



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

**LONDON N. BREED
MAYOR**

MEMORANDUM

Date: August 21, 2023

To: The Civil Service Commission

Through: Sandra Eng, Executive Officer

From: Lavena Holmes, Deputy Director

SUBJECT: Civil Service Adviser #35 – Minimum Qualifications Verification

The Minimum Qualifications adviser was derived from several meetings with the Office of Racial Equity, Citywide convening of Racial Equity Leaders, and in our Committee on Policy and Rules Revision (COPAR) meetings. It is our hope that the adviser provides guidance and clarity to applicants, employees/supervisors, human resource professionals, and representatives of employee organizations about the subject matter.

The adviser discusses minimum qualifications, substitution for education and experience, special conditions, contemporaneous and non-contemporaneous documentation as well as guidance on how to protest and appeal.



The City and County of San Francisco

CIVIL SERVICE ADVISER

Civil Service Commission

*Jacqueline Minor, President • Kate Favetti, Vice President
Commissioner FX Crowley • Commissioner Elizabeth Salvesson
Sandra Eng, Executive Officer*

No: 035/2023

MINIMUM QUALIFICATION VERIFICATION – Requirement for All Appointments

(Authority: Civil Service Commission Rules Volumes I-IV: Rule 10 Series and Civil Service Commission Policy and Procedures on Exempt Appointments)

Each volume of the Civil Service Rule 10 Series requires applicants to possess and maintain the minimum qualifications to compete in examinations. Each volume says in part - Every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination.

The policy on exempt appointments state that exempt appointees must possess the minimum requirements for their class or position as established by the last examination announcement or class specification, whichever was issued most recently with a statement of the minimum qualifications. Experience gained in violation of Commission Rules is not recognized. City and County employees shall receive credit for out-of-class experience if it is recorded as provided elsewhere in the Rules.

What are Minimum Qualifications?

Minimum qualifications reflect the lowest level of acceptable education and/or experience required of an individual such that the individual can reasonably be expected to satisfactorily perform the duties of the position for which they are filing an application, in order to compete in the examination or selection process.

The examination announcement may also require the presentation of an official college transcript or copy of a license or certificate in order to meet the minimum qualifications.

Is Substitution for Education or Experience available?

There are instances in which some or all of the required education may be substituted with on-the-job experience. However, for positions in which it is not only critical to know how to perform the specific tasks, but to also understand the underlying theories and principles behind the tasks, such work experience may not be able to substitute for all the required education.

For instance, journey level classifications requiring a bachelor's degree/apprenticeship program may allow substitution of years of experience for years of education on a 1:1 ratio basis. Due to the nature of these classifications, comparable experience can be gained through obtaining a bachelor's degree, completion of an apprenticeship program or working in the field (e.g., IS series classifications - 104X – 109X series, 09XX series, 7XXX Series).

Special Conditions are Minimum Qualifications

When a city department determines that a position requires special skills or qualifications not identified in the classification specification (e.g., the ability to speak a foreign language, or specific number of years of experience in a specialty area), the department may request that the Human Resources Director or Director of Transportation place a "special condition(s)" on the position. Special conditions placed on a position are also included with the minimum qualifications. The Department of Human Resources or Director of Transportation reviews each request and posts the proposed and the final approved special condition(s). This matter is appealable to the Civil Service Commission within 30 calendar days of the final approval.

Contemporaneous Documentation

City employees receive credit for the duties of their classification unless their appointing officer officially assigns other duties in writing, at the time of the assignment, and in accordance with Civil Service Commission Rules. It is the supervisor's and the employee's responsibility to ensure that work outside of the employee's classification is appropriately and timely documented and filed in the employee's personnel file (e.g., performance appraisal, acting assignment pay form, memo acknowledging duties performed). Failure to do so may disqualify the employee's application for an examination.

Non-Contemporaneous Documentation

Non-contemporaneous documentation (e.g. - tax forms, business license) used to verify applicants meet the minimum qualifications of a position posting require the certification of the departmental human resources manager and the approval of the Human Resources Director or their designee. For service critical positions, non-contemporaneous documentation requires the Municipal Transportation Agency's Human Resources Director's certification and the approval of the Director of Transportation or their designee.

Protests

Protests of disqualification from an examination must be submitted to the Human Resources Director; and for service critical positions to the Director of Transportation by noon of the fifth business day following mailing/e-mailing of the decision notice. Following this protest period, only questions that address interpretation of requirements will be considered.

Appeals

Written appeals concerning an examination announcement must be received in the Civil Service Commission Office by close of business within five (5) business days from the original issue date of the announcement. Written appeals concerning the disqualification for the position may be submitted to the Civil Service Commission office by close of business within 5 business days after the notice of disqualification from a Class-Based Test Examination. Appellants will be notified in writing concerning their appeals.