



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: n/a
2. For Civil Service Commission Meeting of: August 21, 2023
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Director's Report
4. Subject: Report on Provisional Appointments
5. Recommendation: Adopt the Report.
6. Report prepared by: Stephanie Mayorga Tipton Telephone number: 415-557-4951
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: Carol Isen 

Date: 7/31/2023
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

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

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

Attachment

CSC RECEIPT STAMP

Notifications

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DATE: August 10, 2023
TO: Honorable Civil Service Commission
THROUGH: Carol Isen
Human Resources Director
FROM: Stephanie Mayorga-Tipton
Exam Manager, Miscellaneous
Dave Johnson
Assistant Director, Employment Services
Anna Biasbas
Director, Employment Services
SUBJECT: Report on Provisional Appointments

Executive Summary

This report dates to at least 1999 and we believe was requested by the Civil Service Commission [CSC] to address the existence of almost 1,400 provisional appointees at that time. The report was originally bi-annual and was approved for annual delivery by the CSC at its meeting on September 19, 2016. This update includes historical data and provisional appointments in the City and County of San Francisco as of June 30, 2023.

Background

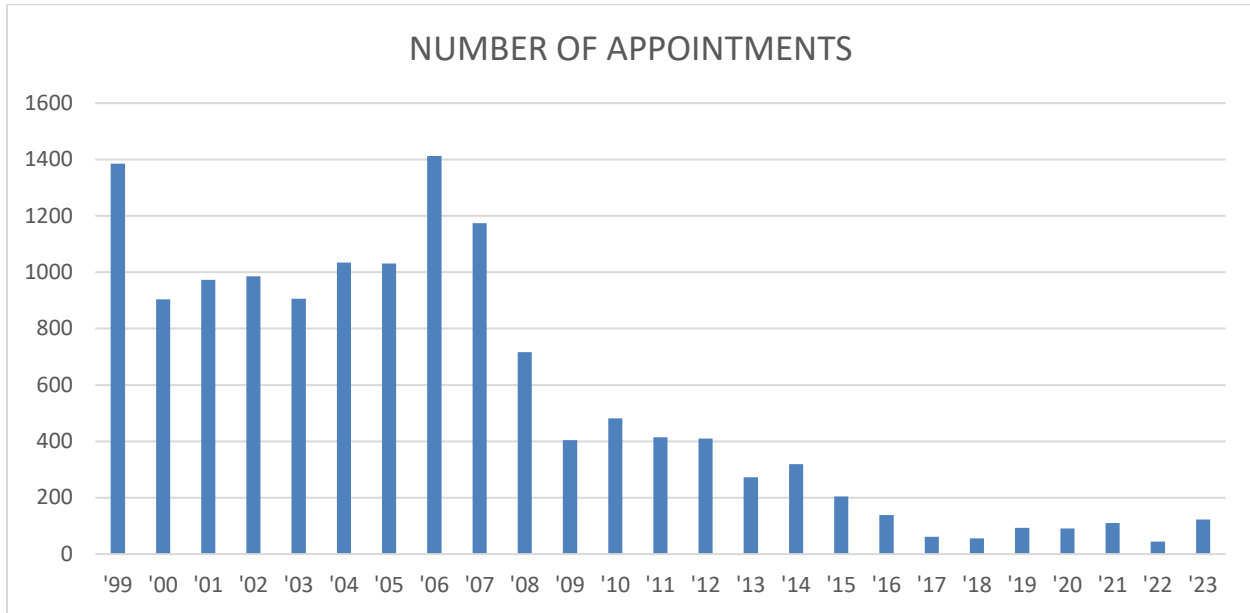
To reduce the City's time-to-hire and high vacancy rate, in November 2022 the Human Resources Director expanded the use of temporary provisional (TPV) appointments. Departments now have the option to conduct TPV recruitments for most classifications including those designated as pre-approved Position-Based Testing (PBT) classes. TPV was previously not allowed for any PBT classifications; absent an eligible list departments would hire 'Category 16 exempt – pending PCS appointment' while they conducted the exam. They can now conduct a TPV hiring process, which, unlike Category 16 appointments, requires competitive selection to fill these positions. The Department of Human Resources (DHR) anticipated this change would increase the TPV count as reflected in this report.

Analyses

As illustrated in Chart 1 on page two, the City's provisional employee count as of June 30, 2023 is 123. These 123 provisional employees constitute 0.34% of the City's workforce of

36,453 for all City entities except the Community College District (CCD), the Municipal Transportation Authority (MTA), and the Unified School District (USD). Of the 123 provisional appointments, 80 (65%) are in CBT-designated classes, and 43 (35%) are in PBT-designated classes.

Chart 1 Citywide Provisional Appointments



The distribution of the 123 TPV appointees across departments and the relative percentage of total is shown in the table below.

Dept	Count	% of Total
ADM	9	7.32%
AIR	1	0.81%
CAT	1	0.81%
CON	2	1.63%
DAT	2	1.63%
DPH	11	8.94%
DPW	36	29.27%
FAM	2	1.63%
HOM	13	10.57%
HRC	2	1.63%
HRD	3	2.44%
HSA	7	5.69%
HSS	1	0.81%
JUV	4	3.25%
PUC	17	13.82%
REC	11	8.94%
WAR	1	0.81%

The six departments with the highest number of TPV appointments [ADM, DPH, DPW, HOM, PUC, AND REC] account for approximately 79% of all TPV appointments.

Attachment A shows the provisional appointments by classification. The count of 51 classifications with provisional appointments is more than twice the 23 classes reported last year. Forty-five of the 51 classes (88%) have fewer than five provisional employees in the class.

Six classes (see below) have five or more TPVs and represent 39% of the total TPV count.

Class	Title	Count
1822	Administrative Analyst	11
3210	Swimming Instructor/Pool Lifeguard	10
2587	Health Worker 3	9
7514	General Laborer	8
1241	Human Resources Analyst	5
7432	Electrical Line Helper	5

DHR's plan for addressing the TPV count includes the following:

- Exams for twenty CBT classes are either in progress or scheduled for job ad publishing during FY 2023-24 accounting for 38% of the total TPV count.
- Seven classes either have been or will be converted to CCT accounting for 23% of the total TPV count. Having CCTs will also mitigate future TPVs in those classes.
- DHR is working with departments to establish schedules for 20 PBT and four CBT selection processes to resolve the remaining provisional appointments within the allowed three-year term set forth in CSC rule 114.5.10 accounting for the remaining 39% of the total TPV count.

DHR is pleased to report that there are no provisional employees serving in miscellaneous classes beyond the three-year limit.

DHR continues to update the "Citywide Classification-Based Examination Plan" on its website. This document, which is published on an annual basis and updated as needed, allows agencies and departments to see exam projects scheduled for the fiscal year and to gauge the need to make provisional appointments.

Recommendation: Adopt the report.

Attachment:

A: Provisional Appointees by Job Code as of 6/30/2023 (excludes CCD, MTA, and USD)