employee appeal a permanent restriction? Can an employee request to lift a permanent restriction after 5 years? Can an employee having a CSC hearing scheduled before an arbitration is scheduled? | | DPH | Appeals may be submitted within 20 days of the notification of future employment restrictions; permanent restrictions may not be lifted after 5 years; CSC practice is to schedule appeals after grievance/arbitration/litigation. Rule 122.1.4 and CSC Policy SE | 8/29/2018 |
| 2 | 8/30/2018 | 1 | Name Redacted | | States ranking and score for previous exam was the same for current exam - yet she has a different ranking now. So she believes her previous scores were not calculated correctly and they should now. | 9139 | MTA | Complainant did not have scores reviewed during the 5 day inspection period prior to the 2017 eligible list posting. She scored 898 rank# 60 in 2017 and currently 2018 is ranked 48 with a score of 917. Obviously scores are not the same. Also 2017 eligible list is expired. What is applicable is her current rating and score which she agrees is correct. - review closed. LM | 8/31/2018 |

FY 2018-19 Inspection Log

| | | | | | | | | | |
|---|-----------|---|---------------|---|--|------|-----|--|------------|
| 1 | 8/30/2018 | 1 | Whistleblower | | Allegation that C. Scott was appointed to TEX 2913 at HSA but was deemed not qualified by exams unit. Also possible favoritism issue. | 2913 | HSA | TEX appointee meets the MQ's - LM | 10/30/2018 |
| 6 | 9/10/2018 | | Name Redacted | | How often can an employee reinstate back to a previous PCS position? If an employee is released from probation, how can they return back to a previous PCS position? | 1241 | | CSC Rules do not limit the number of times an employee may be reinstated; Rule 114.8-employee may request reinstatement to any vacant position in the former class in which they completed the probationary period, but they will need department approval; Rule 117.9.3 Reversion-an employee released (non-disciplinary) during a promotive probationary period shall revert to a position in the class from which promoted. If necessary, displacements in the former class shall occur. SE | 9/10/2018 |
| 1 | 9/13/2018 | 1 | Whistleblower | | Favoritism in the Department by hiring employee as TEX because employee did not meet MQs and did not pass examination | 1222 | MTA | Position was a reassignment TEX and was filled according to MOU provisions. LM | 9/17/2018 |
| 2 | 9/12/2018 | 1 | Name Redacted | | Received the same score as in previous exam, but placed in a different rank; calculation and rank error in previous examination; should have been ranked higher | 9139 | MTA | Explained that previous list had expired so there would be no remedy for an expired list. Current list is accurate and she is now reachable. LM | 10/29/2018 |
| 7 | 9/24/2018 | 1 | Name Redacted | | Request for review of the selection process for Class 2230 | 2230 | DPH | DPH identified a problem with the application process which does not notify current Physicians of new existing vacancies. DPH is correcting this and has notified the complainant. - LM | 10/18/2018 |
| 6 | 9/25/2018 | 1 | Name Redacted | | How are requests to lift future employment restrictions processed? What Rules or Policies are available? | | DPH | Conditional Restrictions may be removed by the HRD after the former employee submits the required documentation; departmental bans may be lifted by CSC after a staff report is submitted, item is heard and approved by CSC; CSC Policy and Guidelines on Future Employment Restrictions. SE | 9/26/2018 |
| 7 | 9/25/2018 | 1 | Whistleblower | | Complainant alleges that Barbara Garcia hired a work acquaintance of her spouse over candidates on an eligible list. - class 0922 | | DPH | Selection as conducted according to Rules and procedures. Appointee ranked the highest in the post referral process. LM | 11/6/2018 |
| 9 | 9/27/2018 | 1 | Name Redacted | | Alleges that Y. Nguyen and J. Manzanares were not hired per CSC Rules because they were not on eligible lists for their positions. | | TTX | Mr. Nyugen was hired into a PEX position which is not subject to Civil Service selection Rules; Ms. Manzanares has been assigned out-of-class duties which is also not subject to CSC Rules. - LM | 10/11/2018 |
| 1 | 10/4/2018 | | TWU Local 200 | 1 | Eric Williams did not meet the minimum qualifications for his position | 9140 | MTA | CSC disagrees with MTA documentation and is requesting additional information. | |

FY 2018-19 Inspection Log

| | | | | | | | | |
|---|------------|---|---------------|---|--------------|-----|--|------------|
| 2 | 10/4/2018 | 1 | TWU Local 200 | Department is hiring outside individuals into exempt training appointments, then hiring them into promotive PCS positions without conducting a true examination; selection criteria is based on those who are in the exempt training program; internal candidates are not given an opportunity to participate in program; training duration is anywhere from 1-4 years; outside candidates hired into exempt appointments receive higher compensation than internal candidates. | 9152 9153 | MTA | MQs require applicants to complete the training program; successful graduates must still apply but MQ is only T&E requirement SE | 12/4/2018 |
| 9 | 10/4/2018 | 1 | Name Redacted | Questioned the status and qualifications of four co-workers at HSA | | HSA | All four employees meet qualifications for their appointments | 12/4/2018 |
| 2 | 10/9/2018 | 1 | Name Redacted | Complaint regarding why the eligible list was amended. | 8322 | DBI | LM | |
| 7 | 10/10/2018 | 1 | Name Redacted | Inquiries regarding selection process. | | ENV | Met with employee and discussed rules and process. - LM | 10/11/2018 |
| 9 | 10/17/2018 | 1 | Name Redacted | Eligible list 7249 was extended and wanted to know if rules prohibited the list being extended past a year. | 7249 | MTA | Contacted MTA HR who determined list did not need to be extended. - LM | 10/17/2018 |
| 1 | 10/24/2018 | 1 | SEIU 1021 | Questioned the status of the PEX Exec Secretary I position at Child Support Services and alleges that the recent appointee does not meet the MQ's. | 1450 | CSS | J. Davis - appointee in Class 1404 Clerk Secretary. - LM | 11/13/2018 |
| 1 | 10/25/2018 | 1 | Whistleblower | Allegation that C. Scott was appointed to TEX 2913 at HSA due to the influence of his mother. | 2913 | HSA | TEX appointee meets the MQ's. His mother is in a Prop F position and does not supervise him. No violation of Rules or policies. - LM | 11/21/2018 |
| 6 | 10/26/2018 | 1 | Name Redacted | 7277 Examination Announcement has incorrect MQs; union not notified; department may have notified old union rep; what is the process of investigation, protest or appeal; | 7277 | GSA | Proposed and final notices of classification amendments sent to all unions and posted for public by DHR; may protest announcement within 5 days of posting; may appeal to CSC after HRD decision SE | 10/26/2018 |
| 7 | 11/1/2018 | 1 | Name Redacted | Complainant questions why he was not interviewed and why a candidate with a lower ranking was selected. | 5211 | PRT | Appointee was rank #1 - there were 8 reachable eligibles; 4 invited to interview. Complainant was not invited to post referral; however no one is guaranteed an interview. No violations of Rules or policies - LM | |
| 9 | 11/15/2018 | 1 | Local 21 | Protesting the TEX status of the 5212 recruitment at PUC | 5212 | PUC | PUC is backfilling the position as a category 17 while current incumbent is on LOA. - No violation of Rules or policies. - LM | 12/17/2018 |
| 7 | 11/30/2018 | 1 | Local 6 | Dept. requested a referral for 11 vacancies and less than a month later, requested an additional 11 vacancies to be added to the initial referral; instead dept. issued a 2nd referral with a new certification date; eligibles who interviewed for both referrals but selected in the 2nd group were given a later certification date; is this allowed if the department initial requested to add the 2nd group of vacancies to the initial referral? | 7318 | MTA | DHR would not allow department to add to previous referral; therefore, the department received a new referral and cert date from which the eligible was hired. SE | 12/5/2018 |
| 6 | 12/9/2018 | 1 | Anonymous | Inquiry regarding how Rule of Three is applied when there are 15 vacancies | | MTA | Explained the process. - LM | 12/9/2018 |
| 9 | 12/11/2018 | 1 | Name Redacted | Local 1414 Shop Steward had inquiries regarding certification rules and post referral selection process. | | | Explained the processes. - LM | 12/11/2018 |
| 7 | 12/11/2018 | 1 | Whistleblower | Panelist interviewed family member for a different department and unfairly reviewed other candidates for the job. | 3422 | DPW | LM | |
| 9 | 12/13/2018 | 1 | Name Redacted | Employed with City for 28 years, but department could not explain why her annual vacation accrual was 120 hours instead of 160 hours; was only informed that the HR System showed her calculation date was from 2008, not 1990 | | | Employee resigned from the City and returned 8 months later, therefore her new hire date for calculation of vacation accrual began in 2008. MTA followed up with employee. SE | 12/26/2018 |
| 2 | 12/18/2018 | 1 | Name Redacted | Review scoring criteria for the 8121 Transit Fare Inspector/Supervisor examination conducted by MTA | 8121 | MTA | LM | |

