



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

**LONDON N. BREED  
MAYOR**

***Sent via Electronic Mail***

April 20, 2023

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

**SUBJECT: RESPONSE TO VICE PRESIDENT FAVETTI INQUIRY ON THE STATUS OF 2908 SENIOR ELIGIBILITY WORKER HIRING AT SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH.**

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **May 1, 2023, at 2:00 p.m.**

This item will appear on the Regular Agenda. Please refer to the attached notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is recommended. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG  
Executive Officer

Attachment

Cc: Brenda Virella-Vazquez, Department of Public Health  
Scott DeWolfe, Department of Public Health  
Liesel Cruz, Department of Public Health  
Luenna Kim, Department of Public Health  
Kimberlee Walden, Department of Public Health  
Jennifer Magnusson, Department of Public Health  
Shawn Sherburne, Department of Human Resources  
Dave Johnson, Department of Human Resources  
Anna Biasbas, Department of Human Resources  
Carol Isen, Department of Human Resources  
Commission File  
Commissioners' Binder  
Chron

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

### **A. Commission Office**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Each presentation shall conform to the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

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

1. Civil Service Commission Register Numbers: **0239-22-4**
2. For Civil Service Commission Meeting of: **May 1, 2023**
3. Check One:
 

Ratification Agenda	<input type="checkbox"/>
Consent Agenda	<input type="checkbox"/>
Regular Agenda	<input checked="" type="checkbox"/>
Human Resources Director's Report	<input type="checkbox"/>
4. Subject: **Response to Vice President Favetti inquiry on the status of 2908 Senior Eligibility Worker Hiring at San Francisco Department of Public Health**
5. Recommendation: **Adopt the report of the Department of Public Health.**
6. Report prepared by: Kim Walden & Jennifer Magnusson Telephone number: 628-271-6708 & 628-271-6622
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format-A).**

8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director:

Date: 04.19.2023

9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer  
Civil Service Commission  
25 Van Ness Avenue, Suite 720  
San Francisco, CA 94102**

10. Receipt-stamp this form in the  CSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

**CSC RECEIPT STAMP**

Attachment

## NOTIFICATIONS

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## San Francisco Department of Public Health

Grant Colfax, MD  
Director of Health

City and County of San Francisco  
London N. Breed  
Mayor

DATE: April 19, 2023

TO: The Civil Service Commission

THROUGH: Carol Isen  
Human Resources Director

THROUGH: Kimberly Walden  
Director, DPH Staffing

FROM: Jennifer Magnusson  
Manager, DPH HR Operations

RE: Response to Vice President Favetti inquiry on the status of 2908 Senior Eligibility Worker Hiring at San Francisco Department of Public Health

### **Background**

San Francisco Department of Public Health (DPH) is responding to Vice President Favetti's February 6, 2023 request for a follow up report on the status of the 2908 Senior Hospital Eligibility Worker hiring. The original agenda item related to this request was an appeal of the Exempt to Permanent Status Program (E2P) 2908 Senior Eligibility Worker Job Ad (CBT-2908-E10138) that this Commission ultimately denied.

### **Authority/Standards**

#### **CIVIL SERVICE COMMISSION RULE**

Sec. 111.17 Authorization for Exempt to Permanent Status Program

Pursuant to the Forty-Eighth Supplement to the Mayoral Emergency Declaration, the Human Resources Director is authorized to establish programs giving exempt employees the opportunity to transition to permanent status. The exempt employee must have successfully served in an exempt status for a minimum of one (1) year. In establishing the program, the Human Resources Director shall consider, among other factors, active holdover rosters where qualified eligibles

exist, availability of positions, budgetary restrictions, equal employment opportunity and Office of Racial Equity goals.

The specific procedures and qualifications established shall be listed in the examination announcement for the classifications involved. Eligibles processed in this manner will be placed on an eligible list. This rule shall only apply to Exempt Category 18: Special Projects and Professional Services. The certification rule for all eligible lists established under this program shall be Rule of the List. Determination of the appropriate eligible list from which to make appointments if there is an active eligible list in the job classification is at the discretion of the Human Resources Director subject to criteria submitted to and approved by the Civil Service Commission.

Decisions by the Human Resources Director shall be subject to appeal to the Civil Service Commission whose decision shall be final. In view of the urgency and time limitations, an expedited report and hearing process utilizing special meetings of the Commission where a quorum is present may be considered.

The Human Resources Director shall submit monthly reports to the Civil Service Commission on the progress of the temporary program.

Inquiries and complaints on this program submitted to the Civil Service Commission office under its Charter authorizes Inspection Services and shall continue to be investigated and resolved.

Consistent with the provisions of the Forty-Eighth Supplement to the Mayoral Emergency Declaration, this Rule shall expire December 15, 2022, unless terminated earlier by the Mayor or the Board of Supervisors.

### **Current Hiring**

DPH made nine appointments as of 4/14/2023 from the 2908 eligible list H00010, adopted on August 12, 2022, with 99 original eligibles. Three of these hires included a Spanish bilingual special condition. There are five permanent vacancies remaining. One of the remaining positions is in final selection, pending vetting procedures (verification, references, backgrounds, and medical), with a tentative start date of 4/29/2023. The other four positions are in varying stages of the post referral selection process prior to final selection. One of these positions has a bilingual Cantonese special condition. There are no plans to use the E2P 2908 Senior Eligibility Worker eligible list for the remaining vacancies. Position status may change prior to DPH presentation on this matter as the hiring processes are underway.

### **Future Hiring**

DPH Merit Assessments team plans to issue a new 2908 Job Ad before June 30, 2023. The 2908 E2P eligible list expires on December 8, 2023. DPH may consider using the E2P list for future

vacancies if eligibles remain on that list. The department would follow all procedures indicated by the request for certification which includes a section to justify choosing one list over the other (Attachment A).

**Recommendation**

Adopt the report of the Department of Public Health.

**Attachment**

Attachment A - Referral\_ESR\_1117161





## Important instructions for completing this form

The form you requested follows this page. Please complete it on your computer and submit it online for fast, easy transmission to the appropriate City & County of San Francisco department.

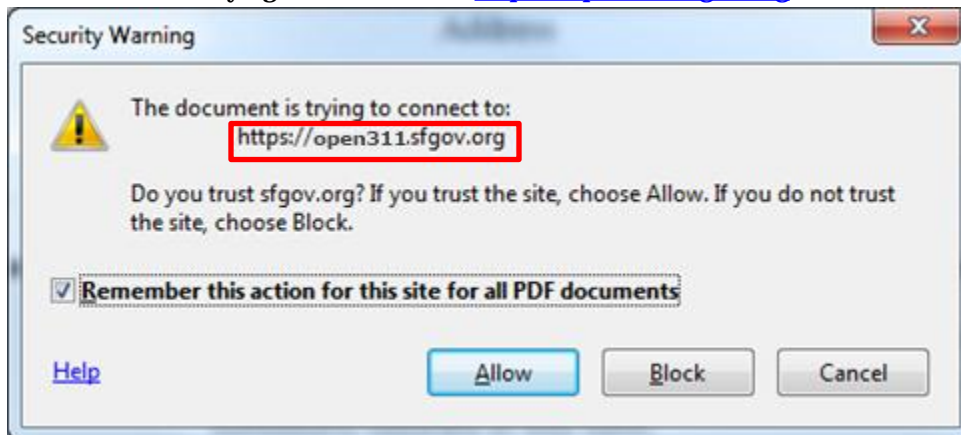
Follow these steps to complete your form:

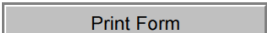
1. Scroll down and type the requested information in the corresponding field.
  - You can move among the fields by using your mouse or the “Tab” key.
2. When you’ve completed the form, you must check the terms and conditions checkbox

I have chosen to submit this form electronically. I am certifying that I have read, understand, and agree to the terms and conditions outlined in this form.

in order to click the  button.

3. Once you submit the form, you may see a warning like the one below. Verify that the address the document is trying to connect to is <https://open311.sfgov.org> and click on Allow



4. Once you submit the form, if you would like to print a copy of your completed form you can click on the  button which will appear after clicking the Submit button.

*Please note: Adobe Reader does not allow you to save your work. It’s very important for you to print out your form if you would like a copy for your records.*

5. Once you submit the form, please click on the  button if you have files or documents to attach.

CERTIFICATION/MODIFICATION

City and County of San Francisco  
Carol Isen  
Human Resources Director



Department of Human Resources  
Connecting People with Purpose  
www.sfdhr.org

Date of Request: \_\_\_\_\_ Department: \_\_\_\_\_  
Department Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**SECTION I: REQUEST INFORMATION**

Type of Request: \_\_\_\_\_ Recruitment ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Type Job Code List ID  
If Certification, select type: \_\_\_\_\_ If Rule of 1, list appointee name: \_\_\_\_\_  
Is this a borrowed PBT list? Yes No If yes, select the department code: \_\_\_\_\_

**\*Required documentation must be attached.** For information on required documentation, click here: [Required Documents](#)

If Modification, select type: \_\_\_\_\_ Certification Date: \_\_\_\_\_

**A formal letter of justification on department letterhead is required for all modifications and must be attached.**

**SECTION II: POSITION NUMBERS** (If more than ten (10) positions, please attach list of positions)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_  
6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_ 10. \_\_\_\_\_

**NOTES SECTION** (for manually created PRSP jobs, please list REF ID numbers here)

**SECTION III: ELIGIBLE LIST SELECTION** (Use to justify choice between "Traditional" and "Exempt-to-Permanent" eligible lists in accordance with the CSC [eligible list selection criteria memorandum](#))

**Traditional CBT/PBT Eligible List:**

- No other Exempt-to-Permanent eligible list for this classification/position exists
- Department needs "entry" level employee and has resources to train
- Department has no existing incumbent trained for the position
- Existing CBT/PBT is "fresh" with many eligibles from which to choose

**Exempt-to-Permanent Eligible List:**

- No other CBT/PBT eligible list for this classification/position exists
- Department needs "journey" level employee with City experience in the class
- Department already expended resources to train and integrate existing Category 18 employee
- Existing CBT/PBT is "stale" based on lack of interest from the most recent referral/NOI
- Existing CBT/PBT is more than two years old or set to expire soon

Justification (briefly explain each selection made above):

**SECTION IV: DHR REVIEW (DHR Use Only)**

Status: \_\_\_\_\_ Action Taken: \_\_\_\_\_ Position Number(s): \_\_\_\_\_

Certification/Modification Certified By: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

I am submitting this form electronically. I am certifying that I have read, understand, and agree to the terms and conditions outlined in this form.