

# **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:
- 2. For Civil Service Commission Meeting of: <u>August 21, 2023</u>
- 3. Check One: Ratification Agenda

Consent Agenda X Regular Agenda

Human Resources Director's Report

- 4. Subject: Report of Future Employment Restrictions and Probationary Releases for the period of January 1, 2023 to June 30, 2023
- 5. Recommendation: Adopt the report.
- Report prepared by: Lisa Pigula, Client Services Consulting Manager Telephone number: (415) 557-4933
- 7. Notifications: (Attach a list of the person(s) to be notified in the format described in Civil Service Commission Procedure Number Two.)
- 8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director: Carol Isen Carl h

Date: <u>7/31/2023</u>

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

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

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

 Attachment
 CSC-22 (11/97)

## **Notification List**

Report of Future Employment Restrictions and Probationary Releases for the period of January 1, 2023 to June 30, 2023

Carol Isen Human Resources Director Department of Human Resources carol.isen@sfgov.org

Kate Howard Managing Deputy Director Department of Human Resources kate.howard@sfgov.org

Anna Biasbas Director of Employment Services Department of Human Resources anna.biasbas@sfgov.org

Shawn Sherburne Assistant Director, Employment Services Department of Human Resources shawn.sherburne@sfgov.org

Lisa Pigula Client Services Consulting Manager Department of Human Resources lisa.pigula@sfgov.org

Paul Greene Client Services Consulting Manager Department of Human Resources paul.greene@sfgov.org City and County of San Francisco Carol Isen Human Resources Director



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

# MEMORANDUM

DATE:	August 10, 2023
то:	Honorable Civil Service Commission
THROUGH:	Carol Isen Human Resources Director
FROM:	Shawn Sherburne, Assistant Director of Employment Services Lisa Pigula, Client Services Consulting Manager
SUBJECT:	Report of Future Employment Restrictions and Probationary Releases from January 1, 2023 to June 30, 2023

#### **Executive Summary**

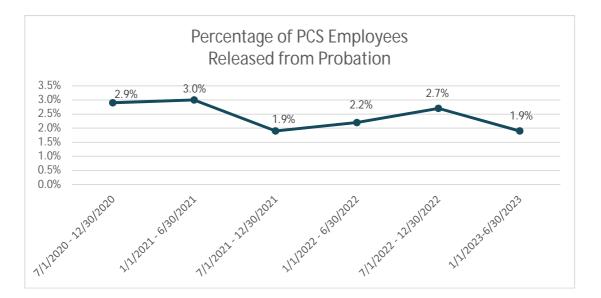
This is a semiannual report requested by the Civil Service Commission. The report provides an update on the City's total number of separations with future employment restrictions and probationary releases for the period of January 1, 2023 to June 30, 2023.

## **Separations with Future Employment Restrictions**

This report includes future employment restrictions for all City departments, excluding Community College District, Trial Courts, Unified School District, Municipal Transportation Agency and City employees designated as Peace Officers per Penal Code 830, for the period of January 1, 2023 to June 30, 2023 (attached). The attachment lists all future employment restrictions imposed by departments, all future employment restrictions appealed to the Commission, and the status of those appeals. In summary, there were 7 separated employees with future employment restrictions imposed. Out of these 7 former employees, one (1) appealed their restrictions to the Commission. The one appeal is pending a hearing.

#### **Probationary Releases**

This report also includes the total number of employees released from probation for the period of January 1, 2023 to June 30, 2023. Out of 2,531 permanent civil service appointments made between January 1, 2023 to June 30, 2023, there were a total of 48 employees (1.9%) released from probation between January 1, 2023 to June 30, 2023. This information, along with a three-year trend for the percentage of employees released from probation, is included in the chart below.



Only one (1) of the 48 employees were released for disciplinary reasons and the remaining 47 were released for non-disciplinary reasons.

At the March 6, 2023 Civil Service Commission meeting, the Commission requested data on the job codes of those released, which can be found in the table below. Please note that job codes with fewer than ten terminations during the reporting period were aggregated to prevent the disclosure of data that may reveal an individual incumbent's identity.

	Count of Job Code and
Job Code and Title	Title
2905 HSA Sr Eligibility Worker	11
Q002 Police Officer	7
2303 Patient Care Assistant	4
H002 Firefighter	3
8238 Public SafetyComm Disp	3
2586 Health Worker 2	2
H003 EMT/Paramedic/Firefighter	2
2305 Psychiatric Technician	1
2320 Registered Nurse	1
2708 Custodian	1
1406 Senior Clerk	1
2918 HSA Social Worker	1
2736 Porter	1
0923 Manager II	1
Other	9
Grand Total	48

#### **Recommendation**

Adopt the report.

#### Attachment

Attachment A: Future Employment Restrictions from January 1, 2023 to June 30, 2023

Department Pending Appeal		3/4/2023	Hospital Eligibility Worker	PCS	2903	Public Health
Status	Restriction Status	Effective Date	Title		Job Code	Department
				Appointment		
				APPEALED	STRICTIONS	FUTURE EMIPLOYMENT RESTRICTIONS APPEALED
		4/15/2023	General Laborer	PEX	7514	Public Works
		1/27/2023	PCS - Probation Planner 3 - Environmental Review	PCS - Probation	5298	Public Utilities
		3/11/2023	Custodian	PCS	2708	Airport
		2/16/2023	Public Service Aide	TEX	9906	Human Services
	Citywide	5/4/2023	Automotive Machinist	PCS	7313	City Administrator
	Departmen	3/31/2023	IS Engineer - Principal	PCS	1044	Technology
	Restriction	Effective Date	Title	Туре	Job Code	Department
				Appointment		
			JOT APPEALED	IMPOSED BUT N	STRICTIONS	FUTURE EMPLOYMENT RESTRICTIONS IMPOSED BUT NOT APPEALED
						ATTACHMENT A
					-	