



# CIVIL SERVICE COMMISSION

## CITY AND COUNTY OF SAN FRANCISCO

Date: April 17, 2023

To: Civil Service Commission

From: Sandra Eng  
Executive Officer

Subject: **Mid-Year Status Report on Fiscal Year 2022-23**

The following is a summary report of the Civil Service Commission's ("Commission") activities for the period ending December 31, 2022. Please refer to the attached chart (Attachment A) Fiscal Year 2022-2023 Priority Goals and Objectives as established by the Civil Service Commission ("Commission") during its meeting of October 3, 2022.

### **Department Administration**

#### Staffing

The Civil Service Commission Department (Department) is funded for 6 full-time positions. Due to the 1426 Senior Clerk Typist promotion to the Temporary Exempt Category 18 1241 Human Resources Analyst position, we have 1 vacancy in the 1426 Senior Clerk position.

#### Budget

The Department is funded for six full-time equivalent (FTE) positions; however, the Mayor's Budget Office has directed the department of the following due to budget constraints: 1) Do not to fill the 1426 vacancy for FY 2023-24; 2) Denied the request for an additional 1244 Senior Human Resources Analyst position; and 3) Denied the department the use of the increase of \$70,000 in work orders from the Public Utilities Commission and the Municipal Transportation Agency for a temporary exempt position or professional services for scanning historical meeting documents into a document management system.

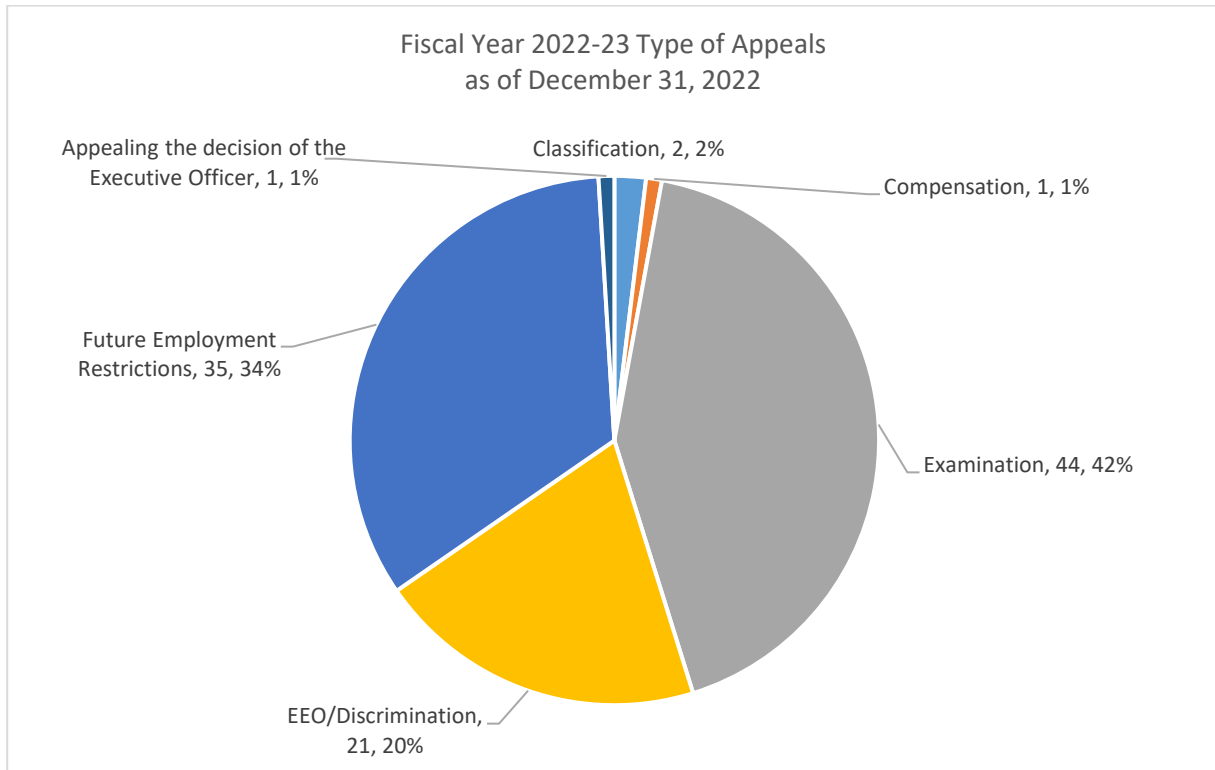
The Department has requested moving to a smaller physical location in order to save expenses in Real Estate but has not yet received a response from the City Administrator's Office.

### **Appeals and Requests for Hearings, Rules, Policies and Administration**

#### Appeals and Hearings

The Commission received a total of fifty-nine (59) new appeals, and requests for hearings during the first half of this fiscal year (July 1 - December 31, 2022), in addition to the forty-six (46) pending appeals that were carried over from the previous fiscal year. This is a 98% increase in new appeals received in the first half of the fiscal year, primarily due to examinations involving the Mayor's 48<sup>th</sup> Supplement.

As of December 2022, forty-nine (49) of the 105 pending or forty-seven percent (47%) of the appeals were resolved by the Commission. (Attachment B) The Department noted that the pattern of delays was due to grievances, arbitration, litigation, and delays in producing a staff report following these decisions. The goal is to resolve 70% of the appeals by the end of the fiscal year. Commission staff has been working with departments to produce timely staff reports and following up with appellants to determine if they wish to continue with their appeals. Although the department is not fully staffed, training will be scheduled to assist departments to expedite appeal resolution to expand our efforts reaching our seventy percent (70%) 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 Officer or the Human Resources Director on other matters under their jurisdiction. The Executive Officer 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 Officer proposed amendments to Rule Series 005 Meetings and Hearings of the Commission, to include “emailed date” because most correspondence has converted to transmission by email and by doing so, establish clear appeal timeframes. Proposed amendments were made to Rule 110.11 and Rule 410.11 Promotional Applicants to allow for exempt and provisional employees to qualify for entrance/promotional examinations, remove the requirements of having 6 months of satisfactory performance, and to expedite the scoring of the examination process. The Department of Human Resources also presented rule amendment proposals to expedite hiring by allowing the Human Resources Director the authority to determine the timeframes for posting examination announcements (Rule Series 010 Examination Announcement and Applicants), inspection periods for reviewing ratings (Rule Series 011 Examinations and 011A Position Based-Testing Examinations), extension of

eligible lists (Rule Series 012 Eligible Lists), responding to notice of inquires (Rule Series 013), and exhaustion of eligible lists (Rule Series 013 Certification of Eligibles), in addition to defining employment opportunity website as differentiated from bulletin boards (Rule Series 002 Definitions).

In response to the Department of Human Resources' presentation on the extensive delays in hiring in the examination and particularly in the post-referral process, the Commission included proposed rule amendment (Rule Series 013 Certification of Eligibles) to require departments to notify the Department of Human Resources of the results from the certified referral list within twenty (20) business days after the date of the Notice of Certification.

The proposed rule amendments of both the Executive Officer and the Human Resources Director were approved for posting at the meeting of November 7, 2022, and December 19, 2022. The Department of Human Resources Employee Relations staff scheduled and hosted several meet and confer meetings with the Executive Officer, Deputy Director, Director of Employment Services, and Assistant Directors as subject matter experts in attendance. The Executive Officer and the Human Resources Director plan to report back to the Commission after the meet and confer meetings have concluded.

## **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.

From July 1, 2022 through December 31, 2022, the Commission received 36 inspection service requests. The performance measure goal is to complete 80 % of the Inspection Service Requests within 60 days. As of December 31, 2022, the department has completed 61% of the requests within 60 days. The department continues to experience delays in receiving responses from departments. Delays can be contributed to understaffed departments, high turnovers, new employees, employees in new positions/departments, and the high number of complaints received for a single department.

A 35% increase occurred in the number of Inspection Service Requests received over the previous calendar year (2021). Mayoral proclamations overriding Civil Service Commission Rules or allowing the Human Resources Director to allow specific examinations that only qualify Exempt Category 18 with one year of experience to qualify has contributed to Commission staff spending inordinate amounts of time reviewing selection processes and notifications to employees. Findings in these investigations indicate that employee organizations, exclusively, were informed of the Mayor's 48<sup>th</sup> Supplement. Therefore, employees who were on active eligible lists, in acting assignments, and appointed to temporary Category 16 or 17 positions were not aware of, nor eligible for permanent appointments as provided by the Mayor's 48<sup>th</sup> Supplement. Only the Exempt Category 18 employees were notified/eligible of the provisions of the Mayor's 48<sup>th</sup> Supplement and contacted for the examinations. Through inspection service requests, many complainants alleged favoritism because the appointees were only employed with the City for a year while other employees in acting assignments or Temporary Exempt Category 16 or 17 positions have been with the City for several years. Of note, since 2020, Temporary Exempt Category 16 and 17 employees were not separated from time-limited duration appointments because the Mayor's Proclamation allowed as-needed employees and temporary appointees due to leave of absence to continue their employment past the Charter limited duration requirement. The Mayor did not reinstate term limits

for Temporary Exempt Category 16 and 17 until Fall of 2022.

Findings also demonstrate inconsistencies assessing applicant's minimum qualifications. In past inspection service requests, departments have received guidance from DHR to allow for the substitution of education with work related experience for management classifications in fields in which incumbents in the feeder classifications typically do not have bachelor's degrees such as public safety, trades, and technology. However, reviews have shown some departments allow full substitution of education with related work experience for positions where the incumbent supervises staff whose positions require some college education. This is inconsistent with prior guidance. When consulting with the DHR on these investigations, DHR management has informed our office that if the appointees are only supervising classified positions that do not require education or allow full substitution of education, DHR will approve the management position allowing full substitution of education with work related experience. DHR's Management Minimum Qualifications provides examples of the management levels and the combination of experience and education that may be required as a minimum qualification for the position. (Attachment D) It also states the following:

"Department Heads (096x) and Deputy Directors (095x): As these appointments are exclusively exempt under the Charter, DHR defers to departments to set position specific minimum qualifications and the preceding guidance is provided only as a recommendation. Department are encouraged to state MQs as "desirable" qualifications when publicly posting 096x and 095x positions."

Findings indicate departments were allowed to fully substitute education with work experience for high level management positions, but appointees were allowed to manage staff that were required to meet at least 2 years of college education. This action is inconsistent with DHR's practice in approving full education substitution. In one case where the department was alleged of favoritism, the department did not post the exempt job announcement and was approved to submit the Request-to-Fill form with the following minimum qualifications for the high-level management position:

"Any combination of education, training and experience that could likely provide the required knowledge and abilities may be qualifying."

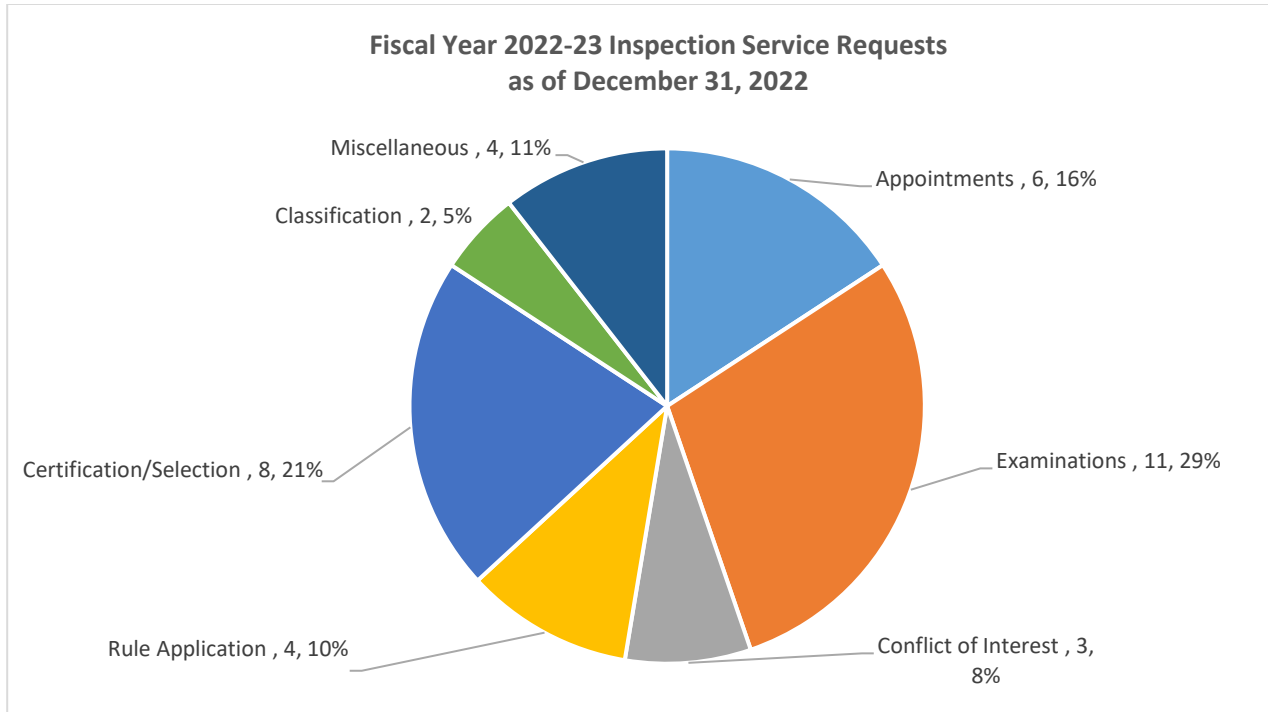
The Request-to-Fill form indicated the appointee would be supervising an 1820 Junior Administrative Analyst (1820), 1823 Senior Administrative Analyst (1823), and two other classifications that did not require college education. Again, this is inconsistent with DHR's practice in approving full substitution of education. The 1820 and 1823 positions required a bachelor's degree but may only substitute up to two (2) years of education with work related experience.

Recommendations were made to DHR to require departments to clarify the type of work experience that can substitute for education especially for high level management positions that are not uniformed public safety employees, trades, or technology instead of allowing departments to vaguely state "any combination of education, training, and experience that could likely provide the required knowledge and abilities may be qualifying." Additional matters of concern brought to the attention of DHR included:

- How will appointees who have been in their positions for several years qualify for management positions when applying to other City departments where education is a required minimum qualification?

- Why are we so flexible for high-level management positions but so strict for entrance and promotive positions such as accountant interns, human resources analysts, business analyst assistants, and management assistants?

The chart below reflects the categories of requests. Please also refer to Attachment C for the Fiscal Year 2022-23 Inspection Log as of December 31, 2022.



Merit System Audit Service

On May 19, 2022, the Mayor issued the 48<sup>th</sup> Supplement to the Mayoral Emergency Declaration which authorized the Human Resources Director to temporarily modify Civil Service Commission Rules to establish a streamlined competitive examination process for employees who have served for at least one year in exempt status under Charter Section 10.104 Category 18 for special projects and professional services. Due to the high number of complaints and appeals received in the Civil Service Commission, the audit review for Fiscal Year 2022-2023 will focus on reviewing the selection and appointment practices for recruitments conducted by randomly selected City departments under the Mayor’s 48<sup>th</sup> Supplement.

The audit report will be a summary of random audits of employee appointments within Fiscal Year 2022-2023 to determine if departments are obtaining the required documents to ensure that employees are qualified for their appointments.

**Recommendation:** Adopt the Report

Attachments

- Attachment A - FY 2022-2023 Civil Service Commission Priority Goals and Objectives
- Attachment B – FY 2022-2023 Pending Appeals Log
- Attachment C – FY 2022-2023 Inspection Service Requests
- Attachment D – Management Minimum Qualifications

# **ATTACHMENT A**



# CIVIL SERVICE COMMISSION

## CITY AND COUNTY OF SAN FRANCISCO

*Amended*

Date: October 3, 2022

To: Civil Service Commission

From: Sandra Eng  
Executive Officer

Subject: **Civil Service Commission Priority Goals and Objectives  
for Fiscal Year 2022-23**

### **Background**

At the Special Meeting of August 31, 2022, the Civil Service Commission directed the Executive Officer to prepare the Priority Goals and Objectives for Fiscal Year 2022-23 in a simplified format.

- ❖ Rule Amendment Proposals
  - Evaluate hiring barriers by meeting with stakeholders (e.g. hiring managers, human resources staff, employee organizations);
  - Review and Propose Amendments to Rules, policies, and procedures
  - Rule Series 005 Meetings and Hearings of the Commission – include e-mail date
  - Rule 110 Examination Announcements and Applicants – Qualifications of Applicants (Peace Officers)
  - Rule 110 and 410 Examination Announcements and Applicants – Promotive Applicants (In the effort to expedite hiring and expanding racial equity, this will allow the Department of Human Resources to provide promotive points for 1040 hours of continuous service in any position - permanent, temporary, provisional, and exempt.)
  - Rule 410 Examination Announcement and Applicants – Approval required for acceptance of non-contemporaneous documentation
- ❖ Policy Amendment Proposals
  - Policy and Procedures on Personal Service Contracts
  - Policy on Future Employment Restrictions – to reconsider the ability to remove permanent citywide bans
  - Policy and Procedures on Exempt Appointments
- ❖ Procedures
  - Prepare a Calendar of Reports to Remind Departments of Due Dates (e.g. De-identification; Exempt Hiring in Categories 16-18, Position Based-Testing);
  - Hearing of Equal Employment Opportunity Appeals
  - Establish Procedures for Hearing of Appeals Pending Grievances, Arbitration or Litigation
  - Updating Procedures for Appeal Submissions and Preparing Staff Reports in Response to Appeals
    - Reduce backlog on appeals; obtain monthly updates on the status of pending appeals from each department or schedule future meeting dates

- Set up a timeline to complete inspection service requests within 60 days to reach our goal of 70%; maintain a bi-weekly log to follow-up with departments if they are unable to meet deadlines
  
- ❖ Website
  - User friendly with a new platform
  - Frequently Asked Questions page (direct public to Rules or policies)
  - Create the ability to submit appeals online
  
- ❖ Racial Equity Action Plan
  - In collaboration with the Office of Racial Equity, Department of Human Resources, and the Municipal Transportation Agency,
  - Establish resources and provide training to assist departments in moving forward with their Racial Equity Action Plans
  - Continue meeting with the working groups/committees established by the Office of Racial Equity
  - Participate in Racial Equity Conferences/workshops conducted by other departments
  
- ❖ Training
  - Preparing and Presenting Staff Reports to the Commission
  - Appealable Matters to the Commission
  - Merit System for Hiring Managers
  - Responding to Inspection Service Requests
  - Conferences for staff development and growth

**Recommendation:** Adopt the report.



# **ATTACHMENT B**

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments
0127-22-4	4	Appealing the 2918 Human Services Agency Social Worker (CBT-2918-904264) standardized examination as bias.	08/19/22	08/23/22	C. Isen J. Buick A. Biasbas D. Johnson S. Mayorga-Tipton M. Tugbenyoh K. Williams M. Palma	11/07/22	10/27/22			11/4/22 HSA requested postponement to the meeting of 2/6/22;10/12/22 HSA requested postponement to a tentative meeting on 12/5/22
0161-22-6	6	Appealing the Director of Transportation's decision to administratively close without further investigation on her complaint, DHR EEO File No. 3985.	09/21/22	09/26/22	J. Tumlin K. Ackerman V. Harmon A. Martinez J. Buick C. Cueva Alegria	12/05/22	11/23/22			
0165-21-6	6	Appealing the HRD's determination on her EEO File No. 3427, to not further investigate and administratively close	09/24/21	10/01/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez R. DeWit J. Luong	12/20/21	12/09/21	07/06/22	5	7/6/22 appeal closed, appellant never responded;5/19/22 DHR informed CSC that appellant would be withdrawing appeal; 10/29/21 DHR re-opening appellant's first complaint EEO File No. 3411 dated 2/28/20, which relates to complaint EEO File No. 3427 dated 4/29/20, to conduct further investigation. Requesting to hold scheduling appeal until EEO investigation is completed.
0138-20-1	1	Appealing the Decision of the Executive Officer to Uphold the Action of the Human Resources Director/Designee to Administratively Resolve Appeal due to Untimeliness.	06/09/20	06/11/20	SE			10/12/22	4	10/12/22 Resolved Administratively-Settlement agreement with original department in 2021; approved by BOS in 2022
0187-22-4	4	Appealing the rejection of his application for class 2708 Custodian (CBT-2709-E00088) Cat. 18	10/24/22	10/31/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga-Tipton	02/06/23	01/26/23			
0188-20-6	6	Appealing the Human Resources Director's decision to close his EEO Complaint File No. 1781 without further investigation.	09/29/20	09/29/20	Callahan J. Buick M. Tugbenyoh L. Simon M. Valdez J. Hinderliter R. Nelson	12/07/20	11/25/20			11/14/22 Informed department and requested status; 10/29/22 Appellant wants to move forward with his appeal;10/12/22 CSC following up with appellant; 6/8/22 DHR issued appellant a revised determination letter regarding investigation. Appellant did not appeal the new determination.
0186-22-4	4	Appealing the rejection of his application for class 6319 Senior Construction Inspector Cat. 18.	10/24/22	10/25/22	C. Isen J. Buick A. Biasbas D. Johnson S. Mayorga-Tipton K. Howard M. Tugbenyoh	02/06/23	01/26/23	12/05/22	1	12/5/22 Adopted the report and denied the appeal; recommended DHR to extend the CBT 6319 Eligible List for one year and notify the appellant when a CBT 6319 or an E2P Eligible List is utilized by a City Department.

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments
0104-22-4	4	Appealing the rejection of application for class 1823 Sr. Administrative Analyst (REF 13904U) examination.	07/27/22	07/29/22	C. Isen J. Buick Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga-Tipton	10/17/22	10/06/22	08/02/22	4	8/1/22 - DHR resolved administratively. Appellant meets MQs.
0086-22-4	4	Appealing disqualification for 2908 Senior Eligibility Worker.	06/28/22	06/30/22	C. Isen J. Buick K. Howard L. Kim S. Dewolfe	09/19/22	09/08/22	11/07/22	1	11/7/22 Resolved; 10/12/22 DPH tentatively scheduled for meeting of 11/7/22
0088-22-4	4	Appealing disqualification for 9163 Transit Operator	06/28/22	06/30/22	K. Ackerman W Miles	09/19/22	09/08/22	09/13/22	2	9/6/22 - MTA Appeal untimely.
0167-22-4	4	Appealing the 7226 Carpenter Supervisor Examination Announcement requiring one (1) year of Cat. 18 Temporary Exempt experience in this classification.	10/03/22	10/04/22	C. Isen J. Buick A. Biasbas K. Howard D. Johnson	12/19/22	12/08/22	10/07/22	4	10/6/22 - DHR resolved administratively .
0054-22-6	6	Appealing the Director of Transportation's determination regarding his complaint of discrimination, EEO File No. 3893.	04/15/22	04/19/22	J. Tumlin K. Ackerman V. Harmon A. Martinez	07/18/22	07/07/22	10/17/22	1	10/17/22- Adopt the report, uphold the decision of the Director of Transportation and deny the appeal. 8/15/22 - Appellant requested 2nd postponement to a future meeting (10/17/22); 7/12/22 - Appellant requested item be postponed to the meeting of 8/15/22.
0217-22-4	4	Appealing the rejection of his application for Class 1820 Junior Administrative Analyst Cat. 18.	11/16/22	11/18/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga-Tipton	02/06/23	01/26/23	12/09/22	5	12/8/22 - Appellant withdrew appeal.
0185-22-4	4	Appealing the rejection of his application for class 6319 Senior Construction Inspector Cat. 18.	10/24/22	10/25/22	C. Isen J. Buick A. Biasbas D. Johnson S. Mayorga-Tipton K. Howard M. Tugbenyoh	02/06/23	01/26/23	12/05/22	1	12/5/22 Adopted the report and denied the appeal; recommended DHR to extend the CBT 6319 Eligible List for one year and notify the appellant when a CBT 6319 or an E2P Eligible List is utilized by a City Department.
0110-22-6	6	Appealing the Human Resources Director's determination to administratively close his complaint of discrimination, EEO File No. 4431	08/02/22	08/04/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez A. Kwan P. Miyamoto J. Quanico	11/07/22	10/27/22	08/22/22	5	8/11/22 - Resolved Administratively; DHR will reopen an investigate EEO complaint, rendering appeal moot.

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments
0236-22-4	4	Appealing the rejection of their application for class 2604 Food Service Worker Cat. 18.	12/01/22	12/02/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga-Tipton	03/06/23	02/23/23			12/19/22 - continued to the meeting of 1/25/23.
0267-19-3	3	Appealing the denial of assault pay as an 8214 Parking Control Officer with the Municipal Transportation Agency.	10/07/19	10/08/19	T. Maguire K. Ackerman D. Kim P. Boparai	12/16/19	12/05/19			10/13/22 Informed MTA denial of sick leave with pay for employees injured by battery is an appealable matter; MTA to prepare staff report; 10/9/22 - requested status update from MTA
0226-22-4	4	Appealing the rejection of her application for class 1842 Management Assistant (E00041) Cat. 18.	11/22/22	11/28/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga-Tipton	02/06/23	01/26/23	12/07/22	5	12/6/22 - DHR informed the commission that appellant withdrew their appeal.
0190-21-2	2	Appealing the decision of the Human Resources Director/Designee's determination that she is not performing out-of-class work.	11/15/21	11/16/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Graham S. Ponder R. Gardunio	03/07/22	02/24/22	08/15/22	1	8/15/22 - Adopted the report and denied the appeal; 6/1/22- Appellant requested postponement to the meeting of 8/15/22; 4/11/22 Postpone to the meeting of 6/06/22; 3/11/22 - PUC will need additional time; 3/8/22 - PUC requesting item be postponed to the meeting of 4/4/22; 1/21/22 PUC requesting item be postponed to the meeting of 3/21/22.
0169-22-4	4	Appealing the disqualification for the 2591 Health Coordinator II Temporary Exempt Cat. 18 examination.	10/06/22	10/07/22	C. Isen J. Buick A. Biasbas K. Howard D. Johnson S. Mayorga-Tipton L. Kim S. DeWolfe	12/19/22	12/08/22	11/07/22	1	11/7/22 Resolved
0045-22-4	4	Appealing the rejection of her application for the 1312 Public Information Officer.	03/25/22	03/31/22	J. Tumlin K. Ackerman W. Miles II S. Nath S. Wong	07/18/22	07/07/22	06/17/22	2	6/17/22 - DHR closed this appeal due to untimeliness; 4/12/22 - MTA advised CSC that this appeal falls under the jurisdiction of DHR.
0298-18-2	2	Appealing the exam announcement for 7501 Environmental Services Worker	09/07/18	09/10/18	Callahan Gard Biasbas Ponder Wong Isen	11/19/18	11/08/18			9/20/22 DHR ERD reviewing matter
0166-21-6	6	Appealing the HRD's determination on her EEO Complaint File No. 3157.	09/24/21	10/01/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez R. DeWit K. Williams	12/20/21	12/09/21			5/11/22- EEO, DHR informed CSC appellant has pending litigation; 3/22/22 Appellant requested postponement to 5/16/22; 11/10/21 DHR requesting item be heard on 2/7/22.

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments
0073-21-6	6	Appealing the Human Resources Director's Determination on her Claim of Discrimination and Retaliation, DHR EEO File No. 3443.	05/10/21	05/12/21	C. Isen J. Buick K. Howard M. Tugbenyoh J. White M. Valdez R. DeWit J. Hinderliter R. Nelson	08/02/21	07/22/21			9/23/22 Pending litigation;
0243-22-4	4	Appealing the rejection of their application for class 7502 Asphalt Worker Cat. 18.	12/07/22	12/09/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga-Tipton	03/06/23	02/23/23	12/21/22	4	12/20/22 - DHR informed the commission that appellant withdrew their appeal.
0238-22-6	6	Appealing the Human Resources Director's determination regarding their complaint of discrimination, EEO File No. 4061.	12/02/22	12/06/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez W. Macy R. Gardunio S. Tang	03/06/23	02/23/23			
0219-19-6	6	Appealing the Human Resources Director's decision to administratively close his discrimination complaint, EEO File No. 3105.	8/27/2019	8/29/2019	Callahan K. Howard L. Simon M. Valdes J. Buick H. Albert R. Simmons R. Weigelt	11/18/2019	11/7/2019	11/09/22	5	11/9/22 - Closed, Appellant never responded if he wished to continue with appeal by 10/31/22 deadline; 10/20/22 waiting for appellant's response to CSC request for status; 3/21/22 - Continued to a future meeting. 2/7/22 - Postponed to a future meeting date at the request of the appellant. 11/15/21- Postponed to 2/7/22 at the request of DPH. 11/18/19 - Postpone the appeal to February 2022. On November 18, 2019, appellant did not appear for the appeal & CSC postponed for 3 months.

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments
0244-20-6	6	Appealing the HRD's decision on his EEO File No. 3267.	12/7/2020	12/9/2020	C. Isen J. Buick M. Tugbenyoh K. Howard L. Simon M. Valdez R. DeWit M. Brown R. Simmons H. Albert	3/1/2021	2/18/2020			3-18-22 attorney/appellant requested to move forward after receiving closing letter; 3-11-22 no response received from appellant/representative; Sent 2nd closing letter; 2-18-22 Requested appellant to provide letter from appellant's physician indicating that due to restrictions, appellant was unable to contact our office; 2-16-22 appellant request to move forward with appeal; appellant unable to respond due to health condition from 10-14-21 through 2-7-22; 2-14-22 Sent closing letter; 1-27-22 Informed appellant/attorney if CSC does not receive a response to move forward with the appeal by 2-7-22, the appeal will be closed; 1-13-21 Informed appellant/attorney item may be schedule in March/April 2022; 10-15-21 Informed appellant/attorney item can be scheduled for 11-15-21; 9-29-21 Attorney requested postponement; 7/20/21 - Appellant's attorney requesting postponement and checking 10/4/21 availability. 7/7/21 DHR requesting postponement to the meeting of 8/2/21; 5/25/21 - DHR requesting postponement to the meeting of 7/19/21; 3/23/21 - DHR investigator on leave requesting item be postponed until 6/7/21 or later; 2/19/21 - appellant informed CSC he wished to proceed with appeal; 2/18/21 - CSC sent email to appellant asking if he wished to proceed with appeal; 2/17/21 - DHR informed CSC that appellant had retired as of 1/12/21; 12/9/20 - DPH informed CSC that appellant has filed a complaint against the Department of Public Health
0138-22-4	4	Appealing the rejection of his application for the 1408 Principal Clerk (CBT-1408-REF14671A) examination.	8/29/2022	8/30/2022	C. Isen J. Buick A. Biasbas K. Howard D. Johnson M. Tugbenyoh S. Mayorga-Tipton	11/21/2022	11/10/2022	10/17/22	1	10/17/22 - Adopted the report and denied the appeal. Appellant was a no show.
0212-22-4	4	Appealing the rejection of her application for 1241 Human Resources Analyst Cat. 18.	11/10/2022	11/14/2022	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga-Tipton	2/6/2023	1/26/2023	12/05/22	1	12/5/22 Adopted the report and denied the appeal.
0192-22-4	4	Appealing the rejection of her application for class 2708 Custodian (CBT-2708-E00088) Cat. 18.	10/28/2022	10/31/2022	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga-Tipton	2/6/2023	1/26/2023			

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0030-20-6	6	Appealing the Human Resources Director's decision to Not Investigate and Administratively Close Discrimination Complaint, EEO File No. 3187.	01/29/20	02/03/20	Callahan L. Simon M. Valdez M. Tugbenyoh J. Buick M. Brown H. Albert R. Simmons	05/18/20	05/07/20	12/13/22	5	12/13/22 Appellant was given a deadline to respond by 10/28/22 to move forward with the appeal; no response received; 10/12/22 CSC following up with appellant; 4/5/21 - Postponed the appeal to a future meeting date at the request of the appellant.
0184-22-4	4	Appealing the rejection of his application for class 1842 Management Assistant Cat. 18.	10/24/22	10/25/22	C. Isen J. Buick A. Biasbas D. Johnson S. Mayorga- Tipton K. Howard M. Tugbenyoh	02/06/23	01/26/23	11/18/22	5	11/16/22 - DHR informed CSC that appellant withdrew his appeal.
0221-22-4	4	Appealing the rejection of his application for class 9772 Community Development Specialist (REF15357M) Cat. 18.	11/16/22	11/21/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga- Tipton K. Williams M. Palma	02/06/23	01/26/23	12/09/22	4	12/9/22 - Administratively Resolved : appellant withdrew appeal directly to DHR
0220-22-4	4	Appealing the rejection of his application for class 9775 Senior Community Development Specialist II (REF15354R) Cat. 18.	11/16/22	11/21/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga- Tipton K. Williams M. Palma	02/06/23	01/26/23	12/09/22	4	12/9/22 - Administratively Resolved : appellant withdrew appeal directly to DHR
0196-22-4	4	Appealing the rejection of his application for class 2708 Custodian (CBT-2708-E00088) Cat. 18.	11/01/22	11/02/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga- Tipton	02/06/23	01/26/23	12/05/22	1	12/5/22 Adopted the report and denied the appeal.
0124-22-6	6	Appealing the Human Resources Director's determination that there was insufficient evidence to establish that he was subjected to discrimination or harassment on his age, EEO File No. 3956.	08/15/22	08/18/22	Callahan J. Buick K. Howard M. Tugbenyoh A. Martinez P. O'Riordan M. Nieve	11/07/22	10/27/22			12/7/22 DHR requested to postpone to the meeting of 2/6/23; 10/19/22 DHR postponed this item to the meeting of 12/19/22; 9/6/22 - transmitted additional information to department.

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0041-20-4	4	Appealing the denial to file a late application for the Q50 Sergeant Examination after the closing of the official filling period with SFPD.	02/12/20	02/13/20	C. Isen J. Buick A. Biasbas D. Johnson M. Tugbenyoh	05/04/20	04/23/20	09/16/22	4	9/14/22 - Resolved administratively back on April 10, 2020; exam was re-opened
0060-20-6	6	Appealing the Human Resources Director's decision to administratively close your discrimination complaint, EEO File No. 3229 without further investigation.	02/28/20	03/03/20	Callahan J. Buick M. Tugbenyoh L. Simon M. Valdez	05/18/20	05/07/20	10/03/22	1	10/3/22 - Adopted the report and denied the appeal; 6/1/22 - Appellant requesting item be postponed to the meeting of 10/3/22; 4/13/22 - Appellant requesting item be postponed to the meeting of 6/6/22; 3/10/22 DHR to schedule for 4/18/22
0189-22-4	4	Appealing the disqualification of his application for class 1767 Media Program Specialist (CBT-1767-E00075) Cat. 18.	10/25/22	10/26/22	C. Isen K. Howard M. Tugbenyoh J. Buick A. Biasbas D. Johnson S. Mayorga-Tipton	02/06/23	01/26/23	12/05/22	1	12/5/22 Adopted the report and denied the appeal; appellant failed to appear
0209-22-4	4	Appealing the rejection of his application for class 2803 Epidemiologist II Cat. 18.	11/02/22	11/04/22	C. Isen J. Buick K. Howard A. Biasbas D. Johnson S. Mayorga-Tipton M. Tugbenyoh	02/06/23	01/26/23	12/05/22	1	12/5/22 Granted the appeal given the specific testimony in this case; appellant demonstrated the they served in a CAT 18 role.
0174-20-6	6	Appealing the HRD's decision to close her discrimination complaint EEO File No. 3349.	08/11/20	08/17/20	Callahan J. Buick M. Tugbenyoh L. Simon M. Valdez C. Ikeda S. Vaksberg	11/02/20	10/22/20			12/13/22 Requested status from DHR; 10/12/22 CSC follow up with EEO; 9/23/22 - Needs to be rescheduled
0234-22-4	4	Appealing the job announcement for 3434 Arborist Technician (E1001 10) Cat. 18.	11/30/22	12/01/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga-Tipton	03/06/23	02/23/23			
0109-22-4	4	Appealing the rejection of application for the 7253 Electrical Transit Mechanic Supervisor I examination.	08/02/22	08/03/22	J. Tumlin K. Ackerman W. Miles S. Nath	10/17/22	10/06/22	10/20/22	4	10/19/22 - Administratively Resolved: Met the MQs; 9/29/22 - MTA requesting item be postponed to the meeting of 11/7/22.
0105-22-4	4	Appealing the rejection of application for the 7253 Electrical Transit Mechanic Supervisor I examination.	07/28/22	07/29/22	J. Tumlin K. Ackerman W. Miles S. Nath	10/17/22	10/06/22	11/07/22	1	11/7/22 Resolved; 9/29/22 - MTA requesting item be postponed to the meeting of 11/7/22.



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0039-20-6	6	Appealing the Human Resources Director's decision that there was insufficient evidence to substantiate his retaliation claim, EEO File No. 2309.	02/10/20	02/13/20	Callahan L. Simon M. Tugbenyoh M. Valdez J. Buick J. Hinderliter	05/04/20	04/23/20			10/12/22 partial closure; investigating remaining matters; requested further clarification from DHR
0215-22-4	4	Appealing the rejection of his application for class 7514 General Laborer (CBT-7514-E00060) Cat. 18 recruitment.	11/14/22	11/15/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga-Tipton K. Hill S. Vaksberg S. Sexton	02/06/23	01/26/23	12/19/22	1	12/19/22 - Deny the appeal and adopt the report of the City Administrator - appellant didn't show up.
0154-22-4	4	Appealing the examination administration for the 0923 Shelters and Navigation Manager.	09/15/22	09/20/22	C. Isen J. Buick A. Biasbas K. Howard D. Johnson	12/05/22	11/23/22	11/30/22	3	11/17/22 - DHR informed appellant the matter is not appellable.
0089-22-6	6	Appealing the Human Resources Director's determination to not further investigate and to administratively close his Complaint of Discrimination, EEO File No. 3529.	07/06/22	07/08/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez W. Macy R. Gardunio S. Tang	09/19/22	09/08/22	11/07/22	1	11/7/22 Resolved; 10/7/22 Appellant requested postponement to the meeting of 11/7/22; 8/26/22 - DHR EEO requesting item be postponed to the 10/17/22 meeting.
0146-22-4	4	Appealing disqualification for 7318 Electronic Maintenance Technician	09/08/22	09/08/22	K. Ackerman W. Miles S. Nath	11/21/22	11/10/22	09/12/22	4	9/12/22 Administratively Resolved : appellant withdrew appeal directly to MTA HR
0208-22-4	4	Appealing the rejection of application for class 9212 Aviation Security Analyst.	11/01/22	11/04/22	C. Isen J. Buick K. Howard A. Biasbas D. Johnson S. Mayorga-Tipton M. Tugbenyoh A. Caporale E. Zadlo	02/06/23	01/26/23			
0155-22-4	4	Appealing the disqualification for the 1408 Principal Clerk Examination.	09/15/22	09/21/22	C. Isen J. Buick A. Biasbas K. Howard D. Johnson	12/05/22	11/23/22	09/29/22	4	9/22/22 - Administratively Resolved: met MQs.
0158-22-4	4	Appealing the disqualification for 1822 Admin Analyst (Requires PEX status)*	09/23/22	09/23/22	C. Isen J. Buick A. Biasbas K. Howard D. Johnson	12/05/22	11/23/22	11/07/22	1	11/7/22 Resolved

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0103-22-4	4	Appealing the rejection of application for the 7380 Electrical Transit Mechanical Assistant Supervisor examination.	07/27/22	07/29/22	J. Tumlin K. Ackerman W. Miles S. Nath A. Kaminska	10/17/22	10/06/22			12/5/22 CSC approved reconsideration and the appeal is scheduled for 1/25/23; 11/21/22 Requested reconsideration because appellant claimed he never notice of meeting; 11/7/22 Resolved; 9/29/22 - MTA requesting item be postponed to the meeting of 11/7/22.
0107-22-4	4	Appealing the rejection of application for the 7253 Electrical Transit Mechanic Supervisor I examination.	07/29/22	08/01/22	J. Tumlin K. Ackerman W. Miles S. Nath	10/17/22	10/06/22	10/20/22	4	10/19/22 Administratively Resolved: Met MQs; 9/29/22 - MTA requesting item be postponed to the meeting of 11/7/22.
0176-22-6	6	Appealing the HRD's determination on her Complaint of Discrimination, EEO File No. 3706.	10/12/22	10/18/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez C. Short S. Vaksberg R. De Wit	02/06/23	02/26/23			
0018-19-6	6	Appealing the HR Director's decision to administratively close the harassment/discrimination complaint.	01/16/19	01/18/19	Callahan S. Gard L. Simon M. Valdez	04/01/19	03/21/19			12/13/22 Requested status from DPH; 10/12/22 EEO following up with DPH; 9/23/22 - Needs to be rescheduled
0262-22-4	4	Appealing the Disqualification from Pre-Employment Processing and the Removal from the Eligible List for Class 8302 Deputy Sherriff I.	12/08/22	12/23/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson J. Sanford	03/20/23	03/09/23			
0258-22-6	6	Appealing the Human Resources Director's determination on their Complaint of Discrimination, EEO File No. 4197	12/20/22	12/20/22	C. Isen J. Buick K. Howard M. Tubenyoh A. Martinez A. Kwon K. Williams	03/06/23	02/23/23		6	
0179-22-4	4	Appealing the disqualification for the 2593 Health Program Coordinator III (REF 16008F) examination.	10/17/22	10/19/22	C. Isen J. Buick A. Biasbas K. Howard D. Johnson S. Mayorga-Tipton M. Tugbenyoh	02/06/23	01/26/23	10/28/22	5	10/28/22 - Appellant withdrew their appeal; 10/25/22 - DHR notified CSC that appellant will be withdrawing appeal.
0156-22-4	4	Appealing the disqualification for the 1408 Principal Clerk (CBT-1408-REF14671A) Examination.	09/21/22	9/22/22	C. Isen J. Buick A. Biasbas K. Howard D. Johnson	12/05/22	11/23/22	11/30/22	4	9/22/22 - DHR informed the Commission appellant met the minimum qualifications.
0239-22-4	4	Appealing the 2908 Senior Hospital Eligibility Worker announcement Cat. 18.	12/05/22	12/07/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga-Tipton	03/06/23	02/23/23			

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0242-22-6	6	Appealing the HRD's determination on their Complaint of Discrimination, EEO File 4308.	12/07/22	12/09/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez W. Macy R. Gardunio S. Tang	03/06/23	02/23/23			
0097-22-6	6	Appealing the HRD's determination to not further investigate and administratively close her complaint of discrimination, EEO File No 4035.	07/18/22	07/20/22	C. Isen K. Howard M. Tugbenyoh A. Martinez J. Torres S. Jacques J. Nelly	10/03/22	09/22/22			11/21/22 DHR requested postponement; 11/16/22 Met with EEO
0295-19-6	6	Appealing the Human Resources Director's decision to administratively close his discrimination complaint, EEO File No. 3123 without further investigation.	11/7/2019	11/12/2019	Callahan J. Buick L. Simon M. Tugbenyoh M. Valdez M. Brown H. Albert R. Simmons	2/3/2020	1/23/2020	11/09/22	5	11/9/22 - Closed, Appellant never responded if he wished to continue with appeal by 10/31/22 deadline;10/20/22 Waiting for appellant's response to CSC request for status; 3/21/22 - Continued to a future meeting. 2/7/22 - Postponed to a future meeting date at the request of the appellant. 12/4/19 - DHR EEO requesting item be postponed to February 2020.
0145-22-4	4	Appealing disqualification for Class 1823	9/2/2022	9/8/2022	C. Isen J. Buick K. Howard A. Biasbas	11/21/2022	11/10/2022	09/29/22	5	9/23/22 - Appellant withdrew appeal.
0188-22-4	4	Appealing the rejection of his application for class 2708 Custodian (CBT-2708-E00088) Cat. 18.	10/24/2022	10/31/2022	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga-Tipton	2/6/2023	1/26/2023			
<b>SEPARATIONS - REQUESTS FOR HEARING</b>										
0085-22-7	7	Requesting a hearing on her future employability with the City and County of San Francisco.	6/21/2022	6/28/2022	C. Isen K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Sherburne L. Taylor K. Ellis	9/19/2022	9/8/2022			9/9/22 - pending arbitration; 7/29/22 additional time needed to conclude investigation.
0031-22-7	7	Requesting a hearing on her future employability with the Department of Public Works.	3/3/2022	3/10/2022	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas C. Ikeda S. Vaksberg	5/2/2022	4/21/2022			3/11/2022 - pending grievance

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0209-20-7	7	Requesting a hearing on his future employability as a 5310 Survey Assistant I with the City and County of San Francisco.	10/22/20	10/26/20	C. Isen J. Buick M. Tugbenyoh C. Ikeda S. Vaksberg A. Degrafinried	01/04/21	12/24/20	06/27/22	4	9/26/22 - Resolved administratively; returned to work; 6/27/22 post arbitration decision. Future employment restriction was rescinded. 12/8/20 - GSA requesting this item be postponed to 3/1/21 CSC Mtg. due to scheduling issues.
0181-20-7	7	Requesting a hearing on his future employability as a 7502 Asphalt Worker with the City and County of San Francisco.	08/31/20	09/09/20	Callahan J. Buick M. Tugbenyoh C. Ikeda S. Vaksberg A. Degrafinried	12/07/20	11/25/20	07/18/22	1	7/18/22 - Adopted the report and denied the appeal. Future employment subject to the review and approval of the Human Resources Director after satisfactory performance and completion of two (2) years' work experience outside the City and County of San Francisco. Must submit satisfactory evidence of trustworthiness and attendance.
0078-21-7	7	Appealing his future employments restrictions with the City and County of San Francisco.	05/13/21	05/24/21	J. Tumlin K. Ackerman W. Miles JP Ziegler	08/02/21	07/22/21	12/19/22	1	12/19/22 - Adopt the findings, deny the appeal, and approve the future employment restrictions - appellant didn't show up; 10/20/22 Per MTA, tentatively scheduled for the meeting of 12/19/22; 9/23/22 MTA update - no longer proceeding to arbitration; Tentative meeting date in December 2022; 7/19/21 pending grievance process, might lead to arbitration.
0304-18-7	7	Appealing future employment restrictions	09/10/18	09/12/18	Callahan Gard Weigelt Simmons	12/03/18	11/21/18			12/13/22 Requested status from DPH; 11/21/22 Requested status from DPH; 9/14/22 Requested status update from DPH; 3/26/19 Still in litigation; 9/13/18 Pending litigation
0210-20-7	7	Requesting a hearing on his future employability as a 2312 Licensed Vocational Nurse with the City and County of San Francisco.	10/22/20	10/26/20	C. Isen J. Buick M. Tugbenyoh M. Brown R. Simmons	01/04/21	12/24/20			12/13/22 Requested status from DPH; 11/21/22 Requested status from DPH; 9/14/22 Requested status from DPH; 11/4/20 DPH requesting appeal to be held in abeyance pending the outcome of grievance process.
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			11/29/22 HSA tentatively schedules the hearing for the meeting of 1/25/23; 10/21/22 Appellant wishes to move forward with the appeal; 9/26/22 - CSC following up with appellant 4/2/19 Contacted appellant if they wish to move forward with appeal; 3/28/19 HSA 7-19-16 Arbitration award: denied grievance and upheld termination; 8/17/15: Pending arbitration 7/24/15; 06/01/15 Pending Arbitration; 05/04/15 Pending arbitration; 04/02/15 Arbitration.
0229-19-7	7	Requesting a hearing on future employment restriction with the City and County of San Francisco.	09/03/19	09/04/19	Callahan J. Buick R. Weigelt R. Simmons	11/18/19	11/07/19			12/13/22 Requested status from DPH; 11/21/22 Requested status from DPH; 9/14/22 Requested status from DPH; 9/10/19 DPH requesting appeal to be held in abeyance pending the outcome of the grievance process.
0075-19-7	7	Requesting a hearing on his future employment restriction with the City and County of San Francisco.	03/18/19	03/19/19	Callahan Gard Howard L. Kim	06/03/19	05/23/19			12/13/22 Requested status from DPH; 11/21/22 Requested status from DPH; 9/14/22 Requested status from DPH;
0100-21-7	7	Requesting a hearing on his future employability with the City and County of San Francisco.	06/24/21	06/25/21	J. Tumlin K. Ackerman R. Williams JP Ziegler	09/20/21	09/08/21			9/23/22 - MTA Update - case is scheduled for arbitration in Dec 2022. 7/8/21 MTA notified CSC of pending arbitration.
0136-16-7	7	Request for hearing on his future employability with the City & County of San Francisco	03/28/16	03/29/16	Callahan Gard Koehler	06/20/16	6/9/2016			9/14/22 - Requested status from DHR ERD 6/26/18 Contacted DHR for update on status; 04/01/17 Grievance Resolved; dept preparing staff report; 4/01/16 Pending grievance.

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0157-22-7	7	attorney on behalf of appellant, appealing the department head 's decision to place permanent restrictions on their future employability as a peace officer with the department.	09/21/22	09/22/22	C. Isen J. Buick K. Howard S. Sherburne Department Representatives	12/05/22	11/23/2022			12/5/22 Department informed CSC appeal resolved administratively; waiting for follow-up documentation to officially close this appeal
0177-22-7	7	Requesting a hearing on his future employability with the City and County of San Francisco.	10/14/22	10/18/22	J. Tumlin K. Ackerman R. Williams S. Dines	02/06/23	1/26/2023			
0010-21-7	7	Requesting a hearing on his future employability with the City and county of San Francisco.	01/26/21	01/27/21	C. Isen J. Buick K. Howard M. Tugbenyoh S. Ervin D. Menezes	03/15/21	3/4/2021			10/25/22 Department scheduled hearing for 12/5/22; 10/14/22 Union did not move this item to arbitration; department determining next steps; 10/12/22 Requested status from SFUSD; 4/19/21 - Take the item off calendar until arbitration has been resolved.
0348-18-7	7	Requesting a hearing on future employment restrictions with CCSF	09/28/18	10/02/18	Callahan Gard Gee	12/17/18	12/6/2018	10/12/22	4	10/12/22 Resolved administratively through settlement agreement - rescinded restrictions; 4/2/19 Arbitration scheduled for 7/15/19; 3/29/19 Arbitration tentatively scheduled for June; October 30, 2018; Pending grievance
0136-17-7	7	Request for hearing on her future employability with the City & County of San Francisco	05/08/17	05/10/17	Callahan Gard Kim Ellison	08/07/17	07/27/17			10/12/22 Requested status from HSA; 3/28/19 Department checking on status; 6/26/18 Contacted DHR for update on status
0149-22-7	7	Requesting a hearing on his future employment restriction with the City and County of San Francisco.	09/13/22	09/14/22	J. Tumlin K. Ackerman R. Williams S. Dines	12/05/22	11/23/22			12/19/22 - Appellant requested item be postponed to the meeting of 2/6/23.
0182-22-7	7	Requesting a hearing on his future employability with the City and County of San Francisco.	10/20/22	10/26/22	J. Tumlin K. Ackerman S. Dines R. Williams	02/06/23	01/26/23			
0128-22-7	7	Requesting a hearing on her future employability as a 2320 Registered Nurse with the Department of Public Health.	08/22/22	08/24/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas L. Kim R. Williams	11/07/22	10/27/22			12/13/22 Requested status from DPH; 10/18/22 Pending grievance per DHR/DPH
0005-21-7	7	Requesting a hearing on his future employability with the City and county of San Francisco.	01/25/21	01/25/21	C. Isen J. Buick K. Howard M. Tugbenyoh G. Wagner M. Brown R. Simmons	03/15/21	03/04/21			12/13/22 Requested status from DPH; 11/21/22 Requested status from DPH; 9/14/22 Requested status from DPH; DHR informed the CSC that the staff report recommending employment restrictions is on hold until the arbitration has been resolved.
0194-22-7	7	Requesting a hearing on her future employability with the Muncpal Transportatation Agency.	10/31/22	11/01/22		02/06/23	01/26/23			

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0130-22-7	7	Requesting a hearing on his future employability as a H-2 Firefighter with the San Francisco Fire Department.	08/23/22	08/25/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson J. Bushong	11/21/22	11/10/22	11/14/22	5	11/10/22 received letter from appellant's attorney withdrawing appeal; 11/8/22 Submitted staff report for meeting of 11/21/22
0116-21-7	7	Requesting a hearing on his future employability as a 7432 Electrical Line Helper with the City and County of San Francisco.	07/16/21	07/21/21	C. Isen J. Buick K. Howard M. Tugbenyoh C. Ikeda S. Vaksberg	10/04/21	09/23/21			9/26/22 ADM pending litigation.
0046-21-7	7	Requesting a hearing on his future employment as a 1426 Sr. Clerk Typist with the CCSF.	3/10/21 (postmark on envelope)	03/30/21	C. Isen J. Buick K. Howard M. Tugbenyoh B. Houston	06/21/21	06/10/21			10/13/22 Requested status update from department; 9/20/22 - Requested status update; 9/29/21 Pending case at DFEH; 7/26/21 Department requesting item be postponed to 10/18/21; 6/8/21 Department requesting item be postponed to the meeting of 8/16/21; 5/11/21 Department requesting item be postponed until after the DFEH complaint has been resolved.
0179-20-7	7	Requesting a hearing on his future employability as a 7373 Sr. Stationary Engineer with the City and County of San Francisco.	08/17/20	08/26/20	Callahan J. Buick M. Tugbenyoh J. Hinderliter	11/16/20	11/05/20			9/16/22 - PUC waiting on the arbitrator's decision. 9/1/20 - DHR informed the CSC of Pending Arbitration
0264-22-7	7	Requesting a hearing on future employment restrictions with MTA as a 9163 Transit Operator	12/28/22	12/29/22	Tumlin Ackerman S. Dines	03/20/23	03/09/23			
0194-21-7	7	Requesting a hearing on his future employability with the Department of Public Works.	11/18/21	11/23/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas C. Ikeda S. Vaksberg	03/07/22	02/24/22			10/12/22 Requested status from DPW; 3/7/22 - Postponed the request for hearing to a future meeting pending arbitration.
0125-21-7	7	Requesting a hearing on his future employability as a 2604 Food Service Worker with the City and County of San Francisco.	07/22/21	07/28/21	C. Isen J. Buick K. Howard M. Tugbenyoh L. Kim L. Brooks-Houston	10/18/21	10/04/21			12/13/22 Requested status from DPH; 11/21/22 Requested status from DPH; 9/14/22 Requested status from DPH;
0241-22-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	12/05/22	12/07/22	C. Isen J. Buick K. Howard M. Tugbenyoh S. Sherburne L. Kim R. Dhanju R. Williams	03/06/23	02/23/23			
0244-22-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	12/08/22	12/09/22	J. Tumlin K. Ackerman S. Dines R. Williams D. Garcia	03/06/23	02/23/23			

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments
0235-22-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	11/30/22	12/01/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas S. Sherburne L. Kim R. Dhanju B. Lim R. Williams	03/06/23	02/23/23			
0042-20-7	7	Requesting a hearing on his future employability as a 2579 Medical Examiner Investigator III with the City and County of San Francisco.	02/12/20	02/14/20	Callahan J. Buick M. Tugbenyoh Department Representatives	05/04/20	04/23/20			10/13/22 Although pending litigation, CSC clarified appellant is still appealing restrictions; 9/26/22 ADM pending litigation; not appealing restrictions
0136-22-7	7	Requesting a hearing on her future employability as a 2320 Registered Nurse with the Department of Public Health.	08/23/22	08/30/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas S. Sherburne L. Kim	11/21/22	11/10/22			12/13/22 Requested status from DPH; 10/18/22 Pending grievance per DHR/DPH
0180-20-7	7	Requesting a hearing on behalf of Sandra Zuniga on her future employability as a 0932 Manager IV with the City and County of San Francisco.	08/26/20	08/26/20	Callahan J. Buick M. Tugbenyoh C. Ikeda S. Vaksberg A. Degrafinried	11/16/20	11/05/20			9/26/22 ADM requested tentative meeting for early 2023 10/19/20 - DHR requests postponing the appeal until after EEO investigation is complete.

**POSITION BASED TESTING**

0102-22-4	4	Appealing the disqualification of his application for the 1822 Administrative Analyst (PBT-1822-121782) examination.	6/6/2022	7/26/2022	C. Isen K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga-Tipton M. Palma K. Williams C. Lewis	10/3/2022	9/22/2022		3	10/12/22 Resolved; upon further investigation, the appellant did not meet the minimum qualifications.
0119-20-4	4	Appealing the rejection of his application for the 0942 Manager VII, Bureau Manager, Street Use and Mapping (PBT-0942-098228) examination.	05/15/20	05/20/20	Callahan J. Buick M. Tugbenyoh C. Ikeda A. Ignao	08/17/20	08/06/20	10/13/22	3	10-13-22 Resolved; Disqualification under PBT Examinations is not appealable to CSC; CSC and DHR conducted an inspection service request completed on 2-2-21

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments
0213-22-4	4	Appealing the minimum qualifications for 6124 Principal Inspector - Hazardous Materials Program examination.	11/10/22	11/10/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga-Tipton L. Kim S. DeWolfe	12/05/22	11/23/22	12/01/22	5	11/29/22 - Appellant withdrew appeal.

Number of Appeals	
Carried Over from FY2021-22	46
Appeals Received in FY2022-23	59
<b>Total Number of Appeals in FY22-23</b>	<b>105</b>

Total Appeals by Category	
Classification (2)	2
Compensation (3)	1
Examination (4)	44
EEO/Discrimination (6)	22
Future Employment Restrictions (7)	35
Personal Services Contracts (8)	0
Position-Based Tests	3
Appealing the decision of the Executive Officer (1)	1

Resolutions	
Hearing at CSC (1)	18
Untimely (2)	2
Not Appealable (3)	3
Resolved Administratively (4)	14
Other (5)	12
<b>Total Resolved</b>	<b>49</b>
<b>% Resolved</b>	<b>47%</b>



# **ATTACHMENT C**

**Inspection Service Requests Log**

Total for 2022-23		38	Mid-Year Report 2022-23					38		
Totals by Category										
Letter or Email	36	61%	Appointments (1)	6	Letter or Email	36	61%			
Phone - Walk in	2		Examinations (2)	11	Phone - Walk in	2				
Resolved in 60 days	23		Conflict of Interest (3)	3	Resolved in 60 days	23				
			ERO Administrator (4)	0						
			Salary Setting (5)	0						
			Rule Application (6)	4						
			Certification/Selection (7)	8						
			Classification (8)	2						
			Miscellaneous (9)	4						
			Layoffs (10)	0						
Code	Received Date	Letter or Email	Phone Walk in	Requested By	Issue	Job Class	Dept.	Resolution/Remedy	Date Resolved	60 days
1	7/5/2022	1		Redacted	If there is no eligible list for the appointments made through the 37th Supplement to temporarily waive Civil Service Rules to make appointments as a result of vacancies due to vaccination requirements, how is the seniority date determined for bumping and layoffs?		DPH/TW UI Local 250	Although a traditional eligible list is not established, the seniority date and ranking is still established for these direct hires; therefore they will have seniority dates and bumping rights. SE	7/8/2022	Y
6	7/6/2022	1		Redacted	Review of hiring process for 7238 at Moccasin	7238	PUC	Position was filled in accordance with Mayor's 37th supplement for expedited hiring - no violations - LM	7/6/2022	Y
8	7/12/2022	1		Redacted	Released from promotion probationary period of 1942 and reverted to previous 1936 position but still performing the work of a 1942	1942	MTA	Rule 109.16 Temporary Out-of-Class Assignments Policy and Definitions; CS Adviser Out-of-Class Assignments; referred to HR Labor Relations and union SE	7/12/2022	Y
1	7/19/2022	1		Redacted	Review of appointments for 7355	7355	PUC	PUC & DPW conducted expedited hiring - due to 37th Mayoral Proclamation - LM	8/24/2022	Y
9	7/21/2022	1		Redacted	Alleges his supervisors are not qualified for their positions	9149	MTA	Lavena		
3	8/2/2022	1		Redacted	Favoritism - Superintendent given additional position due to favoritism by acting Dept Head	0941	ADM	Superintendent was assigned as Superintendent over BBR and SSR as a result of an untimely death. No position upgrade, no wage increase - no violations - Lavena	9/9/2022	Y
3	8/2/2022	1		Redacted	Favoritism – Manager and direct report hired a family friend under the Mayor's 37th Supplement	0933	PUC	LH - PUC response pending	11/1/2022	N
2	7/28/2022	1		Redacted	Minimum qualifications - 1053 applicant falsified degree to meet MQs	1053	HSA	LH- HSA Response pending	11/1/2022	N
3	7/12/2022	1		Redacted	Manager inappropriately hired P103s	P103	DPH	LH - DPH response pending		
2	8/3/2022	1		Redacted	Employee qualified for the 7216 Exam but disqualified from 7253 Exam	7216 7253	MTA	Employee was qualified and participated on both examinations. SE	8/10/2022	Y
7	8/15/2022	1		Redacted	Post-referral process for class 9116 & 9117 positions at MTA	9116/ 9117	MTA	No violations to substantiate the allegations brought forward, selection process was fair, competitive, consistent and compliant with selection procedure. 10/12/22 MTA finalizing response will submit in the next 2 weeks; 10/11/22 CSC requesting an update; 9/16/22 MTA requesting extra time respond; 9/13/22 sent letter to MTA. EA	1/5/2023	N

### Inspection Service Requests Log

7	8/17/2022	1		Redacted		Post-referral process for class 9116 & 9117 positions at MTA	9116/ 9117	MTA	No violations to substantiate the allegations brought forward, selection process was fair, competitive, consistent and compliant with selection procedure. 10/12/22 MTA finalizing response will submit in the next 2 weeks; 10/11/22 CSC requesting an update; 9/16/22 MTA requesting extra time respond; 9/13/22 sent letter to MTA. EA	1/5/2023	N
7	8/16/2022	1		Redacted		Post-referral process for class 9116 & 9117 positions at MTA	9116/ 9117	MTA	No violations to substantiate the allegations brought forward, selection process was fair, competitive, consistent ad completion with selection procedure. 10/12/22 MTA finalizing response will submit in the next 2 weeks; 10/11/22 CSC requesting an update; 9/16/22 MTA requesting extra time respond; 9/13/22 sent letter to MTA. EA	1/5/2023	N
2	8/18/2022	1		Redacted		REC Class 3422 - applicant who missed the deadline was allowed to take the exam	3422	REC	LH - REC response pending		
7	8/19/2022	1		Redacted		Top ranks were not selected for interviews; dept. selected rank 18 for interviews; how many vacancies: how were they able to reach rank 18?	2716	AIR	AIR had 5 vacancies but Smart Recruiters had additional vacancies citywide which allowed AIR to reach up to rank 18 SE	8/23/2022	Y
1	9/12/2022	1		Redacted		Allegation that applicant does not meet MQ's - cook	2654	DPH	Review completed - appointee meets MQ's - LM	10/5/2022	Y
2	9/12/2022	1		Redacted		Disqualified for class 1823 but claims she meets MQ's	1823	CCD	Review completed - applicant did not meet MQ's - LM	10/12/2022	Y
6	9/13/2022		1	Redacted		What is a promotive position when referring to reversion rights?		SHF	Rule 117.9.3 Reversion to Former Class-Released Promotive Probationary Employee; Employees released from a promotive probationary period shall revert to a position in the class from which promoted; displacements may occur; promotive is not defined by only by promotions within a class series. SE	9/13/2022	Y
2	9/16/2022	1		Redacted		Requesting an investigation on the 7253 examination process with MTA.	7253	MTA	Review completed, no violations; 12/1/22 received info from MTA; 10/13/22 sent letter to MTA - EA	1/11/2023	N
7	9/19/2022	1		Redacted		Requesting an investigation on the post-referral selection for the 8108 with the Sheriff Dept.	8108	SHF	Review completed; nothing wrong with post-referral selection. EA	11/30/2022	N
1	9/23/2022	1		Redacted		Favoritism - alleges selected candidate for Interim Labor Relations Director does not meet the Mqs and was appointed due to favoritism by the HR Director	0932	DPH	LH - DPH response pending		

**Inspection Service Requests Log**

2	9/30/2022	1	Redacted		Alleges that two applicants are not qualified to take exam	7329	MTA	Review completed; applicants meet MQ's. - LM	10/13/2022	Y
6	10/3/2022	1	Redacted		Member released from promotive probationary period but it's almost 30 days and the department has delayed placing the employee in any position			Rule 117.9.3 Reversion to Former Class-Released Promotive Probationary Employee; Employees released from a promotive probationary period shall revert to a position in the class from which promoted; displacements may occur; reversion shall be accomplished not later than 30 days from release; delays due to 3-4 weeks because of the need for medical clearance; department followed up with employee. SE	10/5/2022	Y
6	10/4/2022	1	Redacted		Member released from promotive probationary period but department is denying reversion rights; moved to step 3 in the grievance process			Rule 117.9.3 Reversion to Former Class-Released Promotive Probationary Employee; Employees released from a promotive probationary period shall revert to a position in the class from which promoted; displacements may occur; promotive is not defined by only by promotions within a class series; employee is not guaranteed the same position in the same department and employee may revert to the same classification in another department. Informed ERD SE	10/5/2022	Y
8	10/12/2022	1	Redacted		Reclassification process for class 7362.	7362	SFO	Provided CSC Rule 109 Position Classification and direction on how to proceed. - LM	10/12/2022	Y
2	10/13/2022	1	Redacted		Entire recruitment and hiring is outdated and not forward thinking when posting positions that only internal applicants are can be qualified for due to the requirement of 1 year of TEX CAT 18 experience. The City is excluding outsiders. Entire HR system needs to be overhauled.			Due to high number of vacancies and high number of TEX CAT 18 employees, Mayor's 48th Supplement allowed HRD to establish program to give TEX CAT 18 employees expedited opportunity to move into PCS positions; posting for transparency SE	10/14/2022	Y
2	10/13/2022	1	Redacted		Could not pass the Supervisory Battery Exam for a previous but different class examination and now prevented from participating in the examination for another class because they did not pass the SBE taken 8 months ago. Already in acting assignment for 1.5 years and limited opportunities to take the exam again because there are only 2 supervisory positions in the department. Worked over 20 years in the City and was not given time to study in advance for the earlier exam taken 8 months ago and is now better prepared. Superintendent encouraged him to take the exam and now HR will not allow him although he's met the MQs.	7253	MTA	DHR reviewed scantron sheet and verified the complainant's responses; scores are correct; because all applicants who failed the Supervisory Battery Exam must wait one year after the last examination was taken, the City cannot make an exception for one applicant, otherwise all applicants would need to be allowed to retake the examination after less than a year. Candidate encouraged to learn from taking the initial exam and now knows what to study in preparation for the next exam. SE	10/25/2022	Y

### Inspection Service Requests Log

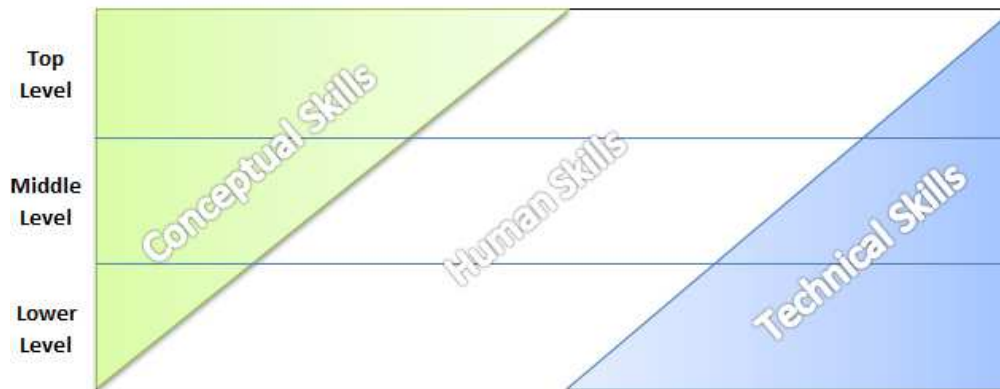
1	10/19/2022	1		Redacted	Alleges that applicant is not qualified for 7322 position.	7372	PUC	Appointee meets MQ's - LM	11/21/2022	Y
9	10/19/2022	1		Redacted	How does a person lift future employment restrictions?		SHF	If a former employee has conditional future employment restrictions, they must submit documentation verifying how they met the conditional restriction to the Human Resources Director. Permanent citywide restrictions cannot be lifted; CSC Policy and Procedures on Future Employment Restrictions SE	10/20/2022	Y
1	10/21/2022	1		Redacted	Allegation that applicant is not qualified for 9145	9145	MTA	Completion of review was delayed due to MTA's process not being completed- Candidate does not meet MQ's and will be removed from eligible list - LM	1/9/2023	N
2	10/31/2022		1	Redacted	examination process for 7258 Electrical Transit Mechanic Supervisor I at MTA.	7258	MTA	2/2/23 sent draft response to SE&LH; 12/1/22 sent ltr to MTA - EA		
7	11/2/2022	1		Redacted	Questions why she was not hired for PEX status and nor current PCS position	2992	GSA	provided verbally to complainant 12-22 and written report in January 23 sent to complainant - LM	12/13/2022	Y
7	11/7/2022	1		Redacted	Alleges that applicant s not qualified for hire to 6231	6231	DPW	No merit to allegation - appointee meets MQ's - LM	12/8/2022	Y
1	11/30/2022	1		Redacted	Applicant not meeting MQs for 1244	1244	DPH	Meets MQs no violations. EA	12/16/2022	Y
7	12/2/2022	1		Redacted	Allegation that a manager inappropriately gave an unfair advantage in the hiring process to a friend	1052	HSA	No merit to allegation - appointee meets MQ's and was highest scoring candidate in post-referral process- LM	2/1/2023	Y
9	12/9/2022	1		Redacted	Request for inspection review regarding class 5260 and 5601 out-of-class work.	5260	PUC	Appeal was held on 8/15/22 which Commissioners denied & PUC at the request of the Commission conducted a review and audit of the hiring process and duties for the class - so response is to clarify there will be no inspection review. LM	1/1/2023	Y
2	12/21/2022	1		Redacted	Exam process in limiting applicants to re-take an examination after 1 year limits opportunities to fill hard-to-fill vacancies in the City Are there Rules or DHR procedures that explain this process?	7335	DHR	DHR procedures: Exam announcement stated that applicant may re-test after 1 year from the last exam; applicants who pass the test may re-test and the system will just bank the most recent score SE	12/27/2022	Y
2	12/27/2022	1		Redacted	Unfair hiring process that only qualifies TEX 2903 for PCS positions	2903	DPH	SE		
9	12/30/2022	1		Redacted	Nepotism in the hiring of applicant by brother-in-law	2903	DPH	LM - request sent to DPH 1/5/23		

# **ATTACHMENT D**

## Management Minimum Qualifications

*Last Updated as of 2/6/18*

**Managerial Skills:** As management positions rely primarily on soft skills, departments should avoid having overly stringent management minimum qualifications particularly in regards to technical skills. Rather, departments should seek to use additional desirable qualifications to indicate what they would prefer that can provide for more flexibility as many times the “perfect” candidate will have many, but not all of the desirable skills.



### Definitions:

- **Professional:** An individual that interprets laws and regulations and exercises independent judgment in the application of defined principles, practices and regulations.
- **Supervisor:** An individual having authority and exercising independent judgment to effectively recommend to hire/promote, discipline, assign, reward or adjust the grievances of other employees. Please note, pursuant to Civil Service Rules, supervisors do not directly hire or discipline employees; rather, they recommend a course of action to a higher authority.
- **Manager:** An individual in a high level administrative and policy-influencing position who plans, organizes, staffs, leads and controls a major function or effort for the purpose of accomplishing organizational goals.

### Education:

- **Bachelor Degrees:**
  - **Generally:** May substitute up to 2 years of education for Bachelor of Art degrees with additional years of experience (consistent with citywide practice on MQs for professional classifications).
  - **Exception:** May fully substitute education with additional years of experience in fields in which incumbents in the feeder classifications typically do not have bachelor degrees (e.g., Public Safety, Trades and IT).

- Advanced Degrees:

- Should only be required when mandated by law; otherwise, should only potentially be listed as a desirable qualification.
- May substitute for one year of experience.

**Experience:** To the extent specific experience is required, that experience should qualify the recommended years of experience below as opposed to requiring additional years of experience.

Classification Level	Experience
0922 – 0923 Managers I - II	3 – 5 years of professional experience in the applicable, major functional area with <b>desirable qualification</b> that 2 of those years include supervisory experience (as underlying professional classifications often do not supervise then do not want to make an MQ)
0931 – 0933 Managers III - V	5 – 8 years of professional experience in a applicable, major functional area of which 3 years <b>must include</b> experience supervising professionals (except for public safety and trades); management experience should only be listed as a desirable qualification
0941 – 0943 Managers VI – VIII	4 – 6 years of managerial experience of which all <b>must include</b> supervisory
0951 – 0955 <sup>1</sup> Deputy Directors	2 – 6 years of managerial experience of which all <b>must include</b> supervisory ( <u>0951</u> : 2-4yrs, <u>0952</u> : 2-4yrs, <u>0953</u> : 4-6yrs, <u>0954</u> : 4-6yrs; <u>0955</u> : 4-6yrs)
0961 – 0965 <sup>1</sup> Department Heads	6 – 10 years of managerial experience of which all <b>must include</b> supervisory ( <u>0961</u> : 4-6yrs, <u>0962</u> : 4-6yrs, <u>0963</u> : 6-8yrs, <u>0964</u> : 6-8yrs; <u>0965</u> : 8-10yrs)

- Major Functional Areas:

- Administrative
- Engineering
- Finance and Accounting
- Health and Human Services
- Human Resources
- Information Services
- Legal Protection and Detention
- Operations

<sup>1</sup> Department Heads (096x) and Deputy Directors (095X): As these appointments are exclusively exempt under the Charter, DHR defers to departments to set position specific minimum qualifications and the preceding guidance is provided only as a recommendation. Departments are encouraged to state MQs as “desirable” qualifications when publically posting 096x and 095x positions.