



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

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

May 25, 2023

NOTICE OF CIVIL SERVICE COMMISSION MEETING

Albert K. Lam
[REDACTED]

SUBJECT: APPEAL BY ALBERT K. LAM OF REJECTION OF THEIR APPLICATION FOR 6130 SAFETY ANALYST EXAMINATION.

Dear Albert Lam:

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 **June 5, 2023, at 2:00 p.m.** You will receive a separate email invite from a Civil Service Commission staff member to join and participate in the meeting.

The agenda will be posted for your review on the Civil Service Commission's website at www.sf.gov/CivilService under "Meetings" no later than end of day on Wednesday, May 31, 2023. Please refer to the attached Notice for procedural and other information about Commission hearings. A copy of the department's staff report on your appeal is attached to this email.

In the event that you wish to submit any additional documents in support of your appeal, please submit one hardcopy 3-hole punch, double-sided and numbered at the bottom of each page to the CSC Office at 25 Van Ness Ave., Suite 720 and email a PDF version to the Civil Service Commission's email at civilservice@sfgov.org by **5:00 p.m. on Tuesday, May 30, 2023**, please be sure to redact your submission for any confidential or sensitive information that is not relevant to your appeal (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

It is important that you or an authorized representative attend the hearing on your appeal. Should you or a representative not attend, the Commission will rule on the information previously submitted and any testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance. As a reminder, you are to be honest and forthright during all testimony and in all documentation that you provide to the Civil Service Commission.

You may contact me at (628) 652-1100 or at Sandra.Eng@sfgov.org if you have any questions.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: Carol Isen, Department of Human Resources
Kate Howard, Department of Human Resources
Anna Biasbas, Department of Human Resources
Dave Johnson, Department of Human Resources
Shawn Sherburne, 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 and the web address is 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 (4th) 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/.

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 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, or on the City's website at 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 Number: **0178-23-4**
2. For Civil Service Commission Meeting of: **June 05, 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: **Register No. 0178-23-4: Appealing the Rejection of their application for 6130 Safety Analyst Examination**
5. Recommendation: **Deny the appeal and adopt the report of the City Administrator Human Resources**
6. Report prepared by: **Dave Johnson** Telephone number: **415.557.4871**
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: 05.25.23
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**
10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

<u>CSC RECEIPT STAMP</u>

Attachment

NOTIFICATIONS

Albert K Lam



Carol Isen, Human Resources Director
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San Francisco Department of Human Resources

Carol Isen
Human Resources Director

City and County of San Francisco
London N. Breed
Mayor

MEMORANDUM

DATE: May 25, 2023

TO: The Honorable Civil Service Commission

THROUGH: Carol Isen, Human Resources Director

FROM: Dave Johnson, Assistant Director
Employment Services

RE: **Appeal by Albert Lam of the rejection of their application for CBT 6130 C00141; Register No. 0078-23-4**

Background

The Department of Human Resources published the job ad for CBT 6130 Safety Analyst (C00141) [see Attachment A] on February 27, 2023. The job ad specified the following minimum qualifications (MQs):

MINIMUM QUALIFICATIONS

- *Requires a baccalaureate degree in Safety, Occupational Safety and Health, Safety Management or a closely related field from an accredited college or university; AND*
- *Four (4) years of professional occupational safety experience such as implementing occupational safety programs, conducting worksite inspections and conducting safety training. (Weapons, Ordinance, and Systems Safety experience is not qualifying); AND*
- *Possession of a valid California Driver's License.*

Substitution:

- *A Master's Degree in Safety, Occupational Safety and Health, Safety Management, or a closely related field may substitute for two (2) years of the required experience.*
- *A baccalaureate degree from an accredited college or university in any major and certification as a Certified Safety Professional (CSP) may substitute for the required education and experience described above.*

Appellant Albert Lam (Lam) applied to this recruitment on March 6, 2023. Lam's application [see Attachment B] was deemed not qualified on April 3, 2023. Lam received a rejection notice including appeal rights on April 3, 2023, and appealed the rejection of their application [see Attachment C] on April 19, 2023.

Lam is appealing this recruitment because they claim their degree in Political Sciences meets the MQs for this position and have many years working within the group that is currently hiring.

Issue

Should Lam be allowed to participate in the Safety Analyst (CBT-6130-C00141) recruitment without meeting the minimum qualifications?

Authority/Standards

Sec. 110.2 Examination Announcements

The examination announcement shall be the official notice of an examination and shall provide the qualifications, dates, and other particulars regarding the selection procedure. Applicants must be guided solely by the terms of the examination announcement.

Sec. 110.4 Appeals of Examination Announcements

Appeals concerning the provisions of an examination announcement must be received by the Human Resources Director within five (5) business days from the issuance date. The Human Resources Director shall rule on all appeals and shall notify appellants in writing of the decision. This decision is subject to appeal to the Commission as provided elsewhere in these Rules.

Sec. 110.9 Qualifications of Applicants

110.9.1 Every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. Experience gained in violation of Commission Rules shall not be recognized. City and County employees shall receive credit only for the duties of the class to which appointed or assigned unless sufficient and credible documentation is provided to verify performance of other duties. Employees may receive credit for duties not usually performed by incumbents in a class if their employee file contains contemporaneous documentation that the duties were assigned and performed. By way of example but not limitation, records that describe and verify the out-of-class assignment that may be accepted as documentation include a valid performance appraisal completed during the normal evaluation period, payroll records filed at the time of the assignment and Notice of Assignment. Credit for duties not usually performed by incumbents in a class based on non-contemporaneous documentation

shall require the certification of the Appointing Officer and the approval of the Human Resources Director.

Findings

The CBT 6130 Safety Analyst announcement was posted in accordance with CSC rule 110.2. CSC Rule 110.9 and states that “every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination.” The job ad stated that a baccalaureate degree in Safety, Occupational Safety and Health, Safety Management or a closely related field from an accredited college or university is required. Lam has a bachelor’s degree in Political Science from San Francisco State University. The job ad also cited a requirement of four years of professional occupational safety experience such as implementing occupational safety programs, conducting worksite inspections and conducting safety training.

Analysis

Lam’s degree in Political Science is not in a “closely related” field and is not sufficient to meet the MQs for the 6130 Safety Analyst classification. In the appeal, Lam indicated that they have taken statistics courses and some courses in environmental policy, but there is no mention of taking any courses in Safety, Occupational Safety and Health, or Safety Management which would align with the stated MQs. Lam cites their experience as an 1820. However, this work did not include professional occupational safety experience and is not qualifying.

Conclusion

The appellant does not meet the MQs based on their education and experience and should not be allowed to participate in this CBT-6130-C00141 exam.

Department of Human Resources Recommendation

Deny the appeal and adopt the report of the Department of Human Resources.

Attachments

Attachment A: 6130 Safety Analyst Job Announcement

Attachment B: Albert Lam’s Job Application

Attachment C: Albert Lam’s CSC Appeal



Career Opportunity

Safety Analyst - Citywide (6130) - (C00141)

Recruitment: REF23092Z

Published: March 24, 2023

Accepting applications until: March 31, 2023

Contact:

Casey Botkin - casey.botkin@sfgov.org

Sorry, this opening is closed

Apply using SmartRecruiters, the City and County of San Francisco's application portal [Learn More](#)

Share

 Share

Department: Citywide

Job class: [6130-Safety Analyst](#)

Salary range: \$128,726.00 - \$156,442.00

Role type: Permanent Civil Service [What does this mean?](#)

Hours: Full-time

Exam type: Class Based Test

Rule: Rule of 10 [What does this mean?](#)

List type: Entrance

About:

THIS IS A CITYWIDE EXAM

- **Application Opening:** February 27, 2023
- **Application Filing Deadline:** March 10, 2023; Extended to March 31, 2023
- **Annual Salary:** [\\$128,726 - \\$156,442](#)
- **Recruitment ID:** C00141

San Francisco is a vibrant and dynamic city, on the forefront of economic growth & innovation, urban development, arts & entertainment, as well as social issues & change. This rich tapestry of culture and ideas is sustained by our City's commitment to heighten the quality of life for the diverse population of San Franciscans and residents of the greater Bay Area. Our employees play an important role not only in making our City what it is today, but also in shaping the future of San Francisco.

Role description

Under general direction, the Safety Analyst plans and conducts worksite hazard analysis to identify occupational safety hazards and establishes comprehensive occupational safety programs to ensure compliance with occupational safety and health regulations.

Essential functions:

- Reviews existing status, policies, and procedures utilized by departments to address safety needs. This may include operational and safety issues and procedures.
- Researches applicable regulations and standards relating to safety issues and make recommendations for procedures to prevent incidents and comply with regulations and industry standards.
- Assesses and recommends equipment, furniture, and materials to ensure safe and/or ergonomic work environment and conditions.
- Interviews employees and supervisors to obtain information about equipment use, exposures, and work practices.
- Inspects/observes work practices, equipment, and physical conditions to identify potential hazards and verifies compliance with regulations; Develops controls or work practices to minimize or eliminate hazards identified.
- Writes clear and concise reports.
- Investigates accidents to identify causal factors.

- Consults with managers and employees to make recommendations for implementing safety changes.
- Recommends corrective actions to reduce potential for future accidents.
- Identifies needs for safety training from inspections, trend analyses, and review of regulatory requirements.
- Develops and presents safety training to diverse audiences.
- Reviews, analyzes, and monitors workers' compensation claims and other data to minimize costs and reduce incidents.
- Participates in regulatory inspections and compliance activities to represent City Department.
- Reviews and makes recommendations on facility designs and construction to enhance safety and regulatory compliance.
- Performs other related duties as required.

How to qualify

MINIMUM QUALIFICATIONS:

- Requires a baccalaureate degree in Safety, Occupational Safety and Health, Safety Management or a closely related field from an accredited college or university; **AND**
- Four (4) years of professional occupational safety experience such as implementing occupational safety programs, conducting worksite inspections and conducting safety training. (Weapons, Ordinance, and Systems Safety experience is not qualifying); **AND**
- Possession of a valid California Driver's License.

Substitution:

- A Master's Degree in Safety, Occupational Safety and Health, Safety Management, or a closely related field may substitute for two (2) years of the required experience.
- A baccalaureate degree from an accredited college or university in any major and certification as a Certified Safety Professional (CSP) may substitute for the required education and experience described above.

Notes:

1. Applicants must meet the minimum qualifications by the final filing date unless otherwise noted.
2. One year full-time experience is equivalent to 2000 hours. (2000 hours of qualifying work experience is based on a 40 hours work week.). Any overtime hours that you work above forty (40) hours per week are not included in the calculation to determine full-time experience.

Verification: Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <https://sfdhr.org/how-verify-education-requirements>

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Resumes will not be accepted in lieu of a completed City and County of San Francisco application.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

SELECTION PROCEDURES:

After application submission, candidates deemed qualified must complete all subsequent steps to advance in this selection process, which includes the following:

Written Exam (100%):

Candidates who meet the minimum qualifications will be invited to participate in a written, multiple-choice examination, designed to measure their relative knowledge, skills and abilities in job-related areas that include, but are not limited to: knowledge of occupational safety principals, procedures, and standard practices necessary to develop, coordinate and monitor safety and incidents; knowledge of local, state and federal regulations and procedures which establish legal occupational, safety, or workers compensation requirements; knowledge of applications and limitations of personal protective equipment to ensure workers safety; ability to read, interpret, and apply technical information provided in regulatory manuals such as federal and state OSHA regulations; ability to identify casual factors and hazards when evaluating work operations and incidents; ability to analyze data, identify trends and prepare reports; ability to analyze safety

factors to rank hazards in order of highest risk; ability to utilize computer functions and software programs to implement effective loss control programs.

The multiple-choice exam will be administered either on a computer or in a paper format. The type of format will depend on the size of the qualified applicant pool. Qualified candidates will be notified of the type of exam format in their exam appointment notification. This is a standardized multiple-choice examination. In accordance with Civil Service Rule 111.11.4, inspection privileges do not apply to the questions and answers in this examination.

The score you achieve on this examination shall be valid and "banked" for three years, starting from the date of the examination. This means that, during this three-year time period, you will not be required to take this test again should you apply and be found eligible for a future announcement for which this particular test is used. If the test for this future announcement is held within 1 year of the date of this examination, your score will be automatically applied to that announcement. However, after one year, you have the option to either (a) apply your test score to the other announcement or (b) re-take the test. Re-testing is permitted no sooner than one year from the date of the examination and only in association with your eligibility for another announcement for which this test is used. Please note that, should you re-test, your re-test score would become your official score since it is the most recent (even if it turns out to be lower than your original score).

If a significant modification is made to this exam in the future, the application of "banked" scores may no longer be appropriate. In such a rare circumstance, candidates with "banked" scores would be required to re-take the exam sooner than the three year period specified above.

Candidates must achieve a passing score on the examination in order to be placed on the resulting eligible list.

Candidate scores on this examination may also be applied to other announcements involving other job titles, when directed by the Human Resources Director.

Exam Preparation Materials: Candidates may review the following guide prior to the exam:

Multiple-Choice Test Preparation Manual, available at the following link: <https://sfdhr.org/multiple-choice-test-preparation-manual>.

Date(s) of Examination: Only those applicants who meet the Minimum Qualifications will be notified of the exact date, time and place to report to the examination. Invited applicants must bring a photo ID to be admitted to the exam. All materials and supplies for applicant use during the test will be provided. Devices such as cell phones, smart watches, and cameras are prohibited from the test room and will be collected prior to the test.

Requests for an alternative test date may be considered in limited circumstances, with proper documentation, and must be submitted to the analyst within five (5) calendar days of the

announcement of the test date.

What else should I know?

Eligible List/Score Report: A confidential eligible list of applicant names that have passed the civil service examination process will be created, and used for certification purposes only. An examination score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including names of applicants on the eligible list, shall not be made public unless required by law. However, an eligible list shall be made available for public inspection, upon request, once the eligible list is exhausted or expired and referrals resolved. The eligible list/score report resulting from this civil service examination process is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be of 12 months, and may be extended with the approval of the Human Resources Director.

Certification: The certification rule for the eligible list resulting from this examination will be Rule of Ten (10) Scores. Additional selection processes may be conducted by the hiring department prior to making final hiring decisions.

Terms of Announcement and Appeal Rights: Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/>.] The terms of this announcement may be appealed under Civil Service Rule 110.4. Such appeals must be submitted in writing to the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

Additional Information Regarding Employment with the City and County of San Francisco:

- [Information About The Hiring Process](#)
- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)

- [ADA Accommodation](#)
- [Veterans Preference](#)
- [Seniority Credit in Promotional Exams](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

HOW TO APPLY

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit careers.sf.gov and begin the application process.

- Select the “I’m Interested” button and follow instructions on the screen

Applicants may be contacted by email about this recruitment and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysf.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org, @famsf.org, @ccsf.edu, @smartalerts.info, and @smartrecruiters.com).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. **Failure to receive this email means that the online application was not submitted or received.**

Exam Analyst Information: If you have any questions regarding this recruitment or application process, please contact the exam analyst, Casey Botkin, by email at casey.botkin@sfgov.org

CONDITION OF EMPLOYMENT: All City and County of San Francisco employees are required to be fully vaccinated against COVID-19 as a condition of employment. Someone is fully vaccinated when 14 days have passed since they received the final dose of a two-shot vaccine or a dose of a one-shot vaccine. Any new hire must present proof of full vaccination status to be appointed. Any new hire who will be routinely assigned or occasionally enter High-Risk Settings, must provide proof of having received a COVID-19 booster vaccine by March 1, 2022, or once eligible.

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

Sorry, this opening is closed

OFFICIAL COPY

Job Application

Albert Lam

Submission: 18:12:15 on 2023-March-06	Email: [REDACTED]
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Experience

Jr Administrative Analyst

2016-01 - Present

San Francisco Municipal Transportation Agency

Work Experience

* I oversee all Standard Operating Procedures (SOP's) for SFMTA Safety Division. This means that I have an intimate knowledge of the status, policies, regulations, and standards related to safety within the SFMTA and their implementation throughout the agency. My familiarity of safety is directly related to the needs of the 6130 position and will substantially contribute to the seamless transition into the role.

* I have regularly researched safety and compliance data from every division throughout the SFMTA. This is relevant because as an analyst I have trained myself to identify potential hazards that may be present in the workplace. Based on the causal factors I discovered, I developed corrective action plans that reduce the potential for future accidents.

* I work closely and consult with managers, employees, and supervisors to investigate equipment use, exposures, and work practices and generate reports that concisely communicate my observations. My recommendations are then applied to the improvement of our agency's safety performance. The Safety Analyst will require someone who has experience in interpreting safety statistics, and who can extrapolate sound policy guidance based on their findings.

* I have also developed presentations and trainings about safety from inspections, trend analysis, and from reviews of regulatory analysis. I have shown the ability to communicate vital safety instructions in a digestible manner that considers the diversity of communication methods that are present within our large workforce.

* I was also involved in the roll out of the new Intelx incident management database. My background in regulatory inspections and compliance contributed to shaping it into a system that was intuitive, user friendly, and that would accurately capture the most relevant incident data for our division.

Administrative Clerk

2012-10 - 2015-12

Human Service Agency: Medi-Cal

Work Experience

* Sorting and managing large volumes of client claim forms, and determining the best course of action that results in minimized costs and the reduction of incidents.

* The daily distribution of caseloads to a staff of hundreds of eligibility workers. Due to the size of the staff, this was a position where my communication played a key role. Working with a large population of Supervisors and employees in a high paced environment meant that I had to be communicative, collaborative, and flexible in order to develop a system that was satisfactory to everyone's needs while achieving the work accurately and effectively.

* Acting as the point of entry for new incoming client documents and triaging them by severity in order to determine the proper assignment. This was a task that honed my critical thinking and

Albert Lam - (REF23092Z) - Safety Analyst - Citywide (6130) - (C00141)

problem-solving skills. By being confronted with a myriad of scenarios I had to rely on my knowledge of the internal logic of the program and to utilize my best judgement in order to achieve my goals. The Safety Analyst should be someone capable of examining various scenarios and who will arrive with the most effective, efficient, and adequate conclusion.

Directed Study Coordinator

2008-02 - 2011-07

Academy of Art University

Work Experience

- * Planning regular informative seminars for contractors and clients. Having conducted training seminars that explains complex processes to laymen, I have developed a communication method that simply articulates safety guidelines and their importance in a manner that is accessible to all levels of staff. This will come especially helpful when explaining our rules and what their intended purposes are.
- * Acted as the First point of contact for troubleshooting of the newly developed online hub for students and staff. As the primary contact person for I had to use my ingenuity to resolve many technical issues. This was an example of my resourcefulness and ability to produce solutions to complex problems.

Education

Railway Worker Protection training

Complete

Transit Safety and Security Program Certificate

Complete

Occupational Safety and Health Administration 30 Hours of General Industry Safety and Health (OSHA)

Complete

BA in Political Science

San Francisco State University

*Bachelor
Complete*



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Attachment C

LONDON N. BREED
MAYOR

NOTICE OF RECEIPT OF APPEAL

DATE: April 19, 2023
REGISTER NO.: 0078-23-4
APPELLANT: ALBERT K. LAM

Carol Isen
Human Resources Director
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Dear Carol Isen:

The Civil Service Commission has received the attached letter from Albert K. Lam, appealing the rejection of their application for 6130 Safety Analyst examination. Your review and action are required.

If this matter is not timely or appropriate, please submit CSC Form 13 "Action Request on Pending Appeal/Request," with supporting information and documentation to my attention by email to civilservice@sfgov.org. CSC Form 13 is available on the Civil Service Commission's website at www.sf.gov/CivilService on the "File an action request for a Civil Service Commission hearing" page.

In the event that Albert K. Lam's appeal is timely and appropriate, the department is required to submit a staff report in response to the appeal within sixty (60) days so that the matter may be resolved in a timely manner. Accordingly, **the staff report is due no later than 11 a.m. on June 22, 2023**, so that it may be heard by the Civil Service Commission at its meeting on July 3, 2023. If you will be unable to transmit the staff report by the June 22nd deadline, or if required departmental representatives will not be available to attend the July 3rd meeting, please notify me by use of CSC Form 13 as soon as possible, with information regarding the reason for the postponement and a proposed alternate submission and/or hearing date.

You may contact me at Sandra.Eng@sfgov.org or (628) 652-1100 if you have any questions. For more information regarding staff report requirements, meeting procedures or future meeting dates, please visit the Commission's website at www.sf.gov/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: Anna Biasbas, Department of Human Resources
Jeanne Buick, Department of Human Resources
Kate Howard, Department of Human Resources
Dave Johnson, Department of Human Resources
Stephanie Mayorga-Tipton, Department of Human Resources
Mawuli Tugbenyoh, Department of Human Resources



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

**LONDON N. BREED
MAYOR**

Sent via Email

Amended

April 19, 2023

Albert K. Lam



Subject: Register No. 0078-23-4: Appealing the Rejection of their Application for 6130 Safety Analyst Examination.

Dear Albert K. Lam:

This is in response to your appeal submitted to the Civil Service Commission on April 18, 2023, appealing the rejection of your application for 6130 Safety Analyst examination. Your appeal has been forwarded to the *Department of Human Resources* for investigation and response to the Civil Service Commission.

If your appeal is timely and appropriate, the department will submit its staff report on this matter to the Civil Service Commission in the near future to request that it be scheduled for hearing. The Civil Service Commission generally meets on the 1st and 3rd Mondays of each month. You will receive notice of the meeting and the department's staff report on your appeal two Fridays before the hearing date via email, as you have requested on your appeal form.

In the meantime, you may wish to compile any additional information you would like to submit to the Commission in support of your position. The deadline for receipt in the Commission office of any additional information you may wish to submit is 5:00 p.m. on the Tuesday preceding the meeting date by email to civilservice@sfgov.org. Please be sure to redact your submission for any confidential or sensitive information (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

You may contact me by email Sandra.Eng@sfgov.org or by phone at (628) 652-1100 if you have any questions. You may also access the Civil Service Commission's meeting calendar, and information regarding staff reports and meeting procedures, on the Commission's website at www.sf.gov/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer


6130 Appeal

Lam, Albert K [REDACTED]

Mon 4/17/2023 6:14 PM

To: CivilService, Civil (CSC) <civilservice@sfgov.org>

Cc: Ewallace@ifpte21.org <Ewallace@ifpte21.org>

 1 attachments (89 KB)

6130 Appeal.pdf;

Hello,

My name is Albert Lam, and I have applied for the 6130 position at the SFMTA, but they have denied my application due to not meeting the education requirement. The initial job posting mentioned that a “closely related degree” would be accepted, and I do feel that my degree in Political Sciences with its emphasis’s Environmental protection, combined with my 6 years of work experience in Industrial Safety do make me qualified. I have spoken to my union representative, and I would like to appeal the decision. Attached is my application, please review it and let me know if you require anything else. Thank you.



CIVIL SERVICE COMMISSION
City and County of San Francisco
 25 Van Ness Avenue, Suite 720
 San Francisco, California 94102-6033
 Executive Officer
 (628) 652-1100

CSC Register No.

To:

CC:

APPEAL TO THE CIVIL SERVICE COMMISSION

INSTRUCTIONS:

Submit an original copy of this form to the Executive Officer of the Civil Service Commission at the address above **within the designated number of days** following the postmarked mailing date or email date (whichever is applicable) of the Department of Human Resources' or Municipal Transportation Agency's notification to the appellant. The appellant's/authorized representative's original signature is required. **(E-mail is not accepted.)** It is recommended that you include all relevant information and documentation in support of your appeal.

TYPE OF APPEAL: (Check One)

- Examination Matters (by close of business on 5th working day)
- Employee Compensation Matters (by close of business on 7th working day) - Limited application
- Personal Service Contracts (Posting Period)
- Other Matters (i.e., Human Resources Director/Executive Officer Action) (30 Calendar days)
- Future Employability Recommendations (See Notice to Employee)

"During the Shelter Order dated March 17, 2020, we are accepting appeals by email at civilservice@sfgov.org"

Albert Lam	1 South Van Ness San Francisco, CA 94103 1415-646-2363		
Full Name of Appellant	Work Address	Work Telephone	
1820 Jr Administrative Analyst	System Safety		
Job Code	Title	Department	
		[REDACTED]	
Residence Address	City	State	Zip Home Telephone
Full Name of Authorized Representative (if any)	Telephone Number of Representative (including Area Code)		

NOTE: If this is deemed to be a timely and appealable matter, the department will submit a staff report to the Civil Service Commission to request that it be scheduled for hearing. You will be notified approximately one week in advance of the hearing date, at which time you will be able to pick up a copy of the department's staff report at the Commission's offices. If you would instead prefer Commission staff to email you a copy of the meeting notice and staff report, please provide your email address below.

Email: [REDACTED]

COMPLETE THE BASIS OF THIS APPEAL ON THE REVERSE SIDE. (Use additional page(s) if necessary)

Does the basis of this appeal include new information not previously presented in the appeal to the Human Resources Director? If so, please specify.	Check One: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Original Signature of Appellant or Authorized Representative _____ Date 04/17/23

State the basis of this appeal in detail. For more information about appeal rights and deadlines, please review the Civil Service Rules located on the Civil Service Commission's website at www.sfgov.org/CivilService.

The job posting specified that a degree in a "closely related field" would be acceptable. My degree is in Political Sciences, so much of my studies revolve around policy, and policy making, which is relevant to the job of an analyst, as an analyst will be required to go over safety policy and to interpret and determine its application. In addition to that much of my course work revolved around statistics. The analyst position will be someone who has had experience analyzing statistical data, which I have done in the classroom and in the field. Additionally, I wanted to point out that my degree's emphasis has been in environmental policy. The Industrial Safety position would benefit from someone who has studied the subject of environmental hazards and is knowledgeable in the policies and hazards surrounding environmental protection.

The job descriptions that were cited in my letter of recommendation were specifically chosen by the manager hiring for the 6130 position and match the hiring requirements of the position exactly. I have many years of experience working within the group that is currently hiring, and am already essentially trained for the job. I hope that this is enough to show you that I am a capable candidate, and all I want is the opportunity to take the test and prove myself. Thank you, very much.