



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

Date: September 19, 2022 *Amended*

To: Civil Service Commission

From: Sandra Eng
Executive Officer

Subject: **Year-End Report on the Civil Service Commission's Activities and Achievements for Fiscal Year 2021-22**

The following is a summary report on the activities of the Civil Service Commission (Commission or Department) in Fiscal Year 2021-2022 period covering July 1, 2021 through June 30, 2022.

Background

Due to the Mayor's 45th Supplement to the February 25, 2020 Emergency Proclamation, policy bodies were allowed to return to meeting in person and meeting remotely. The first hybrid meeting (in Room 400 at City Hall and virtually through WebEx) was on March 7, 2022. Appellants, personal service contract coordinators, human resources staff, union representatives, and the public were allowed to attend the meeting in person, virtually through WebEx or make public comment by phone. Due to the operational need in Room 400, to host the virtual meetings through the WebEx System, all staff were required to be in attendance onsite at City Hall or in the commission offices for commission meetings to monitor calls and emails, troubleshoot challenges when attendees were connecting on to the virtual system. All staff were required to run each meeting. In October 2021, staff returned to reporting into the office two (2) days a week.

Staffing

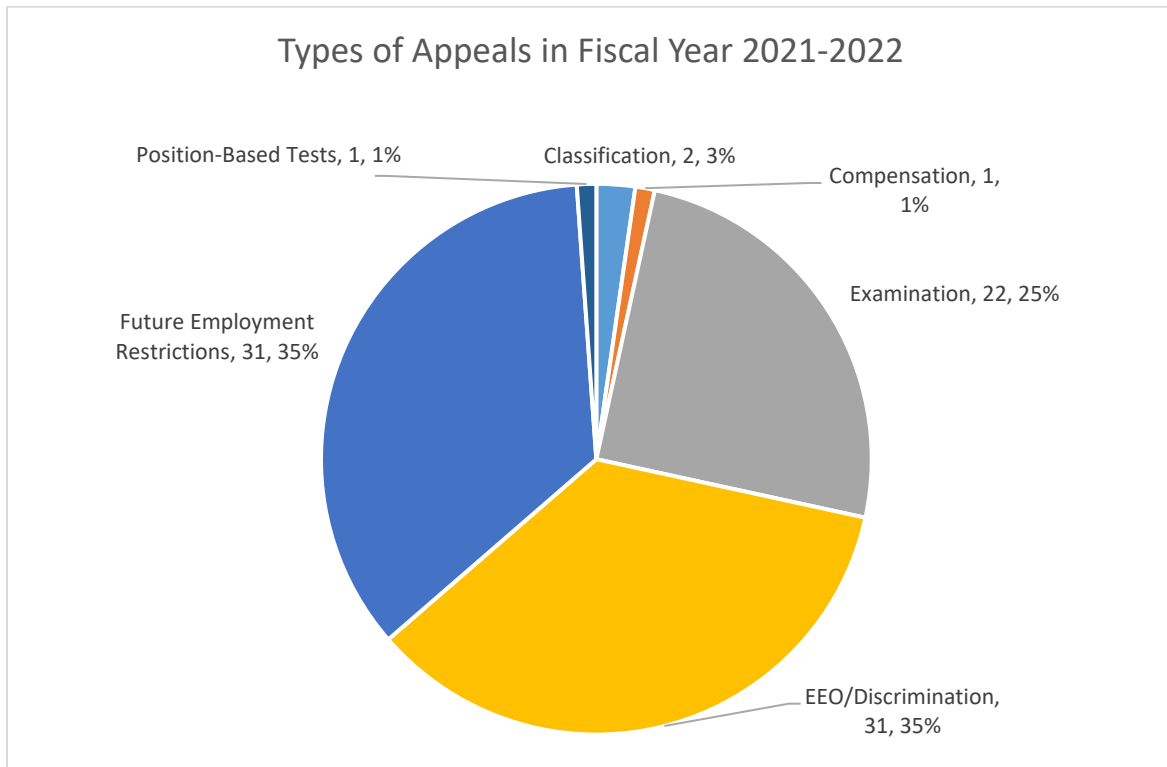
Although the department is fully funded for 6 full-time employees, the department was understaffed due to a vacant Deputy Director position, the promotion of the Human Resources Analyst, leaves of absences, and reasonable accommodation requests in part due to COVID-19. The Deputy Director position was filled on May 2, 2022; however, the position had been vacant since May 2020. The incumbent in the Senior Clerk position was promoted to Temporary-Exempt Human Resources Analyst position in May 2022. Staff continued to telecommute and increased their days of reporting into the office from one (1) to two (2) days a week beginning October 2021. Due to the spike in the pandemic, the office was physically closed in January and in February 2022, Commission staff returned to the office three (3) days a week. Although the department remained understaffed with employees on leaves of absence or due to reasonable accommodation requests unable to report into the office, Commission staff was committed to maintaining office hours and covered extra days when necessary to ensure sufficient coverage in the office Monday through Friday. There continues to remain overall one (1) full time vacancy since November 2019.

Budget

The Department's budget last fiscal year fully funded all six (6) FTE. Our approved overall budget for Fiscal Year 2021-2022 was 1.38 M.

Appeals and Hearings

The Commission received a total of 42 new appeals and requests for hearings in Fiscal Year 2021-2022, in addition to the 47 active unresolved appeals that were carried over from the previous fiscal year. The Commission heard and resolved 44 of the 89 pending appeals last fiscal year, representing 49%, which falls below our target goal of 70%. (Attachment B). Staff reports or the scheduling of appeals were delayed due to understaffing in all City Departments. Other departments were also affected by other matters including COVID-19 (e.g., disaster service work, leaves of absences, transfers or promotions of internal candidates resulting in other vacancies, retirement, resignations, terminations).

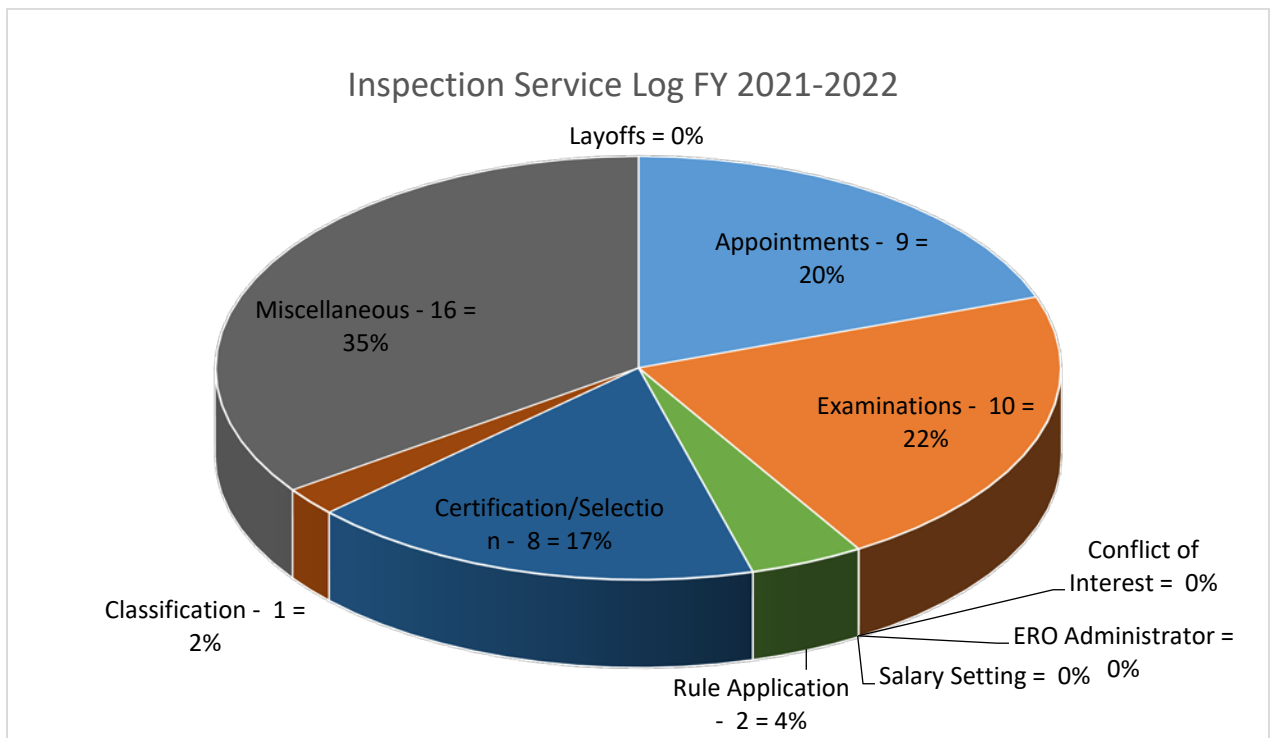


Inspection Service Requests

In Fiscal Year 2021-2022, the Commission received a total of 55 Inspection Service Requests from employees, labor representatives, job applicants/candidates, anonymous individuals, and members of the public. (Attachment C). Due to the Shelter Order, many department offices remained closed unless they were providing essential public services; therefore, many inspection service requests could not be resolved within 60 days. The Commission resolved 22% (12 out of 55) of the Inspection Service Requests within 60 days, which is below our target of 80%.

In Fiscal Year 2021-2022, there were continuing complaints of candidates being selected based on favoritism and candidates/appointees not meeting the minimum qualifications which are categorized as Miscellaneous, Appointments, and Certification/Selection. Issues regarding the examination administration process are at a high percentage, as well.

One (1) Inspection Service review, in particular, involved a City employee's application for a vacancy posted through the new Smart Recruiters application system. When the employee inquired about his application, he was informed by the Department of Human Resources (DHR) Exam Systems Supervisor that his application was not in the system, and therefore, was not submitted. In the employee's Inspection Service request, the employee expressed concern and disappointment because the employee stated he had submitted his application. The employee was working in an "acting" position and was aware that an opportunity to be promoted to a Permanent Civil Service status in a higher classification may not occur again for another few years. In response to the inspection service request, Commission staff contacted the (DHR) Exam Systems Supervisor to review the application process in the system and inquired that if the examination had not already been administered, could the vacancy be re-posted for a few days so that this applicant (and perhaps other applicants) could re-submit an application. Commission staffmembers do not have the authority to direct a department to repost an examination announcement in order to accept additional applications nor is a department required to grant this type inquiry or request. However, the Exam Systems Supervisor informed Commission staff that the examination had not taken place and that due to the Commission's request the position would be re-posted for two (2) working days. In this case, the issue was reviewed and resolved within two (2) working days and the employee expressed gratitude to Commission staff and DHR for the opportunity to re-submit his application.



Rule Amendments, Policies, and Procedures

Due to the national crisis over repeated instances of police brutality, the killings of people of color and the killing of George Floyd, a Black man, killed by a Minneapolis Police Officer, the Commission requested a presentation from the San Francisco Police Department on the hiring and promotion process for uniformed officers. At the same time, the Commission received a resolution from the Board of Supervisors and the District Attorney urging the Civil Service Commission to establish disqualifying standards for applicants for the position of Police Officer based on misconduct. As a result, Rule 210.8 Qualifications of Applicants was adopted on June 6, 2022. The Rule amendment was designed to define sustained finding and serious misconduct in detail and how these actions would disqualify an applicant for a position as a peace officer or custodial officer in the San Francisco Police Department.

Pursuant to the 48th Supplement dated May 19, 2022, to the Mayoral Proclamation dated February 25, 2020, the Human Resources Director was authorized to temporarily modify Civil Service Rules to establish streamlined competitive examination process for employees who have served for at least one year in exempt status under Charter Section 10.104 (18) for special projects and professional services (Category 18). The Department of Human Resources presented this Rule 111.17 proposal to the Commission on June 6, 2022, and according to the 48th Supplement the rule was adopted five (days) after the presentation. Although the proposed Rule 111.17 Examinations – Authorization for Exempt to Permanent Status Program is adopted according to the 48th Supplement, the Department of Human Resources continues to have meet and confer meetings with the employee labor organizations.

Review on Hearings Regarding Equal Employment Opportunity (EEO) Appeals

At the meeting of September 20, 2021, Professor William Gould IV, Stanford University, presented his findings and recommendations after leading an independent review, at the request of the Mayor, into the equal employment opportunity practices, policies and procedures of the City and County of San Francisco. One of Professor Gould's several recommendations was to "allow employees to appeal EEO investigation findings of the more consequential cases to independent and diverse hearing officers who are expert in employment discrimination law and supportive of fair employment principles who write opinions, if necessary, a feature which is lacking in the Civil Service Commission." Throughout the fiscal year, the Department of Human Resources and the City Attorney's Office reported to the Commission on matters including: 1) Legal issues pertaining the use of Hearing Officers to Assist the Commission in discrimination appeals; 2) Remedies available to City Employees who allege they have experienced discrimination; 3) Consideration on the use of hearing officers to hear discrimination appeals; and 4) Practices in other California Cities/counties and use of hearing officers in city agencies for other purposes. If the Commission chooses, it may decide to have the hearing officer conduct the hearing of EEO appeals and make recommendations to the Commission but it is the Commission that is authorized to make the final decision on EEO appeals. (Charter Sec. 10.101) The Commission continues the discussion in the next fiscal year.

Setting of Salary and Benefits for Elected Officials and the Members of the Board of Supervisors

The Commission sets the salary and benefits of all Elected Officials, including members of the Board of Supervisors of the City and County of San Francisco in accordance with the Charter Section A8,409-1 and Section 2.100.

At the Civil Service Commission meeting on May 3, 2021 the Commission had for its consideration the annual salary adjustment for the 3rd year of the 5-year cycle for the Members of the Board of Supervisors in accordance with Charter Section 2.100 for Fiscal Year 2021-2022. The Commission voted to approve a 3.5% salary increase for the Members of the Board of Supervisors effective July 1, 2021 for the Fiscal Year 2021-2022 budget.

At the Civil Service Commission meeting on May 3, 2021, the Commission also had for its consideration the annual salary adjustment for the 5th year of the 5-year cycle for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) in accordance with Charter Section A8.409-1 for Fiscal Year 2021-2022. The Commission voted to approve a salary increase of 1.7% (based on the CPI-U) effective July 1, 2021 for the Fiscal Year 2021-2022 budget.

At the Civil Service Commission meeting of May 3, 2021, the Commission certified the benefits of the Elected Officials, including the Members of the Board of Supervisors for Fiscal Year 2021-2022 at the same level of benefits as those provided to covered employees of the Municipal Executives Association effective July 1 2021.

At the Civil Service Commission meeting on May 16, 2022, the Commission had for its consideration the annual salary adjustment for the 4th year of the 5-year cycle for the Members of the Board of Supervisors in accordance with Charter Section 2.100 for Fiscal Year 2022-2023. The Commission voted to approve a 4.2% salary increase for the Members of the Board of Supervisors effective July 1, 2022 for the Fiscal Year 2022-2023 budget. The Commission also had for its consideration the base salary setting for the 5-year cycle (July 1, 2022 – June 30, 2027) for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor- Recorder, Treasurer, and Sheriff) in accordance with Charter Section A8.409-1 for Fiscal Year 2022-2023 effective July 1, 2022. Based on the salary survey conducted of comparable Elected Official positions, the Commission approved salary increases for the Assessor-Recorder, District Attorney, Sheriff, and Treasurer-Tax Collector.

At the Civil Service Commission meeting of May 16, 2022, the Commission certified the benefits of the Elected Officials, including the Members of the Board of Supervisors for Fiscal Year 2022-2023 at the same level of benefits as those provided to covered employees of the Municipal Executives Association effective July 1, 2022.

Merit System Audit Program

For Fiscal Year 2021-2022, the Merit System Audit Program of the Commission focused on reviewing the selection and appointment practices for nine recruitments conducted by the

Department of Public Health, Municipal Transportation Agency, and the Public Utilities Commission. All the appointees reviewed for this audit were deemed by their respective department appointing officers or designees to have met the minimum qualifications for the position to which they were appointed. Department of Human Resources (DHR) policy requires that all documents related to verification of minimum qualifications be obtained prior to the appointment date of the candidate and are to be maintained in the official employee personnel file (OEPF) exhibiting compliance of procedures and policies. This applies to all candidates selected for permanent civil service, provisional or exempt appointments.

All three (3) departments that participated in this audit, complied with this procedure illustrating that each appointee is qualified for the position to which appointed.

Recommendation: Adopt the report.

Attachments:

Attachment A: Report on the Civil Service Commission Department's Achievement of Fiscal Year 2021-2022 Goals and Objectives

Attachment B: Fiscal Year 2021-2022 Appeals Log

Attachment C: Fiscal Year 2021-2022 Inspection Service Requests Log

ATTACHMENT A

Attachment A

Goals, Objectives and Priorities for Fiscal Year 2021-2022

The following five (5) goals are focused on: 1) fulfilling the Commission's legal and Charter mandates; 2) supporting the Commission's purpose and mission through its six major program areas and functions; and 3) advancing the Commission's objective to modernize and strengthen the operations of the City and County of San Francisco's merit system. The Executive Officer did not establish a strategic plan approved by the Commission for Fiscal Year 2021-22, therefore the following goals from Fiscal Year 2020-21 is used as a guide.

The objectives assist in defining the goals, and the performance measures for each objective are indicators of service levels and the extent to which Commission staff is able to achieve those goals within the measurement period (Fiscal Year 2021-2022).

Goal #1: Increase access to, and utilization of the Commission's information resources.

Objective	Performance Measures	Comments
Increase the availability of information about the Commission.	<ul style="list-style-type: none">• Continue to ensure that all information on the Commission's website is accurate and current.• Continue to seek ways to expand upon the information available on the Commission's website, Facebook page and Twitter. Update the information as needed throughout the fiscal year.• Ensure compliance with Language Access ordinance.	<ul style="list-style-type: none">• Ongoing; other than contacting staff, the website is the main resource for information especially regarding meetings• Working with DT to update access to Twitter and Facebook• If a request is received from the appellant, the department will provide an interpreter/translator; we also have a list of employees who have volunteered their services as interpreters through the Language Access Ordinance

<p>Ensure that information on the Commission's website is intuitive and easily accessible.</p>	<ul style="list-style-type: none"> • Continue to ensure that the Civil Service Rules are in a format conducive to printing (e.g. consistent font and paragraph spacing, review for legibility, etc.). • Maintain the posting of official Civil Service Rules in PDF format. 	<ul style="list-style-type: none"> • Working with DT towards using a new platform • Completed
<p>Increase the availability of information on the Commission's website.</p>	<ul style="list-style-type: none"> • Continue to increase the availability of information and documents under the Commission's preview on the Commission's website (e.g., post established policies, publications and relevant historical statistics, documents, staff reports, etc.). • Continue to investigate options for language accessibility for all documents. 	<ul style="list-style-type: none"> • Ongoing; meeting material with confidential information redacted is posted on the website • Remains on hold as we will be moving to a new platform
<p>Ensure that Commission staff and the Commissioners have quick, efficient and easy access to the Commission's historical documents and files for proper record retention purposes and any specific research needs.</p>	<ul style="list-style-type: none"> • Continue to expand the use of the Commission's webs-based document management system ("DocumentMall"): <ul style="list-style-type: none"> ○ Expand upon the types of documents uploaded into the system (e.g., meeting material, policies, communications, publications and reports). ○ Require that all Commission staff use access and/or upload documents into DocumentMall on a weekly basis throughout the fiscal year. ○ Convert paper reports and other Commission documents into digital files on Document Mall, with the goal of uploading at least 700 pages of documents into the system on a weekly basis. 	<ul style="list-style-type: none"> • DocumentMall is no longer an available contract through Ricoh; reviewing the new document management system available through Ricoh

	<ul style="list-style-type: none"> • Continue to review all Commission hard copy documents and files throughout the year. <ul style="list-style-type: none"> ○ Continue to purge all duplicative/unnecessary hard copy documents (either through proper destruction procedures or by sending them to storage at the San Francisco Public Library) and upload all relevant historical documents and files into the system. ○ Resolve at least one box (or the equivalent of documents/files each week. 	
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Goal #2: Create greater transparency and efficiencies in the Commission’s procedures and communications.

Objective	Performance Measures	Comments
<p>Improve communications with appellants so that they understand the Civil Service Commission Rules, policies and meeting procedures.</p>	<ul style="list-style-type: none"> • Continue to provide appellants with as much information as possible so that they understand meeting and appeal procedures. • Offer training/guidance to departments on how to prepare and present staff reports before the Commission. • Provide Quarterly Training. • Conduct Survey for Satisfaction/Training Topics. • Publish Accessible Staff Report Template 	<ul style="list-style-type: none"> • Increasing communication with applicants through virtual meetings. • Training was put on hold due to staffing shortage; however, one on one training has been provided to new managers/analysts • Procedures on preparing staff reports is being updated
<p>Improve communication with</p>	<ul style="list-style-type: none"> • Continue to explore ways to clarify services provided when initiating or modifying Personal 	<ul style="list-style-type: none"> • Ongoing; meeting with PSC Coordinators of

<p>departments so that they understand the need for transparency when describing accurate information when requesting the use of Personal Service Contracts.</p>	<p>Service Contracts to include accurate description of smaller contracts providing various services under the one umbrella for transparency to stakeholders.</p>	<p>larger departments.</p>
<p>Increase the use of electronic communications with departments and appellants (if requested) in an effort to reduce paper consumption and staff resources, create efficiencies with Commission stakeholders.</p>	<ul style="list-style-type: none"> • Throughout the fiscal year, seek ways to further expedite and streamline the Commission's communications with its stakeholders, and reduce the Commission's paper consumption and drain on staff resources. 	<ul style="list-style-type: none"> • Ongoing; working with DHR EEO on redactions for public viewing reports and material sent to responders. • Continue to accept staff reports electronically except for one hard copy for the public viewing binder • Continue to accept appeals by email
<p>Issues reports regarding Commission deliverables and achievements on a timely basis.</p>	<ul style="list-style-type: none"> • No later than the second meeting in August 2022, finalize the draft Fiscal Year 2021-2022 Annual Report and Year-End Report for the Commission's review and approval. • No later than the first meeting in February 2022, report to the Commission on the status of the Commission's achievements of its goals and objectives for the first half of the Fiscal Year 2022-2023. 	<ul style="list-style-type: none"> • After the FY Year End is approved by the Commission, the Annual Report will be prepared for approval. • Incomplete

<p>Ensure that Commission staff understand and are focused on supporting the Commission's mission, goals and objectives.</p>	<ul style="list-style-type: none"> • No later than August 2021 establish all Commission staff performance plans for the next performance review period (Fiscal Year 2021-2022) and ensure that the plans include deliverable specifically tied to the Commission's Fiscal Year 2021-2022 Goals and Objectives. 	<ul style="list-style-type: none"> • Incomplete
<p>Ensure that the Commission's internal policies and administrative procedures are kept updated and documented for Commission staff.</p>	<ul style="list-style-type: none"> • Revisit and update as needed all Commission internal policies and standard operating procedures to ensure consistency and facilitate cross training. • Continue to perform Records Management (electronic). • Continue to respond to Public Records Requests. 	<ul style="list-style-type: none"> • Ongoing; Policy and Procedures on Personal Service Contracts • Waiting for DHR to decide on Records Management System • Ongoing

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

Objective	Performance Measures	Comments
<p>Resolve appeals in a timely manner to the extent possible.</p>	<ul style="list-style-type: none"> • Process 100% of appeals and requests for hearing within seven (7) days of receipt in Fiscal Year 2019-2020 (i.e., review for jurisdiction and timeliness, record the appeal into the Commission's Pending Appeal Log (PAL) and communication log, send appellants acknowledgement of receipt letters, and notify departments of the appeal and targeted hearing date.) • By June 30, 2020, resolve and/or forward to the Commission for hearing, at least 70% of the appeals received in Fiscal Year 2021-2022. 	<ul style="list-style-type: none"> • 99% We were not receiving mail on a daily basis; however, when our office received the mail, appeals were immediately transmitted and acknowledged. • Actual 49%; delays due to understaffing in most departments and delays in employees returning to work; many

		<p>departments were still catching up with work from 2020.</p>
<p>Monitor appeals and develop strategies to improve the efficiency by which appeals are resolved.</p>	<ul style="list-style-type: none"> • Continue to evaluate the effectiveness of the Commission's appeals policies and procedures (e.g., staff report deadlines, revised communications to departments, etc.) based on performance measure achievements over the past three fiscal years. By June 30, 2022, implement any new, or adjust existing policies and procedures as appropriate for Fiscal Year 2022-2023. • Issue the Commission's Meeting Schedule and Deadlines for Calendar Year 2022 no later than November 2021 to ensure that departments are aware of staff report submission deadlines. • Regularly update and monitor the Pending Appeals Log on a bi-weekly basis, and communicate with departments as appropriate, to ensure that staff reports and appeals are submitted within a reasonable period of time. • Convene monthly meetings with the Department of Human Resources to review pending or potential complex issues and work towards resolution in collaboration. • Obtain advice and guidelines from the City Attorney's Office as needed on legal issues concerning appeals in as far advance as possible to avoid delays and backlogs (e.g., closed session matters, privacy 	<ul style="list-style-type: none"> • Met with DHR EEO to review CSC procedures; continued to allow appellants and departments to submit material electronically; hard copies were required for public viewing once the Commission returned to meeting in-person • Completed • Duty was temporarily reassigned to TEX Human Resources Analyst for updating the log; due to understaffing, unable to continuously contact departments for updates • Met with EEO and Recruitment and Selection on DHR policies and procedures • Ongoing

	protections, Brown Act requirement, etc.)	
Work collaboratively with departmental representatives, the Department of Human Resources and City Attorney's staff to establish new or amend current Rules, policies and procedures to address changing needs as appropriate.	<ul style="list-style-type: none"> Throughout the fiscal year, seek input from human resources analysts and managers on the effectiveness of the merit system and areas needing improvement. Convene regular meetings of the Commission's Committee on Policy and Rule Revision (COPAR) throughout the fiscal year to: 1) discuss and review with departmental human resources representatives any new Rules, policies or procedures, or needed/requested revisions thereto; and 2) seek departmental input on inconsistencies between the Civil Service Rules and current departmental practices, to recommend appropriate action to the Commission (e.g., consider proposing a Rule amendment, issue an Adviser to clarify Rule requirements, etc.). 	<ul style="list-style-type: none"> Ongoing COPAR meetings were temporarily on hold until the appointment of the Deputy Director; Resume in September 2022

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

Objective	Performance Measures	Comments
Review the Civil Service Rule series and recommend revisions/deletions/additions to the Rules for the Commission's consideration as necessary and appropriate.	Review one Civil Service Rule series every other month on average and recommend when appropriate revisions/deletions/additions for the Commission's	<ul style="list-style-type: none"> Rule 210.8 adopted on June 6, 2022; Reviewed rules with DHR on promotional applicants for CBT and PBT

	<p>consideration. Revisions will be prioritized as follows:</p> <ol style="list-style-type: none"> 1) Rules or provisions that conflict with, or that are otherwise inconsistent with the law. 2) Rules that are confusing, inconsistent with other Rules, or policies, or inconsistently applied by departments. 3) Rules or provisions that would support operational needs. 4) Rules or provisions no longer applicable. 5) Revisions that would consolidate or streamline the Rules. 6) Rules needed to address merit system issues discovered during the course of Inspection Service reviews or the Audit Program. 7) Clean-up (e.g., remove Rules that have expired, etc.) 	<p>Examinations for consistency;</p> <ul style="list-style-type: none"> • Preparing Volume I Misc for Peace Officer Rules similar to Rule 210.8 • Reviewing Rules on minimum qualifications to include documentation maintained in employee personnel files
<p>Conduct meet and discuss and facilitate meet and confer negotiations to adopt new and amended Rules, policies and/or procedures</p>	<ul style="list-style-type: none"> • As needed during the fiscal year, conduct meet and discuss sessions with the City's labor unions or meet and confer sessions when 	<ul style="list-style-type: none"> • Completed; management continues to meet with unions after inspection requests or

<p>when required under state law.</p>	<p>appropriate with City's labor unions on any new or amended Rules or policies when required under State law.</p>	<p>appeals to discuss upcoming rule applicability and proposals</p>
<p>Conduct best practice reviews of merit system matters in other jurisdictions..</p>	<ul style="list-style-type: none"> • Research best practices in the Bay Area and/or comparable jurisdictions (e.g., Los Angeles) upon request of the Commission during the fiscal year. 	<ul style="list-style-type: none"> • Staff began to conduct research on the EEO complaint/appeal process
<p>Provide outreach, training, and support to the Commission's stakeholders regarding the Civil Service Rules, policies and procedures.</p>	<ul style="list-style-type: none"> • Upon requests/as needed during the fiscal year, develop and conduct seminars and trainings on the merit system, the Civil Service Rules, policies and procedures and other matters under the jurisdiction of the Commission. • Upon request, give presentations and updates on merit system issues during the Department of Human Resources' Monthly Human Resources Professional Group meetings. • Provide a presentation on the Merit System to new human resources analysts and managers upon requests. • Offer to provide other Commission stakeholders with an overview of the merit system upon request (e.g., union 	<ul style="list-style-type: none"> • No seminars were conducted; Executive Officer did conduct one on one training for new managers • Executive Officer conducted Merit System training for the racial equity teams of a few departments • Executive Officer reviewed and trained on the Policy and Procedures for Personal Service Contracts with DEM, PUC, HOM, CAT, DPH, GSA, DPW, OCA, CON, IFPTE Local 21, SEIU 1021, Local 39 • Unions have requested training, but they have not been

	<p>representative/employee groups, operational managers, elected officials, Deputy City Attorney's, etc.)</p> <ul style="list-style-type: none"> • Seek input from the Commission's stakeholders on common merit system areas of confusion and issue publications on Frequently Asked Questions and develop new Advisers on reoccurring issues as needed during the fiscal year. • Offer to provide labor representatives with informational articles on the Commission for their member newsletters upon requests. 	<p>able to schedule as of yet.</p> <ul style="list-style-type: none"> • Deputy Director conducted training at the Office of Racial Equity Retreat; continues to receive input from the Racial Equity Teams in the City • Preparing new Adviser on verification of minimum qualifications with emphasis on acceptable documentation
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Goal #5: Strengthen the Commission's ability to meet its Charter mandates and oversee the operation of the merit system.

Objective	Performance Measures	Comments
<p>Review the operations of the merit system in City departments.</p>	<ul style="list-style-type: none"> • Conduct nine (9) departmental audits in Fiscal Year 2021-2022. • Resolve/complete within 60 days, 80% of Inspection Service Requests received in Fiscal Year 2019-2010. • In the event that Commission staff determines in the course of its audits and/or Inspection Service reviews that some department practices conflict with established Rules or policies, issue formal clarifying statements and/or trainings within 60 days so that all 	<ul style="list-style-type: none"> • Completed • 22% completed within 60 days; due to understaffing in our departments and other departments, leaves of absence and reasonable accommodation requests, there were delays in

	<p>departments are aware of an understand applicable merit system requirements.</p>	<p>responding within 60 days</p> <ul style="list-style-type: none"> • Corrective action has been recommended to departments and departments continue to work with our staff to be in compliance with the merit system
<p>Increase the Commission's access to information regarding the operation of the merit system.</p>	<ul style="list-style-type: none"> • No later than the second meeting in June 2022, submit for the Commission's review its Calendar of Reports for Calendar Year 2020 (this details the reports that City departments are required to submit to the Commission each year). Include for the Commission's review a list of available canned queries, reports and available information related to merit system matters in the event that the Commission wishes to expand upon the information it currently receives from Commission staff and/or City departments (e.g., exempt appointment justifications, personal services contracts, examination plans, etc.,). • By the end of December 2021, issue the final 2022 Calendar of Reports to departments in advance. Additionally, issue an electronic reminder one month prior to each report's due date. 	<ul style="list-style-type: none"> • Incomplete; some reports have been delayed due to the state of emergency, especially with departments unable to resume examinations in 2020, safety requirements, and the ability to override the Charter in the duration of exempt appointments when the City is in a state of emergency • Incomplete, but will resume in December 2022
<p>Ensure that departments are complying with</p>	<ul style="list-style-type: none"> • When applicable, record any conditions, restrictions or reporting requirements that the 	<ul style="list-style-type: none"> • Notice of Actions and Meeting Minutes record

<p>Commission's requests for reports and/or additional information.</p>	<p>Commission places on a Personal Services Contract (PSC). Utilize a "tickler system" so that the Commission is able to ensure that departments comply with the Commission's conditions, restrictions or reporting requirements for PSC approvals.</p> <ul style="list-style-type: none"> • When applicable, record and create a "tickler system" for any additional reports that the Commission requests throughout the fiscal year. 	<p>conditional approvals</p> <ul style="list-style-type: none"> • Previous Human Resources Analyst set up a tickler system on email; Preparing an excel spreadsheet for CSC review
<p>Complete/coordinate all Charter-mandated wage/benefit surveys requiring Commission certification under the Charter.</p>	<ul style="list-style-type: none"> • By the end of November 2021, develop a work plan and schedule for achieving Charter mandated surveys for the fiscal year. • Utilize a "tickler system" for departmental reports to ensure that Charter-mandated surveys are timely submitted (e.g., Office of Labor Standards and Enforcement prevailing wage survey, and Department of Human Resources survey of nurse salaries and benefits.) • No later than the second meeting in May 2022, complete the salary survey for the Board of Supervisors in accordance with Charter Section 2.100 Compensation and Salary of Elected Officials. 	<ul style="list-style-type: none"> • Completed • Departments have already set up a tickler system • CSC approved the Elected Officials and the Board of Supervisors salary and benefits at the meeting of May 16, 2022
<p>Ensure that the Commission's budget in Fiscal Year 2022-2023 is sufficient so that it can adequately carry out its Charter obligations</p>	<ul style="list-style-type: none"> • Negotiate with the Mayor's Office, Controller's Office and Board of Supervisors to maintain the Commission's budget in Fiscal Year 2022-2023 at an adequate level to support its operations, Charter functions 	<ul style="list-style-type: none"> • Completed

to oversee the merit system.	and merit system goals and objectives.	
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Goal #6: Work towards “A diverse, equitable and inclusive city”.

Objective	Performance Measures	Comments
<p>Serve as a resource center for interested Departments, outside agencies and stakeholders in pursuing employment opportunities with the City and County of San Francisco.</p>	<ul style="list-style-type: none"> • Serve as a resource for departments and outside agencies in strategizing how to coordinate efforts in assisting disenfranchised or struggling individuals find support in securing sustainable employment opportunities within the City and County of San Francisco local governmental agency. • Offer training on demand in understanding the Merit System and the process in seeking employment opportunities with the City and County of San Francisco. • Assist Departments with developing programs of opportunity within the guidelines of the merit system and Charter provisions. 	<ul style="list-style-type: none"> • Regular monthly meetings with the Office of Racial Equity and the Racial Equity workforce groups • Deputy Director conducted training at the Office of Racial Equity Retreat

ATTACHMENT B

Civil Service Commission
Fiscal Year 2021-22 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments
0080-21-6	6	Appealing the Director of Transportation's decision on his EEO Complaint File No. 3182.	05/19/21	05/20/21	J. Tumlin K. Ackerman V. Harmon J. Buick J. White R. DeWit M. Valdez	08/02/21	07/22/21	10/15/21	5	10/9/21 - Appellant withdrew his appeal; 9/7/21 - R. DeWit, DHR requesting item be postponed to 10/4/21; 6/30/21 - R. DeWit, DHR requesting item be postponed to 9/20/21.
0059-9-6	6	Appealing the HR Director's decision to administratively close her discrimination complaint EEO File No. 2515.	02/27/19	03/04/19	Callahan Gard Valdez Simon Howard Frattarelli	05/20/19	05/09/19	11/22/21	4	11/19/21 - Resolved Administratively - Settlement Agreement; 3/4/19 - Appeal to be placed in abeyance due to litigation filed by appellant
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			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					
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			
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			
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			
0215-20-6	6	Appealing the Human Resources Director's decision on her complaint EEO File No. 3526.	11/02/20	11/04/20	C. Isen J. Buick M. Tugbenyoh L. Simon M. Valdez R. DeWit M. Brown R. Simmons	02/01/21	01/21/21	11/22/21	4	11/19/21 - Resolved Administratively - Settlement Agreement.
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			

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0162-21-4	4	Appealing the H-50 Assistant Deputy Chief application filing.	08/16/21	09/29/21	C. Isen J. Buick A. Biasbas K. Howard D. Johnson S. Mayorga-Tipton M. Tugbenyoh	12/20/21	12/09/21	11/01/21	1	11/1/21 - Denied the appeal. 11/1/18 - Continued to the meeting 11/1/21 when all commissioners are present.
0171-21-4	4	Appealing the disqualification of her application for H22 Lieutenant, Fire Prevention examination.	10/07/21	10/08/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson J. Bushong	12/20/21	12/09/21	11/01/21	1	11/1/21 - Denied the appeal and adopted the report.
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			
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			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 - MW will need additional time; 3/8/22 - A. Winn, PUC requesting item be postponed to the meeting of 4/4/22; 1/21/22 - A. Winn, PUC requesting item be postponed to the meeting of 3/21/22.
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			4/12/22 B. Miles, 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			
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 - R. DeWit, DHR requesting item be heard on 2/7/22.

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0082-21-4	4	Appealing the rejection of his application for 7120 Building & Grounds Maintenance Superintendent (CBT-7120-098013) examination.	5/25/21	05/27/21	C. Isen J. Buick K. Howard A. Biasbas M. Tugbenyoh S. M-Tipton C. Ikeda K. Castillo	08/16/21	08/05/21	10/04/21	5	10/4/21 - Appellant withdrew appeal; 8/25/21 - A. Biasbas, DHR & ADM requesting item be postponed to 10/4/21; 7/19/21 - B. Santiago, ADM requesting item be postponed to the meeting of 9/20/21.
0143-21-6	6	Appealing the Human Resources Director's decision to not investigate further and administratively close his complaint, EEO File No. 3673.	08/23/21	08/26/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez R. DeWit M. Cayabyab	11/15/21	11/04/21	12/06/21	1	12/6/21 - Appeal denied. 11/3/21 - A. Kwan, DHR requesting item be postponed to the meeting of 12/6/21.
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			
0156-21-4	4	Appealing the 1823 Sr. Administrative Analyst (PBT-1823-106737) examination.	09/17/21	09/22/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Bias S. Mayorga-Tipton M. Lama	12/06/21	11/24/21	12/08/21	3	DHR-Examination scores not appealable
0085-21-4	4	Appealing the examination administration for not being appropriately accommodated during the Q-50 Sergeant Examination.	05/28/21	06/02/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson	08/16/21	08/05/21	07/09/21	5	7/9/21 - Appellant withdrew appeal.
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			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 2020

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0035-21-4	4	Appealing the rejection of his application for the 7318 Electronic Maintenance Technician examination.	3/7/2021	3/8/2021	J. Tumlin K. Ackerman W. Miles D. Sambat	6/7/2021	5/27/2021	08/17/21	5	8/16/21 - Appellant withdrew appeal; 7/21/21 - B. Miles, MTA requesting item be postponed to 8/16/21; 7/13/21 - B. Miles, MTA requesting item be postponed to 8/2/21;
0239-20-4	4	Appealing the 7215 General Laborer Supervisor I (CBT 7215-903617) Examination Process.	12/2/2020	12/4/2020	C. Isen J. Buick A. Biasbas K. Howard C. Ikeda A. Ignao S. Sexton K. Castillo	3/1/2021	2/18/2021	07/08/21	4	7/7/21 - Resolved Administratively; 4/23/21 - GSA (K. Castillo) postponed to the meeting of 7/19/21; 2/16/21 - Angie Ignao, ADM, trying to resolve administratively need additional time; reschedule to 4/19/21;
0043-21-4	4	Appealing the disqualification for the 5241 Environmental Engineer (CBT-5241-904173) examination.	3/19/2021	3/22/2021	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas S. Mayorga-Tipton E. Maier	6/7/2021	5/27/2021	07/08/21	4	6/9/21 - Resolved Administratively; 5/6/21 - DHR requesting item be postponed to the meeting of 7/19/21;
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			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 - Marvin Dunson informed CSC that appellant had retired as of 1/12/21; 12/9/20 - M. Brown informed CSC that appellant has filed a complaint against the Department of Public Health and is represented by counsel. This CSC appeal should be postponed until the legal matter is resolved. Kate Kimberlin is the City Attorney involved in this case.
0041-22-4	4	Appealing the disqualification for the H-006 Arson Investigator List.	3/17/2022	3/21/2022	C. Isen A. Biasbas J. Buick K. Howard D. Johnson M. Tugbenyoh J. Bushong	6/6/2022	5/26/2022	06/06/22	1	6/6/22 - Appeal granted, remain on the H-5 Invesetigator eligible list; 5/16/22 - continue to the meeting of 6/6/22.
0300-19-1	1	Appealing the Executive Officer decision to administratively close his appeal regarding 3434 Arborist Technician	11/19/19		S. Eng			11/01/21	1	11/1/21 - Granted the appeal. 10/18/21 - Postponed to 11/1/21 at the request of the appellant.
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			4/5/21 - Postponed the appeal to a future meeting date at the request of the appellant.

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0061-22-6	6	Appealing the HRD's determination to not further investigate and to administratively close his complaint of discrimination, EEO File No. 3865.	04/29/22	05/04/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez J. Caldon J. Lee	07/18/22	07/07/22	06/14/22	5	6/14/22 - DHR is reopening and investigate EEO File No. 3865, appeal moot.
0051-21-6	6	Appealing the Director of Transportation's decision to administratively close without further investigation her DHR EEO File No. 3511.	3/11/21 (postmark date)	04/02/21	J. Tumin K. Ackerman V. Harmon J. Buick R. DeWit M. Valdez	06/21/21	06/10/21	08/16/21	1	8/16/21 - appeal denied; 6/9/21 - DHR requesting to postpone item to the meeting of 8/16/21.
0176-21-4	4	Appealing the disqualification of her application for H22 Lieutenant, Fire Prevention examination.	10/21/21	10/22/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson J. Bushong	01/03/22	12/23/21	11/12/21	5	11/12/21 - Appellant requested to have her appeal withdrawn.
0170-21-4	4	Appealing the disqualification of his application for the H22 Lieutenant, Fire Prevention examination.	10/07/21	10/08/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson J. Bushong	12/20/21	12/09/21	11/15/21	5	11/15/21 - Appellant requested to have his appeal withdrawn; 10/22/21 - Appellant requested his item be postponed to the meeting of 11/15/21.
0027-19-6	6	Appealing the Director of Transportation's decision to administratively close his Discrimination Complaint, EEO File No. 2203.	01/22/19	01/24/19	Reiskin Ellison Harmon Simon Valdez	04/01/19	03/21/19	09/29/21	5	9/27/21 - Appellant withdrew his appeal; 8/16/21 - Postponed to 10/18/21. 6/10/21 - R.Nelson, PUC requesting item be postponed to the meeting of 7/19/21; 2/27/20 - EEO plans to present on 5/18/20 or 6/15/20; 1/3/20 - Workers' Compensation appeal settled on 10/31/19, find out if appellant wants to pursue with CSC appeal; 8/16/19 - Requested status on pending appeal; 7/24/19 - Requested status on pending appeal; 4/18/19 - Pending Workers' Comp Appeals Board, postpone to meeting of 8/5/19; 3/4/19 - Request to postpone hearing until 6/3/19 due to pending Worker's Comp Appeal Board hearing.
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			
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	Callahan J. Buick A. Biasbas D. Johnson M. Tugbenyoh	05/04/20	04/23/20			

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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			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
0011-4-21	4	Appealing the rejection of his application for the 1241 Human Resources Analyst (CBT-1241-904144) examination.	02/04/21	02/05/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas S. Mayorga- Tipton V. Radford- Bellamy	04/19/21	04/08/21	03/01/21	4	Resolved Administratively
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			
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			
0172-21-4	4	Appealing the disqualification of her application for H22 Lieutenant, Fire Prevention examination.	10/07/21	10/08/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson J. Bushong	12/20/21	12/09/21	11/01/21	1	11/1/21 - Denied appeal and adopted the report.
0207-21-6	6	Appealing the Human Resources Director's decision to administratively close his discrimination complaint, EEO File No. 3867 without further investigation.	12/13/21	12/15/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez B. Houston L. Lew	03/07/22	02/24/22	03/07/22	1	3/7/22 - Resolved; denied the appeal.
0040-21-6	6	Appealing the Human Resources Director's decision on his EEO Complaint No. 3327.	03/11/21	03/12/21	C. Isen J. Buick M. Tugbenyoh K. Howard M. Valdez R. DeWit C. Ikeda A. Penick	06/07/21	05/27/21	08/11/21	5	7/30/21 - Appellant emailed CSC withdrawing his appeal; 7/29/21 - R. DeWit informed CSC that new determination letter was issued on 7/6/21 and appellant had agreed to withdraw appeal. CSC requested written confirmation from appellant; 5/26/21 - DHR is requesting postponement to a future CSC Mtg; 5/25/21 - Appellant requesting postponement to a future CSC Mtg.

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0032-22-4	4	Appealing the rejection of his application for the 7274 Transit Power Line Worker Supervisor II examination.	03/08/22	03/10/22	J. Tumlin K. Ackerman W. Miles II S. Nath	05/02/22	04/21/22	05/16/22	1	5/16/22 - Appeal denied; appellant failed to appear; 4/20/22 - B. Miles, MTA requesting appeal be postponed to the meeting of 5/16/22.
0006-22-6	6	Appealing the Human Resources Director's determination that your Complaint of Discrimination, EEO File No. 3835 does not meet the standards for discrimination to warrant further investigation under City's EEO Policy.	01/19/22	01/27/22	C. Isen J. Buick M. Tugbenyoh A. Martinez R. DeWit A. Kwan K. Williams	04/18/22	04/07/22	04/18/22	1	4/18/22 - Appeal Denied.
0113-21-6	6	Appealing the Human Resources Director's decision to administratively close her complaint without further investigation, DHR EEO File No. 3715.	07/13/21	07/16/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez R. DeWit Chief Scott B. Houston	10/04/21	09/23/21	12/20/21	1	12/20/21 - Appeal denied. 10/13/21 - Appellant requesting postponement to 12/20/21; 10/4/21 - postponed to 11/1/21; 9/26/21 - Appellant requesting postponement to 11/1/21.
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			
0043-22-4	4	Appealing the examination administration for the Senior Counselor position at the Juvenile Probation Department.	03/22/22	03/22/22	C. Isen A. Biasbas J. Buick K. Howard S. Mayorga Tipton M. Tugbenyoh P. Treichel J. Loang	07/18/22	07/07/22	04/26/22	2	Appeal Untimely
0124-21-6	6	Appealing the Human Resources Director's decision on his complaint, DHR EEO File No. 3696.	07/21/21	07/22/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez A. Caporale	10/04/21	09/23/21	10/18/21	1	10/18/21 - appeal denied. 10/4/21 Postponed to 10/18/21. 9/23/21 Appellant requested postponement for 10/18/21
0144-21-6	6	Appealing the Human Resources Director's decision regarding his complaint, EEO File No. 3440 and to administratively close without further investigation of his complaint.	08/25/21	08/26/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez R. DeWit K. Fletcher	11/15/21	11/04/21	11/15/21	1	11/15/21 - Adopted the report and denied the appeal.

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0181-21-6	6	Appealing the denial of her Vaccination-Medical-Religious-Exemption request.	11/09/21	11/10/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez R. DeWit J. White L. Kim	02/07/22	01/27/22	12/10/21	5	12/10/21 that the Human Resources Director is reviewing your discrimination complaint and opened a complaint file.
0055-21-6	6	Appealing the Human Resources Director's decision on her claim of retaliation and discrimination.	12/11/20 (postmark date on envelope)	04/12/21	C. Isen J. Buick K. Howard M. Tugbenyoh J. White R. DeWit R. Mercado	06/21/21	06/10/21	09/09/21	5	4/19/21 Appellant withdrew appeal.
0205-21-6	6	Appealing the Human Resources Director's decision to administratively close her Complaint of Discrimination, EEO File No. 3811.	12/06/21	12/08/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez L. Regler J. Borlaza	03/07/22	02/24/22	06/06/22	1	6/6/22 Denied appealed, appellant failed to appear; 3/30/22 DHR requested 2nd postponement to 6/6/22; 2/28/22 - A. Kwan, DHR requesting item be heard on 4/18/22.
0169-21-6	6	Appealing the Human Resources Director's decision on her discrimination and retaliation complaint EEO File No. 2874.	10/07/21	10/08/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez R. DeWit J. Nelly	12/20/21	12/09/21	02/07/22	1	2/7/22 - Resolved; appeal denied.
0072-21-6	6	Appealing the Human Resources Director's decision on her claim of discrimination, failure to accommodate, and retaliation by US mail and received in our closed office in January 2021.	1/7/21 (postmark date on envelope)	05/10/21	C. Isen J. Buick K. Howard M. Tugbenyoh J. White M. Valdez R. DeWit M. Carrol	08/02/21	07/22/21	07/14/21	4	Resolved Administratively - Appeal moot
0145-21-6	6	Appealing the Director of Transportation's decision to administratively close EEO File No. 3685 without further investigation.	09/06/21	09/09/21	J. Tumlin K. Ackerman V. Harmon J. Zeigler J. Buick A. Martinez R. DeWit	12/06/21	11/24/21	03/07/22	1	3/7/22 - Resolved; appeal denied.

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0081-21-4	4	Appealing the disqualification for the 7120 Building and Grounds Superintendent (CBT-7120-098013) examination	5/21/2021	5/24/2021	C. Isen J. Buick A. Biasbas K. Castillo K. Howard M. Tugbenyoh C. Ikeda S. Mayorga-Tipton	8/2/2021	7/22/2021	07/14/21	4	Resolved Administratively
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			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.
SEPARATIONS - REQUESTS FOR HEARING										
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			
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 - J. Jimenez, ADM informed the CSC appellant filed a grievance.
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			12/8/20 - S. Vaksberg requesting this item be postponed to 3/1/21 CSC Mtg. due to scheduling issues.

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Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments
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			
21402107	7	Requesting a hearing on her employability with the City and County of San Francisco.	12/23/21	12/23/21	C. Isen J. Buick K. Howard M. Tugbenyoh L. Kim	03/07/22	02/24/22	03/07/22	1	3/7/22 - Resolved; appeal denied. Future employment restriction; non-permanent citywide ban for 3 years to any position that handles confidential information.
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			7/19/21 JP Ziegler, MTA informed CSC active 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			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			11/4/20 Louise Houston, 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			4/2/19 Contact appellant if they wish to move forward with appeal; 3/28/19 Department informed us that on 7-19-16 Arbitration award: denied grievance and upheld termination; 8/17/15: Not scheduled for arbitration as of yet per Laurie Juengert. 7/24/15: Arbitration on 9/22/15 (Winograd) – handled by DCA Ruth Bond 06/01/15 Pending Arbitration; 05/04/15 Pending arbitration; 04/02/15 Arbitration.
0241-20-7	7	Requesting a hearing on his future employment restrictions as a 8207 Building and Grounds Patrol Officer with the City and County of SF.		12/07/20	C. Isen J. Buick K. Howard M. Tugbenyoh J. Caldon J. Lee	03/01/21	02/18/21	02/07/22	1	2/7/22 - Resolved; appeal denied. 3/15/21- Postponed appeal to a future Commission meeting date until arbitration is completed. 2/16/21 - Jenna Lee - Requesting to reschedule hearing to CSC Mtg. of 3/15/21.
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			9/10/19 Louise Houston, DPH requesting appeal to be held in abeyance pending the outcome of the grievance process. SEIU, Local 1021 filed a step 2 grievance on behalf of appellant on 8/22/19.
0180-21-7	7	Requesting a hearing on his future employability with the Fine Arts Museums of SF.	11/08/21	11/22/21	C. Isen J. Buick A. Biasbas K. Howard M. Tugbenyoh M. Cayabyab	03/07/22	02/24/22	03/04/22	1	3/7/22 - Resolved; appeal denied. Future employment restriction; non-permanent citywide ban for 5 years.

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Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments
0105-21-7	7	Requesting a hearing on his future employability with the City and County of San Francisco.	07/07/21	07/09/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas J. Hinderliter M. Carlin	10/04/21	09/23/21	06/06/22	1	6/6/22 Appeal denied, 7 years of satisfactory work experience outside ccsf; complete restitution of the amount as determined by HSS that is owed to CCSF; and No future employment with the PUC: 4/26/22 - J. Chen, PUC requesting item be postponed to the meeting of 6/6/22; 3/21/22- Postponed to a future meeting. 11/15/21 - Postponed to 3/7/22 at the request of the appellant. 9/24/21 Appellant's representative requested postponement to 11/15/21
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			
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. Tumin K. Ackerman R. Williams JP Ziegler	09/20/21	09/08/21			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			6/26/18 Contacted DHR for update on status; 04/01/17 Grievance Resolved; SHF working on staff report; 4/01/16: appellant is currently in the grievance process for his termination. The department requests that the appeal be postponed until his termination grievance is resolved.
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			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			4/2/19 Arbitration scheduled for 7/15/19; 3/29/19 Arbitration tentatively scheduled for June; October 30, 2018: SEIU has filed a termination grievance and therefore, Rec & Park has requested that appeal be placed on hold pending decision of grievance.
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			3/28/19 Department checking on status; 6/26/18 Contacted DHR for update on status
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			3/22/21 Gilda C., DHR informed the CSC that the staff report recommending employment restrictions is on hold until the arbitration has been resolved.
0182-20-7	7	Requesting a hearing on his future employability as a 7328 Operating Engineer 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	01/19/22	5	1/16/22 withdrew his appeal; 3/15/21 - Postponed appeal to a future Commission meeting until the traffic citation is resolved.

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Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments
0108-20-7	7	Requesting a hearing on his future employability with the City and county of San Francisco.	04/06/20	05/13/20	Callahan J. Buick M. Tugbenyoh C. Ikeda S. Vaksberg	08/17/20	08/06/20	10/18/21	1	10/18/21- Future employment restrictions upheld for two years. 7/23/21 S. Vaksberg requesting item be heard on 10/18/21; 7/21/21 Requested update from GSA; 7/1/21 Requested update from GSA
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			
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			9/29/21 Pending case at DFEH; 7/26/21 B. Houston requesting item be postponed to 10/18/21; 6/8/21 DHR/SFPD requesting item be postponed to the meeting of 8/16/21; 5/11/21 DHR/SFPD 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			9/1/20 - DHR informed the CSC of Pending Arbitration with City Attorney's Office.
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	3/7/22	02/24/22			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			
0111-20-7	7	Requesting a hearing on her future employability with the City and County of San Francisco.	05/13/20	05/20/20	Callahan J. Buick M. Tugbenyoh M. Brown R. Simmons	08/17/20	08/06/20	03/07/22	1	3/7/22- Resolved; denied appeal. Future employment restriction: non-permanent citywide ban for 2 years from today's action.
0228-19-7	7	Requesting a hearing on his future employment restriction with the City and County of San Francisco.	09/03/19	09/13/19	T. Maguire K. Ackerman D. Kim P. Boparai	12/02/19	11/21/19	12/06/21	1	12/6/21 -Denied the appeal. 10/28/19 Appellant has requested all notifications by email and mail; Arbitration scheduled for July 2020; 9/20/19 - Pending completion of arbitration

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Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments
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 C. Ikeda S. Vaksberg	05/04/20	04/23/20			
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			10/19/20 - DHR requests postponing the appeal until after EEO investigation is complete.

POSITION BASED TESTING

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments
0048-22-4	4	Appealing the disqualification for the 8602 Disaster Operations/Training Coordinator (PBT-8602-116540) Examination.	4/5/2022	4/11/2022	C. Isen A. Biasbas J. Buick K. Howard S. Mayorga-Tipton M. Tugbenyoh K. Williams M. Palma I. Yeung	7/18/2022	7/7/2022	3/20/2022	3	4/12/22 S. Mayorga-Tipton, DHR notified us PBT disqualification not appealable to CSC. Closed file and became an x2.

Number of Appeals

Carried Over from FY2020-21	47
Appeals Received in FY2021-22	42
Total Number of Appeals in FY21-22	89

Total Appeals by Category

Classification (2)	2
Compensation (3)	1
Examination (4)	22
EEO/Discrimination (6)	31
Future Employment Restrictions (7)	31
Personal Services Contracts (8)	0
Position-Based Tests	1

Resolutions

Hearing at CSC (1)	23
Untimely (2)	1
Not Appealable (3)	2
Resolved Administratively (4)	7
Other (5)	11
Total Resolved	44
% Resolved	49%

ATTACHMENT C

Total for 2021-22	55			Total for 2021-22	55
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Totals by Category					
Letter or Email	49	22%	Appointments (1)	9	22%
Phone - Walk in	6		Examinations (2)	10	
Resolved in 60 days	12		Conflict of Interest (3)	0	
			ERO Administrator (4)	0	
			Salary Setting (5)	0	
			Rule Application (6)	2	
			Certification/Selection (7)	8	
			Classification (8)	1	
			Miscellaneous (9)	16	
			Layoffs (10)	0	

Code	Received Date	Letter or Email	Phone Walk in	Requested By	Issue	Job Class	Dept.	Resolution/Remedy	Date Resolved	60 days
9	7/2/2021	1		redacted	Received notice of 5-day suspension. Wants to appeal the suspension. Informed him that discipline is not an appealable matter.	8207	LIB	Referred him to SEIU, Local 1021 and MOU for next steps. - JB	7/2/2021	Y
7	7/13/2021	1		redacted	Allegation that appointee for 7287 at SFO does not meet MQ's	7287	SFO	LM		
7	7/13/2021	1		Anonymous	Allegations of favoritism in the hiring of Redacted and Redacted at TTX	4334	TTX	No merit to allegations - LM	8/22/2022	N
9	7/23/2021	1		Anonymous	Redacted promoted to class 1657 and no posting; Redacted continues to be in a PEX 1070 status.	1657	Plan	No violations - LM	7/22/2022	N
9	8/5/2021	1		Anonymous	Various issue regarding appointments at SFFD		SFFD	LM		
	8/18/2021	1		Anonymous	SFMTA selected a candidate for a 9139 Transit Supervisor position without conducting interviews for all eligible candidates.	9139	MTA	Although there were issues with this post-referral process, SFMTA took action to remedy the problem by developing new questions and rating guidelines. They chose to reschedule and conduct oral interviews as part of the post-referral selection process. Their decisions for final selection were based on the responses to the job-related panel interview questions.EA	2/11/2022	N
1	8/1/2021	1		Anonymous	Allegation that appointee does not meet MQ's for Class 1934	1934	DPH	Appointee meets MQ's - LM	8/2/2022	N
	8/18/2021	1		Anonymous	Redacted does not meet MQs for 0942 position/Redacted	932	DT	Redacted successfully competed in the selection process for the PEX 0932 position at DT. He meets the required qualifications based on his work experience and scoring the highest on the post-referral interview. This selection process was conducted in accordance with the Charter, Civil Service Commission Rules, and Department of Human Resources procedures. EA	1/28/2022	N

7	9/2/2021		1	redacted		Rank 1 was not selected for the PCS Mid-Wife Nurse position at DPH.		DPH	Union representative wants to appeal hiring managers decision. Explained that is not an appealable matter and provided examples of what is appealable. Advised to review job announcement to determine certification rule and selection process. Also, explained that an inspection service request could be conducted. Union representative will talk to applicant to determine next steps. - JB	9/2/2021	Y
2	9/2/2021	1		redacted		Inquiry regarding 2nd exam component. He did not take it but believes he should be placed on eligible list.	7345	SFO	SFO sent him clear communication about the 2nd exam. He failed to take it and there was no reason for an exception. - LM	9/10/2021	Y
2	9/8/2021	1		Anonymous		Redacted is promoted to a supervisor and does not qualify,	7203	HOM	Redacted is performing out-of-class duties and receiving acting pay. He is still in class 7334 - no change. There are no violations. - LM	9/17/2021	Y
9	9/17/2021	1		Anonymous		Request to review class 2909 post referral process	2909	DPH	Appointees met MQ's - all eligibles were reachable due to Rule of the List. - LM	6/1/2022	N
7	9/20/2021	1		Anonymous		Complainant alleges that Chris McDaniel does not possess the minimum qualifications required for the 0941 position.	941	PUC	EA		
	10/12/2021	1		Anonymous		Leda Rozier undisclosed relationship with Michael Johnson; Leda Rozier provided 9180 selection info to Michael Johnson; 9180 position being handed to Michal Johnson.	9180	MTA	SE/EA		
	10/13/2021	1		Anonymous		Alleging Rhonda Simmons hired redacted and redacted to a Permanent Civil Service (PCS) 1241 Human Resources Analyst (PCS 1241) position at the Department of Public Health (DPH) despite not meeting the minimum qualifications. In addition, the complainant alleges favoritism by Karen Hill in promoting redacted and redacted to the 1244 Senior Human Analyst (PCS 1244) positions and hiring them above the Entrance Rate.	1241 & 1244	DPH	Selection process & appointments for both employees to Class 1241 and 1244 were conducted in accordance with the Charter, CSC Rules, & DHR procedures. Each employee successfully competed in Civil Service selection processes, were reachable eligibles & were qualified for appointments EA	5/13/2022	N
1	11/5/2021	1		redacted		Requesting information on COVID-19 vaccine policy/mandate. Local 21 member wants to weigh options prior to separating from the City.			Referred Beverly to review COVID-19 vaccine policy on DHR's website and encouraged her to speak with HR representative to determine if they can return back to the City after being separated. Advised her that member will have to be vaccinated in order to return. JB	11/5/2021	Y

1	11/9/2021	1		Anonymous	Appointee colluded with sr. managers to rig the hiring & selection process for the 9180 where he was an applicant and does not meet MQs	9180	MTA	SE/EA		
	11/17/2021	1		redacted	Examination procedures utilized by the Port for the 1824 position.	1824	PRT	SE		
	11/23/2021	1		redacted	Hiring process conducted by HSA for the 2905 Sr. Eligibility Worker positions.	2905	HSA	originally JB & reassigned to Elizabeth for response		
1	11/23/2021	1		redacted	Complainant requesting review of the selection process for the 2903 Hospital Eligibility Worker with the Department of Public Health.	2903	DPH	Records indicated no violations to substantiate the allegations. Selection process conducted by DPH for the 2903 was fair, competitive and compliant with selection procedures. 3 appointees successfully competed in the examination & post-referral process & are qualified. (EA-took over on 5/2/22 after JB left)	6/8/2022	N
1	12/3/2021		1	redacted	Redacted is a PCS 1426 at USD and is promoting to another classification at the Police Department. He wanted to know if he could revert back as a PCS 1426 at USD if he gets released during probationary period.	1426	USD	Referred redacted to Advisor #33 and explained reversion rights. Explained to him that according to his MOU he will need to serve a six month probation. If he is given a non-disciplinary release during probation, his request to revert as a 1426 is subject to HR Director approval. JB	12/3/2021	Y
1	12/17/2021	1		redacted	Complainant requesting inspection service request of the hiring of appointee, PCS 2917 Program Support Specialist at DPW. Alleges appointee was hired from an expired eligible list.	2917	DPW	Appointee met the minimum qualifications for the PCS 2917 position, was a reachable eligible on an active eligible list and participated in a fair and competitive selection process. originally JB & reassigned to Elizabeth for response.	7/29/2022	N
1	1/7/2022	1		redacted	Who can designate out-of-class assignments? Does there need to be a city declared emergency? Can one classification be down-classified to back fill another position?		DEM	Appointing Officer or designee may issue out-of-class assignment; may be issued due to a vacant position or temporary project; See Rule 109.16	3/11/2022	N
6	1/19/2022	1		redacted	requesting review of hiring process for exempt 7480 at Hetch Hetchy	7480	PUC	Explained the exempt hiring process and referred complainant to EEO - LM	1/24/2022	Y
9	2/9/2022	1		redacted	Request for inspection review at DPH	2463	DPH	No violations - LM	6/23/2022	N
7	2/14/2022	1		redacted	Review of disqualifications for 2589,2591,2593	2589	DPH	LM		
9	2/17/2022	1		redacted	Review of MQ's and verification of selected candidate	5506	SFUSD	Appointee meets MQ's - PEX Project Manager position - no violations LM	7/8/2022	N
8	2/18/2022	1		redacted	alleges JUV conducted an unfair hiring process	7254	JUV	He was an alternate candidate and not reachable. Position was entry level no promotive points awarded. JUV conducted the selection process for Class 7524 in accordance with Civil Service Commission Rules, recommendations and Human Resources policies and procedures. EA	7/12/2022	N
	2/22/2022	1		redacted	Denied 2903 reassignment at DPH	2903	DPH	originally JB & reassigned to Elizabeth for response		
	2/23/2022	1		redacted	Requested review regarding reassignment process for class 2913 at HSA	2913	HSA	reassignment process is outlined in the MOU and not CSC Rules. HSA HR did error in calculating complainant's seniority and should have included her in interviews for both positions. It was corrected and she was interviewed for 2nd position but was not selected. - LM	6/1/2022	N

9	2/28/2022	1		redacted	Anonymous requesting on the hiring selection of PEX 9172 at MTA	9172	MTA	Appointee meets MQ's - PEX position - no violations LM	7/8/2022	N
7	3/9/1933	1		redacted	Question on leave form due to taking a temp position	1657	CON	Rules 120.31 and 120.42; if completed probationary period in current PCS position, may request leave to accept exempt position; if denied, may appeal to HRD; cannot transfer from exempt to PCS position; may reinstate but not guaranteed SE	3/10/2022	Y
9	3/4/2022	1		redacted	Complainant alleging inconsistency in test scoring results for the H020 Lieutenant, Fire Suppression Examination.	H020	SFFD	Response sent via email - Lavena	8/16/2022	N
2	3/11/2022		1	redacted	PCS employee assigned to DSW in HSH; SEIU requested Acting Assignment; Employee was informed of Reappointment if accepting TEX at HSH; released from TEX and LIB is denying reappointment request	3618	LIB	Reappointment is not a guarantee; LIB denial of LOA could have been appealed to DHR; employee has over 15 years with LIB and LIB has several vacancies; will provide CSC with additional information; if employee feels it is retaliation, they may file EEO complaint with DHR SE	3/11/2022	Y
1	3/16/2022		1	redacted	Can we ever waive verification of meeting minimum qualifications?		PUC	Depends on the case; department may conduct research on past employers or applicants who were self-employed; any position requiring a license or certificate must be verified; departments may also check with the state on business licenses SE	3/16/2022	Y
9	3/31/2022	1		Anonymous	Allegation that Redacted does not meet MQ's for 1241	1241	HSA	redacted meets MQ's - LM	6/10/2022	N
6	4/1/2022	1		redacted	Hiring process for Class 1823 Sr. Administrative Analyst position with MTA	1823	MTA	EA		
2	4/5/2022		1	redacted	Discussed selection process for PCS and provisional positions		MTA	LM	4/5/2022	Y
7	4/8/2022	1		redacted	Review regarding selection process	9345	DPW	Applicant not rejected; however, not invited to post-referral interview and now position is on hold - LM	6/27/2022	N
7	4/18/2022	1		Anonymous	Allegation that redacted is not qualified for P103 RN	P103	DPH	TEX appointment - redacted meets MQ's - LM	7/1/2022	N
1	4/20/2022	1		Anonymous	Allegation that redacted does not meet MQ's to take exam for class 9145	9145	MTA	Initial assessment of redacted application indicates he meets MQ's - verification of MQ's is not done until appointment of a candidate; if he is selected MTA will obtain verification at that time. LM	6/13/2022	Y
2	5/2/2022		1	redacted	Complaint re: redacted who was allowed to take an exam for a lower class in 2015/16	7258	MTA	This issue had been previously reviewed as a Anonymous complaint - no violations - LM	5/6/2022	Y
2	5/24/2022	1		redacted	States she responded to the notice of inquiry but HOM says she did not	1670	HOM	DHR modernization team says it was an error on the applicant's part - LM	8/12/2022	N
9	5/23/2022	1		redacted	Missed announcement posting due to COVID illness, wants to apply	922	REC	Response sent via email - Lavena	5/31/2022	Y
2	5/24/2022	1		redacted	Complaint - Class 7285 appointee not qualified, no examination, favoritism	7285	PUC	Lavena		
2	5/24/2022	1		redacted	civil service status and return to eligible list		AIR	Response sent via email - Lavena	6/6/2022	Y
9	5/26/2022	1		redacted	Rescind offer of employment	2913	HSA	Lavena		
2	5/27/2022	1		redacted	Promotive appointment inquiry and layoff bumping			Response sent via email - Lavena	5/31/2022	Y
6,9	6/6/2022	1		redacted	Supervisory Differential Adjustment			Response sent via email - Lavena	6/6/2022	Y
9	6/7/2022	1		redacted	Issue regarding seniority and bumping when layed off from HSS as 1210 and should have bumped redacted at CCD	1210	CCD	Allegations were without merit. Redacted was layed off and reverted to a 1204 at CDD - LM	6/7/2022	Y

9	6/8/2022	1		redacted		General examination info request	3278	REC	Response sent via email - Lavena	6/14/2022	Y
9	6/8/2022	1		redacted		Supervisory Battery Test - scoring inquiry	7242	PRT	Lavena		
2	6/22/2022	1		redacted		Problem with application on Smart Recruiters - it was not received by HR	7205		Contacted analyst who agreed to repost the application filing period 6/24 to 6/27/22 - issue resolved for applicant - LM	6/24/2022	Y
9	6/23/2022	1		Anonymous		Allegation that redacted does not meet MQ's for 2322	2322	DPH	LM		
9	6/3/2022	1		redacted		Leave extension denied	O931	AIR	Contacted AIR for additional information, email report received, deny appeal and advise of ongoing appeal rights if warranted - Lavena		