



# CIVIL SERVICE COMMISSION

## CITY AND COUNTY OF SAN FRANCISCO

Date: August 21, 2023

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 2022-23**

The following is a summary report on the activities of the Civil Service Commission (Commission or Department) in Fiscal Year 2022-2023 period covering July 1, 2022 through June 30, 2023.

### **Background**

The fiscal year began with commission meetings continuing to operate under the emergency health orders of the COVID-19 emergency. Effective February 28, 2023, the Mayor established the end the state of COVID-19 public health emergency in San Francisco resulting in the return of general legal rules governing policy making bodies. In general, in-person physical presence of required members returned. Although the Commissioners were required to be in-person to conduct Commission meetings, the Civil Service Commission made the decision to continue hybrid meetings for attendees to allow appellants, personal service contract coordinators, human resources staff, union representatives, and the public the option to attend the meeting in-person, virtually/remotely through the WebEx virtual meeting platform or by telephone call-in. Operating the Commission meetings require Commission staff to be in-person at City Hall in Room 400 and in the Commission office to host the virtual meetings through the WebEx System. Onsite staff is required for equipment set-up and meeting monitoring. Staff at the Commission office are required to monitor calls and emails, and troubleshoot issues when attendees were having connectivity problems with the virtual system during Commission meetings. All staff are required on-hand to produce each meeting.

### **Staffing**

Although the department is fully-funded for 6 full-time employees, the department was understaffed due to a vacant 1426 Senior Clerk position and a short-term leave of absence. The incumbent in the Senior Clerk position was promoted to Temporary-Exempt Human Resources Analyst position in May 2022. The department delayed filling the position for 6 months intending to fill the position permanently after our PEX 1241 transitioned to PCS status. However, at the end of the 6-month period, the department was unable to fill the position permanently and opted for a temp-exempt hire. Concurrently, the Mayor's Office communicated budget reduction targets for the upcoming fiscal years of 5 % in FY1 And 8% in FY2 and our budget analyst recommended holding the 1426 vacant to meet those targets. Fortunately, through the budget process, the ability to hire the much-needed 1426 position was restored and will be posted as a permanent exempt hire within the next few weeks.

We have continued a hybrid work schedule for Commission staff ensuring the office is covered

by at least two staff members each day. All staff are scheduled onsite on Commission meeting days and continue to telework two (2) days a week.

## Budget

Our approved overall budget for Fiscal Year 2022-2023 was 1.44 M. The chart below shows budget to actual for FY 2023 as of 8/15/2023. The numbers are subject to change as the Controller's Office continues to closeout the prior fiscal year. We experienced \$197K savings primarily in salaries and services of other departments (84%). The salary savings is attributed to the vacancy and leave of absence however those savings are offset by the adjustment of executive salaries that were not assumed in the budget going into the fiscal year. The savings in services of other departments will likely decrease as departments complete the fourth quarter billing cycle.

### Budget Vs Actuals by Selected Dimension

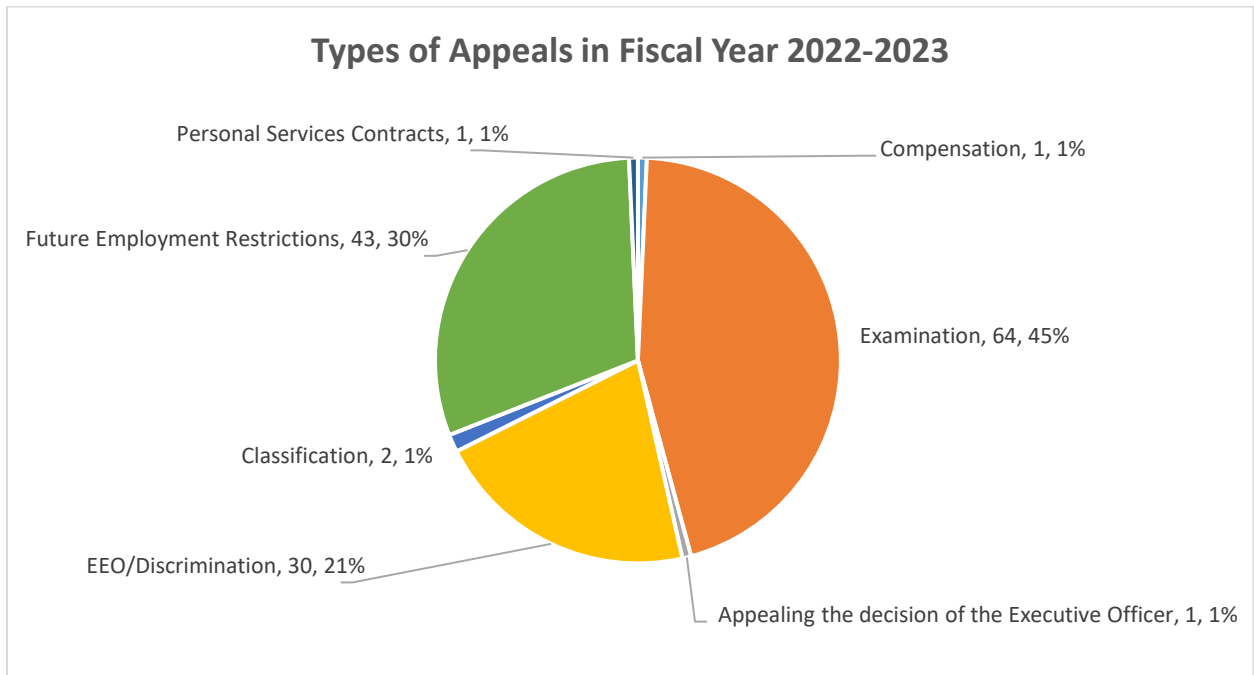
Actual Amounts are from the PeopleSoft GL Module. Click on amounts to drill to transaction details  
 Time run: 8/15/2023 9:56:35 AM

Type	Fund Code	Fund Description	Account Lvl 3 Description	Original Budget	Supplemental Budget	Transfer & Other Budget	Carryforward Budget	Budget Correction	Revised Budget	GL Actual	Encumbrance	Pre-Encumbrance	Surplus/Savings (Shortfall/Overspending)	Reserves	Available Balance
Sources	10000	GF Annual Account Ctrl	Expenditure Recovery	\$430,839	\$0	\$0	\$0	\$0	\$430,839	\$430,839	\$0	\$0	\$0	\$0	\$0
<b>Sources Total</b>				<b>\$430,839</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$430,839</b>	<b>\$430,839</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Uses	10000	GF Annual Account Ctrl	Mandatory Fringe Benefits	\$323,205	\$0	\$0	\$0	\$0	\$323,205	\$303,537	\$0	\$0	\$19,668	\$0	\$19,668
			Materials & Supplies	\$3,395	\$0	\$0	\$2,819	\$0	\$6,214	\$678	\$0	\$0	\$5,536	\$0	\$5,536
			Non-Personnel Services	\$28,795	\$0	\$0	\$20,019	\$0	\$48,814	\$41,419	\$0	\$0	\$7,396	\$0	\$7,396
			Salaries	\$821,941	\$0	\$0	\$0	\$0	\$821,941	\$734,745	\$0	\$0	\$87,196	\$0	\$87,196
			Services Of Other Depts	\$270,029	\$0	\$0	\$9,185	\$0	\$279,214	\$201,993	\$0	\$0	\$77,221	\$0	\$77,221
<b>Uses Total</b>				<b>\$1,447,365</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,024</b>	<b>\$0</b>	<b>\$1,479,389</b>	<b>\$1,282,372</b>	<b>\$0</b>	<b>\$0</b>	<b>\$197,017</b>	<b>\$0</b>	<b>\$197,017</b>

## Appeals and Hearings

The Commission received a total of 96 new appeals and requests for hearings in Fiscal Year 2022-2023, in addition to the 46 active unresolved appeals that were carried over from the previous fiscal year. This is a 129% increase compared to new appeals received in FY2022. The Commission heard and resolved 97 of the 142 pending appeals last fiscal year, representing 68%. Although we did not reach our performance measure goal of resolving 70%, it was amazing to reach 68% considering the high volume of new appeals received. (Attachment B).

There was a 190% increase in examination appeals due to the 48<sup>th</sup> Supplement requirements (29 appeals) and other disqualification matters (15 appeals). Of the examination appeals regarding disqualification, 18% of the appeals were granted or resolved administratively after further review by the Commission or Department of Human Resources staff. The number of EEO appeals received were approximately the same number as the previous fiscal year. Of the total number of EEO appeals (60) received, there were 15 resolved and 15 new appeals received in this fiscal year. Of the 43 requests to hear future employment restrictions, there were 19 new requests (58% increase over FY2022) and 21 resolved in FY2023. Staff reports or the scheduling of appeals were delayed due to understaffing in human resources across City Departments and new human resources managers unfamiliar with the departments pending appeals and those waiting for resolution due to grievances, arbitration, litigation, or settlement agreements.

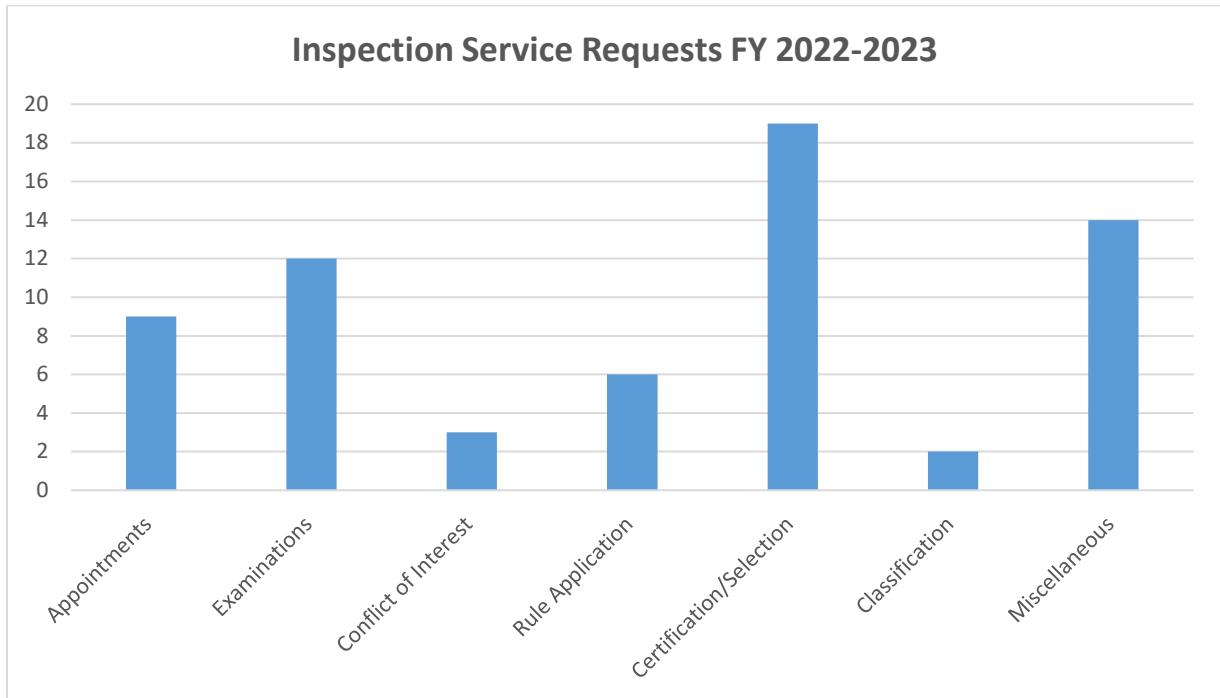


### Inspection Service Requests

In Fiscal Year 2022-2023, the Commission received a total of 65 Inspection Service Requests from employees, labor representatives, job applicants/candidates, anonymous individuals, and members of the public. (Attachment C). During the ongoing COVID pandemic many department offices maintained minimal staffing and experienced organizational changes; therefore, many inspection service requests were not resolved within 60 days. The Commission resolved 54% (35 out of 65) of the Inspection Service Requests within 60 days, which is below our target of 80%. However, it is important to note that while we didn't meet 80% goal, staff completed inspection services at a rate of approximately 32% higher than last year while still being understaffed in the department. In Fiscal Year 2022-2023, staff found that complaints continue to surface around issues concerning 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.

There have been a number of Inspection Service Review requests from applicants stating they are experiencing problems using Smart Recruiters, which replaced JobAps as the City's online employment application process. These issues generally stem from system notification to applicants regarding application filing and post referral selection process notification. There have been instances where applicants state they submitted their applications by the deadline required, yet the Smart Recruiters system shows no record of the application being submitted and therefore, hiring analysts are unable to include the applicant in the candidate pool. Similarly, applicants have shared concerns about not receiving referral notices for the post-referral selection process, in those cases the hiring analyst is unable to confirm receipt of the email for the applicant; without substantive proof, applicants cannot

have unfavorable decisions overturned. These system issues are not easily addressed in the context of the Rules. Applicants also requested reviews regarding the recruitment process involving Civil Service Commission Rule 111.17 “Authorization for Exempt to Permanent Status Program” which was approved at the Commission meeting of June 6, 2022, and adopted on June 11, 2022. Applicants stated the process was unfair. The following is a summary chart of the reviews.



### **Rule Amendments, Policies, and Procedures**

**Rule Amendments** - At the meetings of November 7, 2022, November 21, 2022, December 19, 2022, and January 25, 2023, the Executive Officer, Human Resources Director (DHR) and the Municipal Transportation Agency’s Chief People Officer (MTA) proposed amendments to Rule Series 002 Definitions, 005 Meeting and Hearings of the Commission, 010 Examination Announcements and Applicants, 011 Examinations, 011A Position-Based Testing, 012 Eligible Lists, and 013 Certification of Eligibles to expedite the City’s hiring process. Commission staff and DHR notified all recognized unions of the proposed amendments. The Executive Officer, DHR, and MTA hosted nine (9) meetings with interested unions. The unions did not raise any adverse impacts on their members. The proposed rule amendments for adoption were presented to the Commission in the following fiscal year, August 7, 2023.

**Appeals Process Improvements** - At the meeting of May 1, 2023, the Executive Officer provided the Commission with an overview of the processing and scheduling of appeals and recommendations to expedite scheduling, hearing, and the resolution of appeals. After receiving directions from the Commission and meeting with other departments for response to the recommendations, the Executive Officer presented the final recommendations to the Commission

in the following fiscal year, August 7, 2023.

Over several meetings with RICOH, staff articulated a need to enhance our cloud storage of historical documents to include a public portal to create the ability to file requests for appeal hearings and inspection services directly through the CSC website. RICOH partnered with Laserfiche and proposed a public portal that will include the ability to create form templates and link to the CSC website to allow e-filing or appeals and inspection service requests. With the ability to create form templates without character limits including the ability to include attachments, staff is considering making the appeals staff report a fillable form with input from the Commission to support its development. The two-year initial project implementation with RICOH and Laserfiche cost approximately \$40K and was funded by FY 2022 carryforward in non-personnel services. On-going maintenance will be significantly less and funded by the same budget line.

**CSC New Website** – Commission staff began working with Digital Services and the Department of Technology on March 2, 2022 to migrate the Commission’s website to SF.GOV the City’s new digital platform. The work on the new website began in earnest on May 23, 2023 right after our new Deputy Director onboarded and took the lead on the project. Staff worked diligently in meetings, trainings, content creation, testing, reviewing and building the website for a successful soft launch on October 17, 2022 and final launch on October 31, 2022.

**Personal Service Contracts Policy and Procedure Update-** Throughout the fiscal year, the Executive Officer met with contract managers, personal service contract coordinators, Office of Contract Administration, Department of Human Resources (DHR), City Attorney’s Office, Municipal Transportation Agency, City Administrator’s Office, and select unions regarding the Policy and Procedures on Personal Service Contracts (PSC). In response to the City’s state of emergencies and the need to implement a new PSC database system, it became clear that the policy and procedures also needed to be updated to provide Citywide clarity and consistency in compliance with other government regulations for City contracting. At the meeting of June 5, 2023, all stakeholders were provided an opportunity to share ideas and insight to the Commission on how the Commission’s Personal Service Contract approval process could be more efficient and effective. A summary of the potential changes for the Commission to consider will be presented to the Commission in the following fiscal year, August 21, 2023.

**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 had further questions for the City Attorney's Office and is waiting for response. Additionally, there is the question of how the use of hearing officers will be funded as the Commission's budget is very lean and unable to support the cost of hearing offices and additional hearings support such as court reporters and equipment rental including cameras, recording equipment and operators. This proposal requires a budget line item and funding, if adopted.

### **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 15, 2023, the Commission had for its consideration the annual salary adjustment for the 5<sup>th</sup> year of the 5-year cycle for the Members of the Board of Supervisors in accordance with Charter Section 2.100 for Fiscal Year 2023-2024. The Commission voted to approve a 4.75% salary increase for the Members of the Board of Supervisors effective July 1, 2023 for the Fiscal Year 2023-2024 budget.

The Commission also had for its consideration the annual salary adjustment for the 2<sup>nd</sup> 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 2023-2024 effective July 1, 2023. The Commission voted to approve a 4.75% salary increase for the Elected Officials effective July 1, 2023 for the Fiscal Year 2023-2024 budget.

At the Civil Service Commission meeting of May 15, 2023, the Commission certified the benefits of the Elected Officials, including the Members of the Board of Supervisors for Fiscal Year 2023-2024 at the same level of benefits as those provided to covered employees of the Municipal Executives Association effective July 1, 2023.

### **Merit System Audit Program**

On May 19, 2022, the Mayor issued the 48<sup>th</sup> Supplement to the Mayoral Emergency Declaration which authorized the Human Resources Director to temporarily modify Civil Service Commission Rules to establish a streamlined competitive examination process for employees who have served for at least one year in exempt status under Charter Section 10.104 (Category 18) for special projects and professional services. The Human Resources Director and the Mayor determined that immediate steps were needed to address COVID-19 related

delays in the hiring process. Civil Service Commission Rule 111.17 “Authorization for Exempt to Permanent Status Program” was approved at the Commission meeting of June 6, 2022, and adopted on June 11, 2022.

Therefore, for Fiscal Year 2022-2023, Commission staff focused on reviewing the selection and appointment practices for nine recruitments conducted by the Board of Supervisors, Department of Emergency Management, Department of Technology, Public Utilities Commission, and the Port of San Francisco to assess the department’s compliance with applicable Charter provisions, Commission Rules, and merit system policies and procedures. Specific to this review are appointments processed as a result of the 48<sup>th</sup> Supplement to the Mayoral Emergency Declaration.

All candidates selected for permanent civil service, provisional and exempt appointments must meet the minimum qualifications for the jobs to which they are appointed. It is the City’s policy that employment verifications for all applicants be completed by departmental Human Resources professionals prior to an offer of employment with the City and County of San Francisco.

One (1) department did not comply with DHR policy by obtaining/documenting verification of employment prior to appointment. However, as a result of this audit review the department secured documentation verifying the qualifications of the individual for the initial position of hire to TEX Class 1093 and subsequent hire to PEX Class 1053 Senior IS Business Analyst, which was the position of review. The other four (4) departments that participated in this audit, complied with these procedures illustrating that each appointee is qualified for the position to which appointed. In summary, the nine (9) appointees that were reviewed were qualified for their appointments.

### **Training**

Trainings were conducted on subjects such as the merit system, appealable matters, personal service contracts, role of the Civil Service Commission, and applicability of the Civil Service Commission Rules and policies for the following departments, unions, and groups: Controller’s Office, Municipal Transportation Agency, Service Employees International Union 1021, Automotive Machinists Local 1414, Transport Workers Union Local 200, personal service contract coordinators, policy body secretaries, and racial equity leaders.

**Recommendation:** Adopt the report.

### **Attachments:**

- Attachment A: Civil Service Commission Priority Goals and Objectives for Fiscal Year 2022-2023
- Attachment B: Fiscal Year 2022-2023 Appeals Log
- Attachment C: Fiscal Year 2022-2023 Inspection Service Requests Log

# **ATTACHMENT A**





# CIVIL SERVICE COMMISSION

## CITY AND COUNTY OF SAN FRANCISCO

*Amended*

Date: October 3, 2022

To: Civil Service Commission

From: Sandra Eng  
Executive Officer

Subject: **Civil Service Commission Priority Goals and Objectives  
for Fiscal Year 2022-23**

### **Background**

At the Special Meeting of August 31, 2022, the Civil Service Commission directed the Executive Officer to prepare the Priority Goals and Objectives for Fiscal Year 2022-23 in a simplified format.

- ❖ Rule Amendment Proposals
  - Evaluate hiring barriers by meeting with stakeholders (e.g. hiring managers, human resources staff, employee organizations);
  - Review and Propose Amendments to Rules, policies, and procedures
  - Rule Series 005 Meetings and Hearings of the Commission – include e-mail date
  - Rule 110 Examination Announcements and Applicants – Qualifications of Applicants (Peace Officers)
  - Rule 110 and 410 Examination Announcements and Applicants – Promotive Applicants (In the effort to expedite hiring and expanding racial equity, this will allow the Department of Human Resources to provide promotive points for 1040 hours of continuous service in any position - permanent, temporary, provisional, and exempt.)
  - Rule 410 Examination Announcement and Applicants – Approval required for acceptance of non-contemporaneous documentation
- ❖ Policy Amendment Proposals
  - Policy and Procedures on Personal Service Contracts
  - Policy on Future Employment Restrictions – to reconsider the ability to remove permanent citywide bans
  - Policy and Procedures on Exempt Appointments
- ❖ Procedures
  - Prepare a Calendar of Reports to Remind Departments of Due Dates (e.g. De-identification; Exempt Hiring in Categories 16-18, Position Based-Testing);
  - Hearing of Equal Employment Opportunity Appeals
  - Establish Procedures for Hearing of Appeals Pending Grievances, Arbitration or Litigation
  - Updating Procedures for Appeal Submissions and Preparing Staff Reports in Response to Appeals
    - Reduce backlog on appeals; obtain monthly updates on the status of pending appeals from each department or schedule future meeting dates

- Set up a timeline to complete inspection service requests within 60 days to reach our goal of 70%; maintain a bi-weekly log to follow-up with departments if they are unable to meet deadlines
  
- ❖ Website
  - User friendly with a new platform
  - Frequently Asked Questions page (direct public to Rules or policies)
  - Create the ability to submit appeals online
  
- ❖ Racial Equity Action Plan
  - In collaboration with the Office of Racial Equity, Department of Human Resources, and the Municipal Transportation Agency,
  - Establish resources and provide training to assist departments in moving forward with their Racial Equity Action Plans
  - Continue meeting with the working groups/committees established by the Office of Racial Equity
  - Participate in Racial Equity Conferences/workshops conducted by other departments
  
- ❖ Training
  - Preparing and Presenting Staff Reports to the Commission
  - Appealable Matters to the Commission
  - Merit System for Hiring Managers
  - Responding to Inspection Service Requests
  - Conferences for staff development and growth

**Recommendation:** Adopt the report.

# **ATTACHMENT B**

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0127-22-4	4	Appealing the 2918 Human Services Agency Social Worker (CBT-2918-904264) standardized examination as bias.	08/19/22	08/23/22	C. Isen J. Buick A. Biasbas D. Johnson S. Mayorga Tipton M. Tugbenyoh K. Williams M. Palma	11/07/22	10/27/22			6/23/23 Appellant confirmed availability for 8/21/23;6/2/23 Dept not available until 8/21/23;waiting for appellant to respond; 6/1/23 - Appellant requesting a postponement to the meeting of 8/7/23; 5/15/23 Scheduled for the meeting of 6/5/23; 4/18/23 HSA acknowledged and will follow-up;11/4/22 HSA requested postponement to the meeting of 2/6/22; 10/12/22 HSA requested postponement to a tentative meeting on 12/5/22	HSA
0161-22-6	6	Appealing the Director of Transportation's decision to administratively close without further investigation on her complaint, DHR EEO File No. 3985.	09/21/22	09/26/22	J. Tumlin K. Ackerman V. Harmon A. Martinez J. Buick C. Cueva Alegria	12/05/22	11/23/22			6/28/23 DHR EEO requested extension to 10/16/23 meeting 5/17/23 DHR EEO prepared for the 8/7/23 meeting; 5/15/23 Requested status from DHR EEO; 5/11/23 Requested status from MTA; 4/18/23 Requested status from MTA	MTA
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	07/06/22	5	7/6/22 appeal closed, appellant never followed up in writing; 5/19/22 DHR informed CSC that appellant would be withdrawing appeal; 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.	JUV
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			10/12/22	4	10/12/22 Resolved Administratively-Settlement agreement with original department in 2021; approved by BOS in 2022	CSC
0187-22-4	4	Appealing the rejection of his application for class 2708 Custodian (CBT-2709-E00088) Cat. 18	10/24/22	10/31/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton	02/06/23	01/26/23	04/21/23	5	4/19/23 - DHR notified CSC that appellant withdrew appeal.	DHR
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			4/17/23 CSC approved 2nd postponement request to 7/17/23; 2/6/23 - Appellant requested item postponed to the meeting of 4/17/23; 11/14/22 Informed department and requested status; 10/29/22 Appellant wants to move forward with his appeal; 10/12/22 CSC following up with appellant; 6/8/22 DHR issued appellant a revised determination letter regarding investigation. Appellant did not appeal the new determination.	PUC

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0186-22-4	4	Appealing the rejection of his application for class 6319 Senior Construction Inspector Cat. 18.	10/24/22	10/25/22	C. Isen J. Buick A. Biasbas D. Johnson S. Mayorga Tipton K. Howard M. Tugbenyoh	02/06/23	01/26/23	12/05/22	1	12/5/22 Adopted the report and denied the appeal; recommended DHR to extend the CBT 6319 Eligible List for one year and notify the appellant when a CBT 6319 or an E2P Eligible List is utilized by a City Department.	DHR
0104-22-4	4	Appealing the rejection of application for class 1823 Sr. Administrative Analyst (REF 13904U) examination. (Cat. 18)	07/27/22	07/29/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton	10/17/22	10/06/22	08/02/22	4	8/1/22 - DHR resolved administratively. Appellant meets MQs.	DHR
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	11/07/22	1	11/7/22 Resolved; 10/12/22 DPH tentatively scheduled for meeting of 11/7/22	DPH
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	09/13/22	2	9/6/22 - MTA Appeal untimely.	MTA
0167-22-4	4	Appealing the 7226 Carpenter Supervisor Examination Announcement requiring one (1) year of Cat. 18 Temporary Exempt experience in this classification.	10/03/22	10/04/22	C. Isen J. Buick A. Biasbas K. Howard D. Johnson	12/19/22	12/08/22	10/07/22	4	10/6/22 - DHR resolved administratively .	DHR
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. Tumin K. Ackerman V. Harmon A. Martinez	07/18/22	07/07/22	10/17/22	1	10/17/22- Adopt the report, uphold the decision of the Director of Transportation and deny the appeal. 8/15/22 - Appellant requested 2nd postponement to a future meeting (10/17/22); 7/12/22 - Appellant requested item be postponed to the meeting of 8/15/22.	MTA
0217-22-4	4	Appealing the rejection of his application for Class 1820 Junior Administrative Analyst Cat. 18.	11/16/22	11/18/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton	02/06/23	01/26/23	12/09/22	5	12/8/22 - Appellant withdrew appeal.	DHR

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0185-22-4	4	Appealing the rejection of his application for class 6319 Senior Construction Inspector Cat. 18.	10/24/22	10/25/22	C. Isen J. Buick A. Biasbas D. Johnson S. Mayorga Tipton K. Howard M. Tugbenyoh	02/06/23	01/26/23	12/05/22	1	12/5/22 - The Civil Service Commission adopted the report and denied the appeal and recommended to the Department of Human Resources to extend Eligible List 903687 for Class 6319 for one (1) year; Notify the appellant when the 6319 Exempt to Permanent Eligible List or Class Based Test Eligible List is utilized by any department. Appellant failed to appear.	DHR
0069-2-6	6	Appealing the Human Resources Director's determination on their Complaint of Discrimination.	03/03/23	04/06/23	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez	07/17/23	07/06/23	04/11/23	5	4/9/23 - Received email from appellant withdrawing their appeal.	HSA
0110-22-6	6	Appealing the Human Resources Director's determination to administratively close his complaint of discrimination, EEO File No. 4431	08/02/22	08/04/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez A. Kwan P. Miyamoto J. Quanico	11/07/22	10/27/22	08/22/22	5	8/11/22 - Resolved Administratively; DHR will reopen an investigate EEO complaint, rendering appeal moot.	SHF
0236-22-4	4	Appealing the rejection of their application for class 2604 Food Service Worker Cat. 18.	12/01/22	12/02/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton	03/06/23	02/23/23	03/06/23	1	3/6/23 - The Civil Service Commission denied the appeal and adopted the staff report of the Department of Human Resources. The Commission determined that the appellant was misclassified as a 2604 Food Service Worker in a Temporary Exempt Category 16 position and should be appointed in an Exempt Category 19 position effective on the date of appointment to the Temporary Exempt Category 16 2604 Food Service Worker position. This is a very narrow application for this appellant based on the circumstances that were presented to the Commission; 12/19/22 - continued to the meeting of 1/25/23.	DHR
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	04/20/23	5	4/20/23 - Sent closing letter- appeal closed - no response from appellant; 10/21/22 - CSC sent letter asking appellant if they wished to pursue or withdraw appeal with deadline to respond by 10/28/22; 10/10/13/22 Informed MTA denial of sick leave with pay for employees injured by battery is an appealable matter; MTA to prepare staff report; 10/9/22 - requested status update from MTA	MTA
0226-22-4	4	Appealing the rejection of her application for class 1842 Management Assistant (E00041) Cat. 18.	11/22/22	11/28/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton	02/06/23	01/26/23	12/07/22	5	12/6/22 - DHR informed the commission that appellant withdrew their appeal.	DHR

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
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	08/15/22	1	8/15/22 - Adopted the report and denied the appeal; 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 - PUC will need additional time; 3/8/22- PUC requesting item be postponed to the meeting of 4/4/22; 1/21/22 PUC requesting item be postponed to the meeting of 3/21/22.	PUC
0169-22-4	4	Appealing the disqualification for the 2591 Health Coordinator II Temporary Exempt Cat. 18 examination.	10/06/22	10/07/22	C. Isen J. Buick A. Biasbas K. Howard D. Johnson S. Mayorga Tipton L. Kim S. DeWolfe	12/19/22	12/08/22	11/07/22	1	11/7/22 Resolved	DPH
0010-23-4	4	Appealing the rejection of their application for 7371 Electrical Transit System Mechanic examination.	01/17/23	01/23/23	J. Tumlin K. Ackerman W. Miles S. Nath S. Lee	04/03/23	03/23/23	05/01/23	1	5/1/23 Resolved; appeal denied; 3/16/23 - MTA requesting item be postponed to the meeting of 5/1/23.	MTA
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	06/17/22	2	6/17/22 - DHR closed this appeal due to untimeliness; 4/12/22 - MTA advised CSC that this appeal falls under the jurisdiction of DHR.	MTA
0125-23-4	4	Gregg Adam, Attorney on behalf of Daniel Cisneros, appealing the disqualification of their application for Class 8434/8534 Supervising Adult Probation Officer.	06/06/23	06/08/23	C. Isen J. Buick K. Howard A. Biasbas D. Johnson M. Nieve	08/21/23	08/10/23				ADP
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	05/12/23	5	5/12/23 Closed appeal; 5/11/23 Appellant withdrew appeal; 5/11/23 Requested status from DHR/GSA; DHR will follow-up with L261; 9/20/22 DHR ERD reviewing matter	GSA
0127-23-4	4	Appealing the disqualification of their application for 2556 Rehabilitation Counselor.	06/09/23	06/13/23	C. Isen J. Buick K. Howard P. Bunton L. Kim C. Rutherford S. DeWolfe K. Walden	09/18/23	09/07/23				DPH

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
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 DHR requesting item be heard on 2/7/22.	HSA
0041-23-6	6	Appealing the HRD's determination on their Complaint of Discrimination, EEO File 4428.	02/28/23	03/02/23	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez J. Burke	05/15/23	05/04/23			5/11/23 DHR-Pending settlement agreement	DPH
0070-23-8	8	Appealing the PSC #42725-22/23 and PSC #47934-22/23 with the Health Service System.	04/06/23	04/10/23	C. Isen J. Buick K. Howard I. Hussain	04/17/23	04/06/23	05/01/23	1	5/1/23 Resolved; appeal denied but HSS is required to report back in one year on the status of hiring; 4/17/23 HSS requested postponement to the meeting of 5/1/23	HSS
0121-23-6	6	Appealing the Human Resources Director's determination on their Complaint of Discrimination, EEO File No. 3995.	05/30/23	05/31/23	C. Isen J. Buick K. Howard A. Martinez A. Kwan S. Vaksberg R. De Wit	08/21/23	08/10/23				GSA
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			2/24/23 - DHR informed CSC Litigation Hold on file as of 1/1/21. DHR EEO and CSC do not proceed with appeals when there is a Lit Hold on the matter; 9/23/22 Pending litigation.	PUC
0243-22-4	4	Appealing the rejection of their application for class 7502 Asphalt Worker Cat. 18.	12/07/22	12/09/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton	03/06/23	02/23/23	12/21/22	4	12/20/22 - DHR informed the commission that appellant withdrew their appeal.	DHR



Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0032-23-4	4	Appealing the exam administration for 8208 Park Ranger.	02/24/23	02/27/23	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton D. Jou	05/15/23	05/04/23	03/30/23	3	3/24/23 - Rec & Park informed the CSC not an appealable matter.	REC
0238-22-6	6	Appealing the Human Resources Director's determination regarding their complaint of discrimination, EEO File No. 4061.	12/02/22	12/06/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez W. Macy R. Gardunio S. Tang	03/06/23	02/23/23			5/22/23 - Since Eliasson's external complaint has settled, DHR EEO and SFPUC can move forward with this appeal hearing. DHR EEO and SFPUC are prepared to have this appeal heard on August 7, 2023 4/18/23 DHR EEO acknowledged and will follow-up; 3/7/23 - PUC requesting item be postponed to a future meeting; 2/1/23 - PUC requesting item be postpone to 3/20/23 representative will not be available for 3/6/22 meeting.	PUC
0135-23-4	4	Appealing the disqualification of their application for the <b>Q080 Captain</b> examination.	06/23/23	06/26/23	C. Isen J. Buick A. Biasbas D. Johnson J. Lo M. Chavez	09/18/23	09/07/23			6/27/23 - CSC sent an amended Notice of Appeal.	DHR
0014-23-4	4	Appealing the rejection of their application for 7318 Electronic Maintenance Technician (CBT-7318-904470) examination.	01/19/23	01/23/23	J. Tumin K. Ackerman W. Miles S. Nath L. Dominguez	04/03/23	03/23/23	05/15/23	1	5/15/23 - denied the appeal, appellant failed to appear;4/18/23 MTA requested postponement to the meeting of 5/15/23 due to system wide software issues; 3/16/23 - MTA requesting item be postponed to the meeting of 5/1/23.	MTA
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	11/09/22	5	11/9/22 - Closed, Appellant never responded if he wished to continue with appeal by 10/31/22 deadline;10/20/22 waiting for appellant's response to CSC request for status; 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 2022. On November 18, 2019, appellant did not appear for the appeal & CSC postponed for 3 months.	DPH
0004-23-6	6	Appealing the Human Resources Director's determination on their Complaint of Discrimination, EEO File No. 3463.	1/6/2023	2/28/2023	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez K. Williams	5/14/2023	5/4/2023			4/13/23 DHR requested postponement to the meeting of 7/17/23.	HSA

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0054-23-4	4	Appealing the 48th Supplement Emergency Declaration hiring process for class 2706 Housekeeper/ Food Service Cleaner (E00046).	3/22/2023	3/23/2023	C. Isen J. Buick A. Biasbas D. Johnson M. Tugbenyoh K. Howard S. Mayorga Tipton	6/5/2023	5/25/2023	06/29/23	2	6/29/23 - sent closing letter, appeal untimely.	DHR
0013-23-4	4	Appealing the rejection of their application for 7318 Electronic Maintenance Technician (CBT-7318-904470) examination.	1/18/2023	1/23/2023	J. Tumlin K. Ackerman W. Miles S. Nath L. Dominguez	4/3/2023	3/23/2023	05/09/23	5	5/8/23 - Appellant withdrew appeal; 4/18/23 - MTA requested postponement to the meeting of 5/15/23 due to system wide software issues; 3/16/23 - MTA requesting item be postponed to the meeting of 5/1/23.	MTA
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	03/11/22	5	3-18-22 attorney/appellant requested to move forward after receiving 2nd closing letter and requested people outside City employment to hear the appeal; 3-11-22 no response received from appellant/representative; Sent 2nd closing letter; 2-18-22 Requested appellant to provide letter from appellant's physician indicating that due to restrictions, appellant was unable to contact our office; 2-16-22 appellant request to move forward with appeal; appellant unable to respond due to health condition from 10-14-21 through 2-7-22; 2-14-22 Sent closing letter; 1-27-22 Informed appellant/attorney if CSC does not receive a response to move forward with the appeal by 2-7-22, the appeal will be closed; 1-13-21 Informed appellant/attorney item may be schedule in March/April 2022; 10-15-21 Informed appellant/attorney item can be scheduled for 11-15-21; 9-29-21 Attorney requested postponement; 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 - DHR informed CSC that appellant had retired as of 1/12/21; 12/9/20 - DPH informed CSC that appellant has filed a complaint against the Department of Public Health	DPH
0138-22-4	4	Appealing the rejection of his application for the 1408 Principal Clerk (CBT-1408-REF14671A) examination. (Cat. 18)	8/29/2022	8/30/2022	C. Isen J. Buick A. Biasbas K. Howard D. Johnson M. Tugbenyoh S. Mayorga Tipton	11/21/2022	11/10/2022	10/17/22	1	10/17/22 - Adopted the report and denied the appeal. Appellant was a no show.	DHR

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0212-22-4	4	Appealing the rejection of her application for 1241 Human Resources Analyst Cat. 18.	11/10/2022	11/14/2022	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton	2/6/2023	1/26/2023	12/05/22	1	12/5/22 Adopted the report and denied the appeal.	DHR
0192-22-4	4	Appealing the rejection of her application for class 2708 Custodian (CBT-2708-E00088) Cat. 18.	10/28/2022	10/31/2022	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton	2/6/2023	1/26/2023	04/21/23	5	4/19/23 - DHR notified CSC that appellant withdrew appeal.	DHR
0134-23-6	6	Appealing the HRD's determination on their EEO Complaint, DHR EEO File No. 4157.	6/22/2023	6/23/2023	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez K. Hill	9/18/2023	9/7/2023				DPW
0234-22-4	4	Appealing the job announcement for 3434 Arborist Technician (E1001 10) Cat. 18.	11/30/22	12/01/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton	03/06/23	02/23/23	01/19/23	4	1/17/23 - DHR informed the CSC that the appeal has been administratively resolved due the Commission's action taken on 12/19/22 denying the appeal. The MQs specified in the 3434 Arborist Technician E1001 10 job announcement aligns with the 3434 Class Specification rendering the appeal moot.	DHR
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	12/13/22	5	2/24/23 - DHR to check-in with DPH re appeal; 12/13/22 Appellant was given a deadline to respond by 10/28/22 to move forward with the appeal; no response received; 10/12/22 CSC following up with appellant; 4/5/21 - Postponed the appeal to a future meeting date at the request of the appellant.	DPH

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0071-23-4	4	Appealing the disqualification of their application for Class 9145 Traffic Signal Electrician.	04/10/23	04/11/23	J. Tumlin K. Ackerman W. Miles S. Nath	07/17/23	07/06/23	05/12/23	2	5/12/23 Closed appeal; 5/11/23 appellant was untimely in submitting the appeal; MTA to follow-up with documentation	MTA
0184-22-4	4	Appealing the rejection of his application for class 1842 Management Assistant Cat. 18.	10/24/22	10/25/22	C. Isen J. Buick A. Biasbas D. Johnson S. Mayorga Tipton K. Howard M. Tugbenyoh	02/06/23	01/26/23	11/18/22	5	11/16/22 - DHR informed CSC that appellant withdrew his appeal.	DHR
0221-22-4	4	Appealing the rejection of his application for class 9772 Community Development Specialist (REF15357M) Cat. 18.	11/16/22	11/21/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton K. Williams M. Palma	02/06/23	01/26/23	12/09/22	4	12/9/22 - Administratively Resolved : appellant withdrew appeal directly to DHR	DHR/HSA
0220-22-4	4	Appealing the rejection of his application for class 9775 Senior Community Development Specialist II (REF15354R) Cat. 18.	11/16/22	11/21/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton K. Williams M. Palma	02/06/23	01/26/23	12/09/22	4	12/9/22 - Administratively Resolved : appellant withdrew appeal directly to DHR	DHR/HSA
0132-23-6	6	Appealing the Human Resources Director's determination regarding their EEO Complaint.	06/20/23	06/21/23	C. Isen J. Buick K. Howard A. Martinez M. Tugbenyoh J. Bushong	09/18/23	09/07/23				FIR

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0008-23-4	4	Appealing the rejection of their application for 5211 Senior Landscape Architect.	01/12/23	01/13/23	C. Isen J. Buick A. Biasbas D. Johnson K. Howard M. Tugbenyoh	04/03/23	03/23/23	02/23/23	2	2/22/23 - DHR notified CSC appeal was untimely & did not meet MQs.	DHR
0196-22-4	4	Appealing the rejection of his application for class 2708 Custodian (CBT-2708-E00088) Cat. 18.	11/01/22	11/02/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton	02/06/23	01/26/23	12/05/22	1	12/5/22 Adopted the report and denied the appeal.	DHR
0078-23-4	4	Appealing the rejection of their application for class 6130 Safety Analyst examination.	04/18/23	04/19/23	C. Isen J. Buick A. Biasbas D. Johnson S. Mayorga Tipton K. Howard M. Tugbenyoh	07/03/23	06/22/23	06/05/23	1	6/5/23 Denied appeal; 5/16/23 Scheduled for the meeting of 6/5/23	DHR
0124-22-6	6	Appealing the Human Resources Director's determination that there was insufficient evidence to establish that he was subjected to discrimination or harassment on his age, EEO File No. 3956.	08/15/22	08/18/22	Callahan J. Buick K. Howard M. Tugbenyoh A. Martinez P. O'Riordan M. Nieve	11/07/22	10/27/22	02/06/23	1	2/6/23 - Adopted the report; upheld the decision of the HRD and denied the appeal; 12/7/22 DHR requested to postpone to the meeting of 2/6/23; 10/19/22 DHR postponed this item to the meeting of 12/19/22; 9/6/22 - transmitted additional information to department.	DBI
0123-23-4	4	Gregg Adam, Attorney on behalf of Daniel Cisneros, appealing the disqualification of their application for Class 8434/8534 Supervising Adult Probation Officer.	06/06/23	06/08/23	C. Isen J. Buick K. Howard A. Biasbas D. Johnson M. Nieve	08/21/23	08/10/23				
0041-20-4	4	Appealing the denial to file a late application for the Q50 Sergeant Examination after the closing of the official filing period with SFPD.	02/12/20	02/13/20	C. Isen J. Buick A. Biasbas D. Johnson M. Tugbenyoh	05/04/20	04/23/20	09/16/22	4	9/14/22 - Resolved administratively back on April 10, 2020; exam was re-opened	DHR

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0015-4	4	Appealing the rejection of their application for 7318 Electronic Maintenance Technician (CBT-7318-904470) examination.	01/19/23	01/23/23	J. Tumlin K. Ackerman W. Miles S. Nath L. Dominguez	04/03/23	03/23/23	05/15/23	1	5/15/23 - denied appeal; 4/18/23 MTA requested postponement to the meeting of 5/15/23 due to system wide software issues; 3/16/23 - MTA requesting item be postponed to the meeting of 5/1/23.	MTA
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	10/03/22	1	10/3/22 - Adopted the report and denied the appeal; 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	DHR
0189-22-4	4	Appealing the disqualification of his application for class 1767 Media Program Specialist (CBT-1767-E00075) Cat. 18.	10/25/22	10/26/22	C. Isen K. Howard M. Tugbenyoh J. Buick A. Biasbas D. Johnson S. Mayorga Tipton	02/06/23	01/26/23	12/05/22	1	12/5/22 Adopted the report and denied the appeal; appellant failed to appear	DHR
0209-22-4	4	Appealing the rejection of his application for class 2803 Epidemiologist II Cat. 18.	11/02/22	11/04/22	C. Isen J. Buick K. Howard A. Biasbas D. Johnson S. Mayorga Tipton M. Tugbenyoh	02/06/23	01/26/23	12/05/22	1	12/5/22 Granted the appeal given the specific testimony in this case; appellant demonstrated the they served in a CAT 18 role.	DHR
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	05/31/23	5	5/31/23 - sent closing letter, DHR informed CSC Appeal is moot because they conducted a follow-up investigation; 4/18/23 DHR acknowledged and will follow-up; 2/24/23 - DHR informed CSC that ABK to draft closure request as this complaint was folded into pending investigation. 12/13/22 Requested status from DHR; 10/12/22 CSC follow up with EEQ; 9/23/22 - Needs to be rescheduled	GSA
0109-22-4	4	Appealing the rejection of application for the 7253 Electrical Transit Mechanic Supervisor I examination.	08/02/22	08/03/22	J. Tumlin K. Ackerman W. Miles S. Nath	10/17/22	10/06/22	10/20/22	4	10/19/22 - Administratively Resolved: Met the MQs; 9/29/22 - MTA requesting item be postponed to the meeting of 11/7/22.	GSA
0105-22-4	4	Appealing the rejection of application for the 7253 Electrical Transit Mechanic Supervisor I examination.	07/28/22	07/29/22	J. Tumlin K. Ackerman W. Miles S. Nath	10/17/22	10/06/22	11/07/22	1	11/7/22 Resolved; 9/29/22 - MTA requesting item be postponed to the meeting of 11/7/22.	MTA

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
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			6/21/23 PUC requested extension to 9/18/23; 5/22/23 - tentatively scheduled for 7/3/23 meeting; 4/18/23 DHR acknowledged and will follow-up; 2/24/23- DHR Informed CSC of Litigation Hold was on file from Aug 2018 until Jan 2021. However, DHR EEO was not informed of the release of the Lit Hold until January 2023. DHR EEO needs to assign to an investigator and schedule appeal; 1/20/23 - Additional information transmitted to DHR; 1/12/23 - Appellant submitted additional information; 1/10/12/22 partial closure; investigating remaining matters; requested further clarification from DHR	PUC
0215-22-4	4	Appealing the rejection of his application for class 7514 General Laborer (CBT-7514-E00060) Cat. 18 recruitment.	11/14/22	11/15/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton K. Hill S. Vaksberg S. Sexton	02/06/23	01/26/23	12/19/22	1	12/19/22 - Deny the appeal and adopt the report of the City Administrator - appellant didn't show up.	GSA
0154-22-4	4	Appealing the examination administration for the 0923 Shelters and Navigation Manager.	09/15/22	09/20/22	C. Isen J. Buick A. Biasbas K. Howard D. Johnson	12/05/22	11/23/22	11/30/22	3	11/17/22 - DHR informed appellant the matter is not appealable.	DHR
0089-22-6	6	Appealing the Human Resources Director's determination to not further investigate and to administratively close his Complaint of Discrimination, EEO File No. 3529.	07/06/22	07/08/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez W. Macy R. Gardunio S. Tang	09/19/22	09/08/22	11/07/22	1	11/7/22 Resolved; 10/7/22 Appellant requested postponement to the meeting of 11/7/22; 8/26/22 - DHR EEO requesting item be postponed to the 10/17/22 meeting.	PUC
0146-22-4	4	Appealing disqualification for 7318 Electronic Maintenance Technician	09/08/22	09/08/22	K. Ackerman W. Miles S. Nath	11/21/22	11/10/22	09/12/22	4	9/12/22 Administratively Resolved : appellant withdrew appeal directly to MTA HR	MTA

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0208-22-4	4	Appealing the rejection of application for class 9212 Aviation Security Analyst.	11/01/22	11/04/22	C. Isen J. Buick K. Howard A. Biasbas D. Johnson S. Mayorga Tipton M. Tugbenyoh A. Caporale E. Zadlo	02/06/23	01/26/23	01/30/23	4	1/27/23 - Administratively resolved DHR/AIR notified CSC appellant met the MQs.	AIR
0085-23-4	4	Appealing the 7238 Operating Engineer examination.	04/18/23	04/21/23	C. Isen J. Buick A. Biasbas D. Johnson S. Mayorga Tipton M. Tugbenyoh K. Howard W. Macy M. White	07/03/23	06/22/23				PUC
0131-23-4	4	Appealing the examination administration for the 7284 Utility Plumber Supervisor II.	06/09/23	06/13/23	C. Isen J. Buick K. Howard A. Biasbas D. Johnson S. Mayorga Tipton W. Macy	09/18/23	09/07/23				PUC
0155-22-4	4	Appealing the disqualification for the 1408 Principal Clerk Examination. (CAT 18)	09/15/22	09/21/22	C. Isen J. Buick A. Biasbas K. Howard D. Johnson	12/05/22	11/23/22	09/29/22	4	9/22/22 - Administratively Resolved: met MQs.	DHR
0158-22-4	4	Appealing the disqualification for 1822 Admin Analyst (Requires PEX status)*	09/23/22	09/23/22	C. Isen J. Buick A. Biasbas K. Howard D. Johnson	12/05/22	11/23/22	11/07/22	1	11/7/22 Resolved	DHR
0103-22-4	4	Appealing the rejection of application for the 7380 Electrical Transit Mechanical Assistant Supervisor examination.	07/27/22	07/29/22	J. Tumlin K. Ackerman W. Miles S. Nath A. Kaminska	10/17/22	10/06/22	03/06/23	1	3/6/23 - Adopted the report and denied the appeal; 1/25/23 - Appellant requested item be continued to a future meeting; 12/5/22 CSC approved reconsideration and the appeal is scheduled for 1/25/23; 11/21/22 Requested reconsideration because appellant claimed he never notice of meeting; 11/7/22 Resolved; 9/29/22 - MTA requesting item be postponed to the meeting of 11/7/22.	MTA



Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0123-23-4	4	Appealing the disqualification of their application for Class 7287 Supervising Electronic Technician with the Municipal Transportation Agency.	06/02/23	06/08/23	J. Tumlin K. Ackerman W. Miles S. Nath R. Williams	08/21/23	08/10/23	06/28/23	5	6/28/23 - appeal closed; 6/21/23 MTA notified CSC appeal was filed prematurely.	MTA
0107-22-4	4	Appealing the rejection of application for the 7253 Electrical Transit Mechanic Supervisor I examination.	07/29/22	08/01/22	J. Tumlin K. Ackerman W. Miles S. Nath	10/17/22	10/06/22	10/20/22	4	10/19/22 Administratively Resolved: Met MQs; 9/29/22 - MTA requesting item be postponed to the meeting of 11/7/22.	MTA
0176-22-6	6	Appealing the HRD's determination on her Complaint of Discrimination, EEO File No. 3706.	10/12/22	10/18/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez C. Short S. Vaksberg R. De Wit	03/06/23	02/23/23			4/28/2023 DHR EEO Removed from CSC Calendar. 4/18/23 DHR acknowledged and will follow-up	GSA
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			4/28/23 - DHR EEO to schedule - 4/18/23 DHR acknowledged and will follow-up; 4/7/23 DPH checking status with DHR EEO; 3/28/23 Requested status from DPH; 2-24-23 - DHR to check-in with DPH re appeal; 12/13/22 Requested status from DPH; 10/12/22 EEO following up with DPH; 9/23/22 - Needs to be rescheduled	DPH
0093-23-4	4	Appealing the disqualification of their application for Class 9132 Transit Fare Inspector.	04/25/23	04/27/23	J. Tumlin K. Ackerman W. Miles S. Nath	07/17/23	07/06/23	05/19/23	4	5/19/23 - sent closing letter; 5/17/23 MTA reviewed additional information from appellant and has determined the appellant has met the minimum qualifications; waiting for copy of letter informing the appellant	MTA
	4	Appealing the disqualification of their application for Class 2322 Nurse Manager (Special Programs for Youth)	04/08/23	04/10/23	sent directly to HRD by appellant	N/A	N/A	05/02/23	4	5/2/23 - form 13 received from Dave Johnson to close the appeal - resolved administratively	DPH
0262-22-4	4	Appealing the Disqualification from Pre-Employment Processing and the Removal from the Eligible List for Class 8302 Deputy Sherriff I.	12/08/22	12/23/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson J. Sanford	03/20/23	03/09/23	05/03/23	4	5/3/23 Resolved Administratively; appellant remained on the eligible list and was not disqualified from the examination	SHF
0258-22-6	6	Appealing the Human Resources Director's determination on their Complaint of Discrimination, EEO File No. 4197	12/20/22	12/20/22	C. Isen J. Buick K. Howard M. Tubenyo h A. Martinez A. Kwon K. Williams	03/06/23	02/23/23	06/05/23	1	6/5/23 Adopted the report and denied the appeal; 4/6/23 - Appellant requested postponement to 6/5/23	HSA

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0179-22-4	4	Appealing the disqualification for the 2593 Health Program Coordinator III (REF 16008F) examination. (CAT 18)	10/17/22	10/19/22	C. Isen J. Buick A. Biasbas K. Howard D. Johnson S. Mayorga Tipton M. Tugbenyoh	02/06/23	01/26/23	10/28/22	5	10/28/22 - Appellant withdrew their appeal;10/25/22 - DHR notified CSC that appellant will be withdrawing appeal.	DHR
0156-22-4	4	Appealing the disqualification for the 1408 Principal Clerk (CBT-1408-REF14671A) Examination. (CAT 18)	09/21/22	9/22/22	C. Isen J. Buick A. Biasbas K. Howard D. Johnson	12/05/22	11/23/22	11/30/22	4	9/22/22 - DHR informed the Commission appellant met the minimum qualifications.	DHR
0239-22-4	4	Appealing the 2908 Senior Hospital Eligibility Worker announcement Cat. 18.	12/05/22	12/07/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton	03/06/23	02/23/23	02/06/23	1	2/6/23 - Adopted the report and denied the appeal from DPH; 1/25/23 - Appellant requested item be postponed to the meeting of 2/6/23.	DHR
0016-23-4	4	Appealing the 2903 Eligibility Worker announcement Cat. 18.	12/05/22	01/20/23	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson	04/03/23	03/23/23	01/27/23	2	1/27/23 - DHR/DPH notified CSC appeal untimely.	DHR
0043-23-6	6	Appealing the Director of Transportation's determination regarding their complaint of discrimination, DHR EEO File No. 3362..	03/08/23	03/09/23	J. Tumlin K. Ackerman V. Harmon A. Martinez	06/05/23	05/25/23			6/27/23 Appellant confirmed availability for 8/21/23;6/5/23 Informed appellant that the department is available for the meeting of 8/21/23;6/2/23 - Appellant requested postponement to the meeting of 8/7/23; 5/17/23 Prepared for the 6/5/23 meeting; 5/15/23 Requested status from DHR EEO; 5/11/23 Requested status from MTA	MTA
0002-23-4	4	Appealing the examination administration for the 0923 Housing Placement Manager .	12/30/22	01/06/23	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton	03/20/23	03/09/23	06/28/23	4	6/28/23 - appeal closed; 3/2/23 - DHR notified administratively resolved.	DHR

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0242-22-6	6	Appealing the HRD's determination on their Complaint of Discrimination, EEO File 4308.	12/07/22	12/09/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez W. Macy R. Gardunio S. Tang	03/06/23	02/23/23	03/06/23	1	3/6/23 - Adopted the report, upheld the decision of the Human Resources Director, and denied the appeal.	PUC
0097-22-6	6	Appealing the HRD's determination to not further investigate and administratively close her complaint of discrimination, EEO File No 4035.	07/18/22	07/20/22	C. Isen K. Howard M. Tugbenyoh A. Martinez J. Torres S. Jacques J. Nelly	10/03/22	09/22/22	03/06/23	5	4/14/23 - Sent closing letter, appellant never responded in writing to withdraw their appeal; 3/29/23 Still no response from appellant to withdraw their appeal in writing; 3/17/23 Contacted appellant to confirm in writing their request to withdraw their appeal; 3/6/23 Appellant informed CSC EO by phone to withdraw appeal; waiting for request in writing; 11/21/22 DHR requested postponement; 11/16/22 Met with EEO	ASR
0106-23-6	6	Appealing the Human Resources Director's determination regarding their EEO Complaint - DHR EEO File No. HRC0002061.	05/15/23	05/19/23	C. Isen J. Buick K. Howard A. Martinez P. Ginsburg D. Jous	08/07/23	07/27/23			5/22/23 - tentatively scheduled for 8/21/23 meeting	REC
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	11/09/22	5	11/9/22 - Closed, Appellant never responded if he wished to continue with appeal by 10/31/22 deadline; 10/20/22 Waiting for appellant's response to CSC request for status; 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.	DPH
0145-22-4	4	Appealing disqualification for Class 1823	9/2/2022	9/8/2022	C. Isen J. Buick K. Howard A. Biasbas	11/21/2022	11/10/2022	09/29/22	5	9/23/22 - Appellant withdrew appeal.	DHR
0188-22-4	4	Appealing the rejection of his application for class 2708 Custodian (CBT-2708-E00088) Cat. 18.	10/24/2022	10/31/2022	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga-Tipton	2/6/2023	1/26/2023	04/21/23	5	4/19/23 - DHR notified CSC that appellant withdrew appeal.	DHR
<b>SEPARATIONS - REQUESTS FOR HEARING</b>											

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
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			4/28/23 - pending settlement agreement, 9/9/22 - pending arbitration; 7/29/22 additional time needed to conclude investigation.	WOM
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 K. Hill	5/2/2022	4/21/2022			6/6/23 - Appellant requested postponement of hearing until January 2024. 5/22/23 - Follow-up request sent to DPW; 3/11/2022 - pending grievance	GSA
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	06/27/22	4	9/26/22 - Resolved administratively; returned to work; 6/27/22 post arbitration decision. Future employment restriction was rescinded. 12/8/20 - GSA requesting this item be postponed to 3/1/21 CSC Mtg. due to scheduling issues.	GSA
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	07/18/22	1	7/18/22 - Adopted the report and denied the appeal. Future employment subject to the review and approval of the Human Resources Director after satisfactory performance and completion of two (2) years' work experience outside the City and County of San Francisco. Must submit satisfactory evidence of trustworthiness and attendance.	GSA
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	12/19/22	1	12/19/22 - Adopt the findings, deny the appeal, and approve the future employment restrictions - appellant didn't show up; 10/20/22 Per MTA, tentatively scheduled for the meeting of 12/19/22; 9/23/22 MTA update - no longer proceeding to arbitration; Tentative meeting date in December 2022; 7/19/21 pending grievance process, might lead to arbitration.	MTA
0304-18-7	7	Appealing future employment restrictions	09/10/18	09/12/18	Callahan Gard Weigelt Simmons	12/03/18	11/21/18			6/5/23 Informed DPH settlement agreement did not cover restrictions; prepare staff report; 4/7/23 DPH checking with CAT; 3/28/23 Requested status from DPH; 12/13/22 Requested status from DPH; 11/21/22 Requested status from DPH; 9/14/22 Requested status update from DPH; 3/26/19 Still in litigation; 9/13/18 Pending litigation	DPH
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	04/26/23	4	4/26/23 Administratively resolved; returned to work and rescinded restrictions; 4/5/23 Reinstated to former position; DPH will follow up with documentation; 3/28/23 Requested status form DPH; 12/13/22 Requested status from DPH; 11/21/22 Requested status from DPH; 9/14/22 Requested status from DPH; 11/4/20 DPH requesting appeal to be held in abeyance pending the outcome of grievance process.	DPH

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0108-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	05/22/23	05/24/23	J. Tumlin K. Ackerman S. Dines D. Garcia R. Williams A. Biasbas S. Sherburne	08/07/23	07/27/23				MTA
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	03/06/23	1	3/6/23 - restrictions lifted; 2/9/23 HSA requested postponement to the meeting of 3/6/23; 1/10/23 - DHR requesting item be scheduled for the meeting of 2/6/23; 11/29/22 HSA tentatively schedules the hearing for the meeting of 1/25/23; 10/21/22 Appellant wishes to move forward with the appeal; 9/26/22 - CSC following up with appellant 4/2/19 Contacted appellant if they wish to move forward with appeal; 3/28/19 HSA 7-19-16 Arbitration award: denied grievance and upheld termination; 8/17/15: Pending arbitration 7/24/15; 06/01/15 Pending Arbitration; 05/04/15 Pending arbitration; 04/02/15 Arbitration.	HSA
0046-23-4	7	Requesting a hearing on their future employability with the City and County of San Francisco.	03/15/23	03/16/23	J. Tumlin K. Ackerman S. Dines D. Garcia	06/05/23	05/25/23	06/05/23	1	6/5/23 Granted appeal; modified restrictions to expire by 10/8/23; 5/15/23 MTA will submit report for the meeting of 6/5/23; 5/11/23 Requested status from MTA	MTA
0109-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	05/24/23	05/25/23	J. Tumlin K. Ackerman S. Dines D. Garcia R. Williams A. Biasbas S. Sherburne	08/07/23	07/27/23				MTA
0057-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	03/27/23	03/29/23	J. Tumlin K. Ackerman S. Dines D. Garcia	07/03/23	06/22/23			6/8/23 - MTA submitted form 13, item be postponed to the meeting of 8/7/23; 5/15/23 MTA will submit report for the meeting of July 3, 23; 5/11/23 Requested status from MTA	MTA
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	04/27/23	4	4/27/23 - Administratively resolved; returned to work and rescinded restrictions; 4/5/23 Reinstated to former position; DPH will follow up with documentation; 3/28/23 Requested status form DPH; 12/13/22 Requested status from DPH; 11/21/22 Requested status from DPH; 9/14/22 Requested status from DPH; 9/10/19 DPH requesting appeal to be held in abeyance pending the outcome of the grievance process.	DPH
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			5/30/23 - Dept tentatively scheduled for 8/21/23 5/22/23 - CSC reissued appeals at dept request; 4/18/23 HSA acknowledged and will follow-up 4/7/23 DPH informed that this is an HSA employee under Lkim's former dept; 3/28/23 Requested status from DPH; 12/13/22 Requested status from DPH; 11/21/22 Requested status from DPH; 9/14/22 Requested status from DPH.	HSA

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
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. Tumlin K. Ackerman R. Williams JP Ziegler	09/20/21	09/08/21			5/15/23 Awaiting arbitration decision; will provide update in June; 5/11/23 Requested status from MTA; 4/18/23 Requested status from MTA; 9/23/22 - MTA Update - case is scheduled for arbitration in Dec 2022. 7/8/21 MTA notified CSC of pending arbitration.	MTA
0136-16-7	7	Request for hearing on his future employability with the City & County of San Francisco	03/28/16	03/29/16		06/20/16	6/9/2016			5/22/23 - follow-up request sent to department; 9/14/22 - Requested status from DHR ERD; 6/26/18 Contacted DHR for update on status; 04/01/17 Grievance Resolved; dept preparing staff report; 4/01/16 Pending grievance.	
0157-22-7	7	Julia Fox, attorney on behalf of appellant, appealing the department head 's decision to place permanent restrictions on their future employability as a peace officer with the department.	09/21/22	09/22/22		12/05/22	11/23/2022			6/22/23 Requested update from department; 4/18/23 working with CAT on finalizing settlement agreement 12/5/22 Department informed CSC appeal resolved administratively; waiting for follow-up documentation to officially close this appeal	
0177-22-7	7	Requesting a hearing on his future employability with the City and County of San Francisco.	10/14/22	10/18/22	J. Tumlin K. Ackerman R. Williams S. Dines	02/06/23	1/26/2023	02/06/23	1	2/6/23 - Accepted the report; denied the appeal and approve the future employment restrictions. Appellant failed to appear.	MTA
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			5/9/23 HR returned from leave and preparing report; 10/25/22 Department scheduled hearing for 12/5/22; 10/14/22 Union did not move this item to arbitration; department determining next steps; 10/12/22 Requested status from SFUSD; 4/19/21 - Take the item off calendar until arbitration has been resolved.	SFUSD
0053-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	03/21/23	03/22/23	C. Isen J. Buick K. Howard S. Sherburne L. Kim R. Williams	06/05/23	5/25/2023				DPH
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	10/12/22	4	10/12/22 Resolved administratively through settlement agreement - rescinded restrictions; 4/2/19 Arbitration scheduled for 7/15/19; 3/29/19 Arbitration tentatively scheduled for June; October 30, 2018: Pending grievance	REC
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			5/30/23 - Dept tentatively scheduled for 8/21/23 5/22/23 5/22/23 - CSC reissued appeals at dept request; 4/18/23 HSA acknowledged and will follow-up; 10/12/22 Requested status from HSA; 3/28/19 Department checking on status; 6/26/18 Contacted DHR for update on status	HSA

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0149-22-7	7	Requesting a hearing on his future employment restriction with the City and County of San Francisco.	09/13/22	09/14/22	J. Tumlin K. Ackerman R. Williams S. Dines	12/05/22	11/23/22	03/06/23	1	3/6/23 -1.No Municipal Transportation Agency (MTA) job class that involves customer service until 2 years demonstrated/documentated satisfactory service in customer service outside MTA. 2.No other City position that requires class B license until 2 years of demonstrated/documentated outside satisfactory service operating a vehicle requiring class B license. 3.Cancel current eligibility and exam for transit operator; 2/6/23 - Appellant requested item be postponed to the meeting of 3/6/23, the CSC stipulated this will be last postponement that will be granted; 12/19/22 - Appellant requested item be postponed to the meeting of 2/6/23.	MTA
0077-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	04/13/23	04/18/23	J. Tumlin K. Ackerman S. Dines D. Garcia	07/03/23	06/22/23			6/22/23 - MTA requesting item be postponed to 8/7/23; 5/15/23 MTA will submit staff report for meeting of 7/3/23; 5/11/23 Requested status from MTA: 4/21/23 - transmitted additional info to MTA.	MTA
0007-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	01/11/23	01/13/23	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas S. Sherburne L. Kim R. Williams	04/03/23	03/23/23			4/5/23 L.BrooksHouston - hold in abeyance due to pending discrimination complaint.	DPH
0182-22-7	7	Requesting a hearing on his future employability with the City and County of San Francisco.	10/20/22	10/26/22	J. Tumlin K. Ackerman S. Dines R. Williams	02/06/23	01/26/23	02/28/23	5	2/28/23 - Appellant withdrew appeal.	MTA
0128-22-7	7	Requesting a hearing on her future employability as a 2320 Registered Nurse with the Department of Public Health.	08/22/22	08/24/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas L. Kim R. Williams	11/07/22	10/27/22			4/7/23 Pending arbitration scheduled for July 2023; 3/28/23 Requested status from DPH; 12/13/22 Requested status from DPH; 10/18/22 Pending grievance per DHR/DPH	DPH
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			6/5/23 Requested status of staff report from DPH; 5/30/23 Per CAT, settlement agreement does not cover employment restrictions; 4/7/23 Settlement Agreement, DPH to follow-up with documentation; 3/28/23 Requested status from DPH; 12/13/22 Requested status from DPH; 11/21/22 Requested status from DPH; 9/14/22 Requested status from DPH; DHR informed the CSC that the staff report recommending employment restrictions is on hold until the arbitration has been resolved.	DPH
0194-22-7	7	Requesting a hearing on her future employability with the Municipal Transportation Agency.	10/31/22	11/01/22	J. Tumlin K. Ackerman S. Dines R. Williams	02/06/23	01/26/23	01/20/23	2	1/18/23 - MTA informed CSC appeal untimely.	MTA

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0130-22-7	7	Requesting a hearing on his future employability as a H-2 Firefighter with the San Francisco Fire Department.	08/23/22	08/25/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson J. Bushong	11/21/22	11/10/22	11/14/22	5	11/10/22 received letter from appellant's attorney withdrawing appeal; 11/8/22 Submitted staff report for meeting of 11/21/22	FIR
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	04/20/23	4	4/19/23 - R. DeWit, City Administrator HR, notified appeal resolved administratively - settlement agreement; 9/26/22 ADM pending litigation.	GSA
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			4/18/23 Reminded department again for staff report; 10/13/22 Requested status update from department; 9/20/22 - Requested status update; 9/29/21 Pending case at DFEH; 7/26/21 Department requesting item be postponed to 10/18/21; 6/8/21 Department requesting item be postponed to the meeting of 8/16/21; 5/11/21 Department requesting item be postponed until after the DFEH complaint has been resolved.	POL
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			9/16/22 - PUC waiting on the arbitrator's decision. 9/1/20 - DHR informed the CSC of Pending Arbitration	PUC
0042-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	03/06/23	03/09/23	J. Tumlin K. Ackerman S. Dines D. Garcia	06/05/23	05/25/23	06/05/23	1	6/5/23 Granted appeal; modified restrictions to 3 years of outside satisfactory service and completion of an anger management program accepted by the Employee Assistant Program; 5/15/23 MTA will submit report for the meeting of 6/5/23; 5/11/23 Requested status from MTA	MTA
0264-22-7	7	Requesting a hearing on future employment restrictions with MTA as a 9163 Transit Operator	12/28/22	12/29/22	Tumlin Ackerman S. Dines	03/20/23	03/09/23	01/05/23	7	1/5/23 Untimely appeal; 5/11/23 Requested status from MTA; 4/18/23 Requested status from MTA	MTA
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	03/07/22	02/24/22			5/22/23 - follow-up request sent to DPW; 10/12/22 Requested status from DPW; 3/7/22 - Postponed the request for hearing to a future meeting pending arbitration.	DPW
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			4/7/23 DPH checking with CAT; 3/28/23 Requested status from DPH; 12/13/22 Requested status from DPH; 11/21/22 Requested status from DPH; 9/14/22 Requested status from DPH;	DPH



Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0241-22-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	12/05/22	12/07/22	C. Isen J. Buick K. Howard M. Tugbenyoh S. Sherburne L. Kim R. Dhanju R. Williams	03/06/23	02/23/23	01/13/23	5	1/10/23 - Received email from appellant's representative withdrawing the appeal.	DPH
0244-22-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	12/08/22	12/09/22	J. Tumlin K. Ackerman S. Dines R. Williams D. Garcia	03/06/23	02/23/23	05/12/23	2	5/12/23 Closed appeal, appeal untimely; 5/11/23 Requested status from MTA; 4/18/23 Requested status from MTA	MTA
0235-22-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	11/30/22	12/01/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas S. Sherburne L. Kim R. Dhanju B. Lim R. Williams	03/06/23	02/23/23	05/19/23	4	5/19/23 - sent closing letter, DPH notified CSC administratively resolved - rescinded future employment restriction.	DPH
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	04/20/23	4	4/19/23 - R. DeWit, City Administrator HR, notified appeal resolved administratively - settlement agreement; 10/13/22 Although pending litigation, CSC clarified appellant is still appealing restrictions; 9/26/22 ADM pending litigation; not appealing restrictions	GSA
0136-22-7	7	Requesting a hearing on her future employability as a 2320 Registered Nurse with the Department of Public Health.	08/23/22	08/30/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas S. Sherburne L. Kim	11/21/22	11/10/22	04/11/23	4	4/10/23 Returned to work, future employment restrictions rescinded; 3/28/23 Requested status from DPH; 12/13/22 Requested status from DPH; 10/18/22 Pending grievance per DHR/DPH	DPH
0180-20-7	7	Requesting a hearing on behalf of appellant 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			6/28/23 - tentative for 7/17/23 meeting, 5/22/23 - follow-up request sent to DPW; 5/1/23 Informed department that appellant wishes to move forward with the hearing; 4/26/23 CSC contacting appellant if they wish to move forward with their appeal; 9/26/22 ADM requested tentative meeting for early 2023. 10/19/20 - DHR requests postponing the appeal until after EEO investigation is complete.	DPW

POSITION BASED TESTING

Civil Service Commission  
Fiscal Year 2022-23 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Tentative Date	Report Due Date	Resolved On	No.	Comments	Dept.
0102-22-4	4	Appealing the disqualification of his application for the 1822 Administrative Analyst (PBT-1822-121782) examination.	6/6/2022	7/26/2022	C. Isen K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton M. Palma K. Williams C. Lewis	10/3/2022	9/22/2022		3	10/12/22 Resolved; upon further investigation, the appellant did not meet the minimum qualifications.	HSA
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	10/13/22	3	10-13-22 Resolved; Disqualification under PBT Examinations is not appealable to CSC; CSC and DHR conducted an inspection service request completed on 2-2-21	GSA
0213-22-4	4	Appealing the minimum qualifications for 6124 Principal Inspector - Hazardous Materials Program examination.	11/10/22	11/10/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas D. Johnson S. Mayorga Tipton L. Kim S. DeWolfe	12/05/22	11/23/22	12/01/22	5	11/29/22 - Appellant withdrew appeal.	DPH

Number of Appeals	
Carried Over from FY2021-22	46
Appeals Received in FY2022-23	96
<b>Total Number of Appeals in FY22-23</b>	<b>142</b>

Total Appeals by Category	
Classification (2)	2
Compensation (3)	1
Examination (4)	64
EEO/Discrimination (6)	30
Future Employment Restrictions (7)	43
Personal Services Contracts (8)	1
Position-Based Tests	3
Appealing the decision of the Executive Officer (1)	1

Resolutions	
Hearing at CSC (1)	34
Untimely (2)	8
Not Appealable (3)	4
Resolved Administratively (4)	26
Other (5)	25
<b>Total Resolved</b>	<b>97</b>
<b>% Resolved</b>	<b>68%</b>

# **ATTACHMENT C**

Totals by Category				
Letter or Email	59	54%	Appointments (1)	9
Phone - Walk in	6		Examinations (2)	12
Resolved in 60 days	35		Conflict of Interest (3)	3
			ERO Administrator (4)	0
			Salary Setting (5)	0
			Rule Application (6)	6
			Certification/Selection (7)	19
			Classification (8)	2
			Miscellaneous (9)	14
			Layoffs (10)	0

Code	Received Date	Letter or Email	Phone Walk in	Requested By	Issue	Job Class	Dept.	Resolution/Remedy	Date Resolved	60 days
1	7/5/2022	1			If there is no eligible list for the appointments made through the 37th Supplement to temporarily waive Civil Service Rules to make appointments as a result of vacancies due to vaccination requirements, how is the serioity date deterined for bumping and layoffs?		DPH/ TWUI Local 250	Although a traditional eligilbe list is not established, the seniority date and ranking is still established for these direct hires; therefore they will have seniority dates and bumping rights. SE	7/8/2022	Y
6	7/6/2022	1			Review of hiring process for 7238 at Moccasin	7238	PUC	Position was filled in accordance with Mayor's 37th supplement for expedited hiring - no violations - LM	7/6/2022	Y
8	7/12/2022	1			Released from promotion probationary period of 1942 and reverted to previous 1936 position but still performing the work of a 1942	1942	MTA	Rule 109.16 Temporary Out-of-Class Assignments Policy and Definitions; CS Adviser Out-of-Class Assignments; referred to HR Labor Relations and union SE	7/12/2022	Y
1	7/19/2022	1			Review of appointments for 7355	7355	PUC	PUC & DPW conducted expedited hiring - due to 37th Mayoral Proclomation - LM	8/24/2022	Y
9	7/21/2022	1			Alleges his supervisors are not qualified for their positions	9149	MTA	LH	1/10/2023	N
3	8/2/2022	1			Favoritism - Superintendent given additional position due to favoritism by acting Dept Head	O941	ADM	Superintendent was assigned as Superintendent over BBR and SSR as a result of an untimely death. No position upgrade, no wage increase - no violations - LH	9/9/2022	Y
3	8/2/2022	1			Favoritism – Manager and direct report hired a family friend under the Mayor's 37th Supplement	O933	PUC	LH - PUC response pending	11/1/2022	N
2	7/28/2022	1			Minimum qualifications - 1053 applicant falsified degree to meet MQs	1053	HSA	LH- HSA Response pending	11/1/2022	N
3	7/12/2022	1			Manager inappropriately hired P103s	P103	DPH	LH - DPH response pending	3/30/2023	N
2	8/3/2022	1			Employee qualified for the 7216 Exam but disqualified from 7253 Exam	7216 7253	MTA	Employee was qualified and particiaped on both examinations. SE	8/10/2022	Y
7	8/15/2022	1			Post-referral process for class 9116 & 9117 positions at MTA	9116/ 9117	MTA	No violations to substantiate the allegations brought forward, selection process was fair, competitive, consistent ad completion with selection procedre. 10/12/22 MTA finalizing response will submitt in the next 2 weeks; 10/11/22 CSC requesting an update; 9/16/22 MTA requesting extra time respond; 9/13/22 sent letter to MTA. EA	1/5/2023	N

7	8/17/2022	1			Post-referral process for class 9116 & 9117 positions at MTA	9116/ 9117	MTA	No violations to substantiate the allegations brought forward, selection process was fair, competitive, consistent ad completion with selection procedre. 10/12/22 MTA finalizing response will submitt in the next 2 weeks; 10/11/22 CSC requesting an update; 9/16/22 MTA requesting extra time respond; 9/13/22 sent letter to MTA. EA	1/5/2023	N
7	8/16/2022	1			Post-referral process for class 9116 & 9117 positions at MTA	9116/ 9117	MTA	No violations to substantiate the allegations brought forward, selection process was fair, competitive, consistent ad completion with selection procedre. 10/12/22 MTA finalizing response will submitt in the next 2 weeks; 10/11/22 CSC requesting an update; 9/16/22 MTA requesting extra time respond; 9/13/22 sent letter to MTA. EA	1/5/2023	N
2	8/18/2022	1			REC Class 3422 - applicant who missed the deadline was allowed to take the exam	3422	REC	LH - REC response pending	1/2/2023	N
7	8/19/2022	1			Top ranks were not selected for interviews; dept. selected rank 18 for interviews; how many vacancies: how were they able to reach rank 18?	2716	AIR	AIR had 5 vacancies but Smart Recruiters had additional vacancies citywide which allowed AIR to reach up to rank 18 SE	8/23/2022	Y
1	9/12/2022	1			Allegation that MaThida Moe does not meet MQ's - cook	2654	DPH	Review completed - appointee meets MQ's - LM	10/5/2022	Y
2	9/12/2022	1			Disqualified for class 1823 but claims she meets MQ's	1823	CCD	Review completed - applicant did not meet MQ's - LM	10/12/2022	Y
6	9/13/2022	1			What is a promotive position when referring to reversion rights?		SHF	Rule 117.9.3 Reversion to Former Class-Released Promotive Probationary Employee; Employees released from a promotive probationary period shall revert to a position in the class from which promoted; displacements may occur; promotive is not defined by only by promotions within a class series. SE	9/13/2022	Y
2	9/16/2022	1			Requesting an investigation on the 7253 examination process with MTA.	7253	MTA	Review completed, no viiolations; 12/1/22 received info from MTA; 10/13/22 sent letter to MTA - EA	1/11/2023	N
7	9/19/2022	1			Requesting an investigation on the post-referral selection for the 8108 with the Sheriff Dept.	8108	SHF	Review completed; nothing wrong with post-referral selection. EA	11/30/2022	N
1	9/23/2022	1			Favoritism - alleges selected candidate for Interim Labor Relations Director does not meet the Mqsand was appointed due to favoritism by the HR Director	O932	DPH	LH - DPH response pending		

2	9/30/2022	1			Alleges that two applicants are not qualified to take exam	7329	MTA	Review completed; applicants meet MQ's. - LM	10/13/2022	Y
6	10/3/2022	1			Member released from promotive probationary period but it's almost 30 days and the department has delayed placing the employee in any position			Rule 117.9.3 Reversion to Former Class-Released Promotive Probationary Employee; Employees released from a promotive probationary period shall revert to a position in the class from which promoted; displacements may occur; reversion shall be accomplished not later than 30 days from release; delays due to 3-4 weeks because of the need for medical clearance; department followed up with employee. SE	10/5/2022	Y
6	10/4/2022	1			Member released from promotive probationary period but department is denying reversion rights; moved to step 3 in the grievance process			Rule 117.9.3 Reversion to Former Class-Released Promotive Probationary Employee; Employees released from a promotive probationary period shall revert to a position in the class from which promoted; displacements may occur; promotive is not defined by only by promotions within a class series; employee is not guaranteed the same position in the same department and employee may revert to the same classification in another department. Informed ERD SE	10/5/2022	Y
8	10/12/2022	1			Reclassification process for class 7362.	7362	SFO	Provided CSC Rule 109 Position Classification and direction on how to proceed. - LM	10/12/2022	Y
2	10/13/2022	1			Entire recruitment and hiring is outdated and not forward thinking when posting positions that only internal applicants are can be qualified for due to the requirement of 1 year of TEX CAT 18 experience. The City is excluding outsiders. Entire HR system needs to be overhauled.			Due to high number of vacancies and high number of TEX CAT 18 employees, Mayor's 48th Supplement allowed HRD to establish program to give TEX CAT 18 employees expedited opportunity to move into PCS positions; posting for transparency SE	10/14/2022	Y
2	10/13/2022	1			Could not pass the Supervisory Battery Exam for a previous but different class examination and now prevented from participating in the examination for another class because they did not pass the SBE taken 8 months ago. Already in acting assignment for 1.5 years and limited opportunities to take the exam again because there are only 2 supervisory positions in the department. Worked over 20 years in the City and was not given time to study in advance for the earlier exam taken 8 months ago and is now better prepared. Superintendent encouraged him to take the exam and now HR will not allow him although he's met the MQs.	7253	MTA	DHR reviewed scantron sheet and verified the complainant's responses; scores are correct; because all applicants who failed the Supervisory Battery Exam must wait one year after the last examination was taken, the City cannot make an exception for one applicant, otherwise all applicants would need to be allowed to retake the examination after less than a year. Candidate encouraged to learn from taking the initial exam and now knows what to study in preparation for the next exam. SE	10/25/2022	Y

1	10/19/2022	1		Alleges that Donte Quinn is not qualified for 7322 position.	7372	PUC	Appointee meets MQ's - LM	11/21/2022	Y
9	10/19/2022	1		How does a person lift future employment restrictions?		SHF	If a former employee has conditional future employment restrictions, they must submit documentation verifying how they met the conditional restriction to the Human Resources Director. Permanent citywide restrictions cannot be lifted; CSC Policy and Procedures on Future Employment Restrictions SE	10/20/2022	Y
1	10/21/2022	1		Allegation that Employee is not qualified for 9145	9145	MTA	Completion of review was delayed due to MTA's process not being completed- Candidate does not meet MQ's and will be removed from eligible list - LM	1/9/2023	N
2	10/31/2022		1	examination process for 7258 Electrical Transit Mechanic Supervisor I at MTA.	7258	MTA	2/3/23 no violations to substantiate the allegations. The selection process conducted by MTA for the Class 7258 position was fair, competitive, consistent, and compliant with selection procedures; 2/2/23 sent draft response to SE&LH; 12/1/22 sent ltr to MTA - EA	2/3/2023	N
7	11/2/2022	1		Questions why she was not hired for PEX status and nor current PCS position	2992	GSA	provided verbally to complainant 12-22 and written report in January 23 sent to complainant - LM	12/13/2022	Y
7	11/7/2022	1		Alleges that Employee is not qualified for hire to 6231	6231	DPW	No merit to allegation - appointee meets MQ's - LM	12/8/2022	Y
1	11/30/2022	1		Employee not meeting MQs for 1244	1244	DPH	Meets MQs no violations. EA	12/16/2022	Y
7	12/2/2022	1		Allegation that a manager inappropriately gave an unfair advantage in the hiring process to a friend	1052	HSA	No merit to allegation - appointee meets MQ's and was highest scoring candidate in post-referral process- LM	2/1/2023	Y
9	12/9/2022	1		Request for inspection review regardig class 5260 and 5601 out-of-class work.	5260	PUC	Appeal was held on 8/15/22 which Commissioners denied & PUC at the request of the Commission conducted a review and audit of the hiring process and duties for the class - so response is to clarify there will be no inspection review. LM	1/1/2023	Y
2	12/21/2022	1		Exam process in limiting applicants to re-take an examination after 1 year limits opportunities to fill hard-to-fill vacancies in the City Are there Rules or DHR procedures that explain this process?	7335	DHR	DHR procedures: Exam announcement stated that applicant may re-test after 1 year from the last exam; applicants who pass the test may re-test and the system will just bank the most recent score SE	12/27/2022	Y
2	12/27/2022	1		Unfair hiring process that only qualifies TEX 2903 for PCS positions	2903	DPH	3/20/23 requested status update; 2/13/23 Requested additional information; 3/2/23 Requested update; 2/9/23 Requested extension to 2/17/23; 1/11/23 requested extension to 1/23 SE		N
9	12/30/2022	1		Nepotism in the hiring of employee by brother-in-law (manager)	2903	DPH	LM - request sent to DPH 1/5/23	3/30/2023	Y
9	1/5/2023	1		Post-referral interview of Employee when she was not reachable	2914	HSA	Appointee was reachable due to "special condition" - LM	2/3/2023	Y
7	1/6/2023		1	Inquiries regarding certification and post-referral process		MTA	LM - in-person discussion	1/6/2023	Y
9	1/10/2023	1		Post-Referral Selection Process for the 6230 Street Inspector Hirings with the Department of Public Works.	6230	DPW	No violations in the post-referral process at DPW for class 6239; 2/1/23 sent ltr to DPW - EA	3/16/2023	N
2	1/26/2023	1		Inquiries about passing scores for 7334 and 7335 exams.t	7334		discussed scoring process - LM	2/1/2023	Y

9	2/2/2023	1		Requested Leave from PCS position to Accept TEX Cat. 18 position; in the TEX position with still no response from HR; concerned on the ability to return to PCS position after 3 years in TEX position.	7238	SFUSD	Rule 120.31 allows PCS employee who completed probation to request leave of absence for the duration of employment; Rule 120.42 Denials of leave of absence may be appealed to HRD; due to several changes in staffing, department will follow up and approve leave for one year SE	2/17/2023	Y
6	2/15/2023	1		If PCS employee who just completed probationary period accepts TEX Cat. 18 position, is there protection to return to PCS position after TEX position ends in 3 years?			Rule 120.31 allows PCS employee to request leave of absence to accept TEX position; if denied, the employee may appeal to HRD Rule 120.42; dept. may or may not approve for duration of TEX appointment; if employee stays in TEX position, they may request reinstatement Rule 114.8 before the separation from TEX position but this is not a guarantee. SE	2/15/2023	Y
9	2/22/2023	1		Received final job offer with signatures from the department then on the Friday before the start date, was informed they were not reachable eligibles; dept. stated candidate was initially on the certified eligible list but after other departments filled positions, the candidate was no longer a reachable eligible.	1224	DPW/DH R	Due to transfer of eligible list from the previous system to the current system, there was an error; candidate is confirmed reachable. Department no longer budgeted for the positions and will follow up with applicant. SE	2/28/2023	Y
9	2/17/2023	1		Promoted to position requiring Class B License; DMV still required medical examination that could not be scheduled for 2 months; being trained by dept.; then reinstated to former position without his knowledge; submitted Class B License to dept but was informed that they could not stop the reinstatement to the former position because it was completed; supervisor from the promotive position informed employee they were not released from probation and did not yet pass probation; probationary period was extended for any time missed; Employee would like to return to promoted position and complete the probationary period.	7410	MTA	Once the employee signed the forms to reinstate the former PCS position, the department made the decision to not return the employee to the promotive position; 4/14/23 MTA meeting with division on 4/4/19; 4/11/23 Requested status from MTA; 3/10/23 HR checking with Division; Requested information from MTA SE	5/18/2023	N
9	2/24/2023	1		Received certified eligible list; conducted selection process with reachable eligibles; conducted background for finalist; made final offer; informed eligible was no longer reachable because the other vacancies were filled	8216	MTA	Operations had 3 referrals for this classification; candidate was reachable on the first 2 referrals; because vacancies were filled from the first 2 referrals, candidate was no longer reachable on the 3rd referral. SE	2/28/2023	Y
1	2/28/2023	1		Allegations of favoritism regarding promotions		SFFD	Position was for "acting assignment" governed by the MOU - and Rules state that the department head has the authority - no violations - LM	3/16/2023	Y
7	2/28/2023	1		Post-Referral Selection Process for the 1662 Patient Accounts Assistant Supervisor Hirings with the Department of Public Health.	1662	DPH	A review of the records indicated DPH conducted the selection process in accordance with charter, CSC rules, polices, procedures, and DHR process; 5/25/23 received additional info from DPH; 5/1/23 requested additional info to DPH; 4/6/23 received info from DPH; 3/20/23 sent DPH a request for status; 3/2/23 sent letter to DPH - EA	5/31/2023	N



9	3/2/2023	1		If dept. decides to promote him to promotive PCS position, while being a TEX in the promotive classification, can he ask the dept. to hold his underlying permanent civil service position until the appointment processing is completed?		SFUSD	If the leave of absence has ended, the dept. may choose to extend the leave, end leave and ask the employee to return to the underlying PCS position or the employee may choose to leave the underlying PCS position and remain in the promotive TEX position. If employee is promoted to the PCS class, the dept. cannot hold the underlying position or provide a leave of absence. If the employee is released from the promotive probationary period, the employee will have reversion rights to the underlying PCS position and bumping may occur if there are no vacancies. Scheduled to meet with dept. and employee SE	3/2/2023	Y
7	3/9/2023	1		Post-referral process for class 9102 Transit Car Cleaner position with MTA	9102	MTA	A review of records indicates MTA conducted the selection process for 9102 in accordance with CSC Rules; 3/23/23 letter sent to MTA. EA	4/17/2023	Y
7	3/17/2023	1		Allegation that Employee provided false information and documentation to be hired for 7334 Stationary Engineer for DPH	7334	DPH	6/23/23 Requested department to interview employee and contact former employer; 6/14/23 received additional info; 5/8/23 requested additional info; 4/27/23 received info from DPH; 4/17/23 requested a status update; request for review sent to DPH - assigned to EA/SE		N
7	3/17/2023	1		Unfair hiring/selection process for applicant as a 2604 at DPH	2604	DPH	6/21/23 No unfair hiring/selection process, complainant never responded to email; 6/20/23 as of today never received additional info requested; 4/26/23 requested additional info to DPH; 3/28/23 received info from DPH; request for review sent to DPH - assigned to EA	6/21/2023	N
7	3/22/2023	1		Review regarding the selection process for 2706 at Hetch Hetchy	2706	PUC	request for review sent to PUC - review assigned to Lholmes (PUC respnded directly to the employee/applicant)	4/28/2023	Y
7	3/22/2023	1		Appointee does not meet MQs; unfair hiring process; employee in acting assignment for 5 years treated unfairly	2727	SFUSD	4/21/23 Department provided documentation and is requesting additional verification; 4/12/23 Requested additional information from the department SE		N
1	4/5/2023	1		Two 7432s were provided opportunities to be trained for 7366; informed there were very limited opportunities for promotion from 7432 then one employee was promoted to an even higher position as 7310; favoritism because others were not notified of this opportunity .	7310	MTA	Request for review; related to former inspection service review SE		N
7	4/5/2023	1		Post Referral selection process for the 8216 Senior Parking Control Officer	8216	MTA	Uniform questions and rating criteria; no findings of violations of Rules, policies or procedures SE	6/13/2023	N
1	3/31/2023	1		Favoritism in the hiring process conducted by the Acting Nurse Manager	2320	DPH	A review of the records did not indicate any recent appointments or reassignments of the allegedly favored employees. SE	4/11/2023	Y

9	4/15/23	1		Demotion from 7382 Assistant Supervisor position to former PCS 7381 Automotive Mechanic Position	7382	MTA	Discipline matters are labor issues between the union and the department; shared matters under CSC jurisdiction, provided CSC Advisers on appealable matters and inspection service requests SE	4/6/2023	Y
9	4/14/2023	1		Outstanding EEO case but no response from DPH EEO ERD and DHR EEO; salary question re: nurses	2320	DPH	Informed employee about the appeal process; DPH followed up with the employee on 5/9 SE	5/9/2023	Y
6	5/11/2023	1		Employee denied 12 month leave of absence to accept a promotion and department offered 2 month leave; is this appealable? can they revert or reinstate?			Rules 120.31 Leave to accept other city position, 120.42 appeal procedures, 117.9.3 Reversion to Former Class Released Promotive Probationary Period, and Rule 114.8 Reinstatement SE	5/11/2023	Y
7	5/22/2023	1		Requesting an inspection on the post-referral process for class 2716 Custodial Assistant Supervisor position in the Real Estate Division.	2716	Real Estate	7/21/23 received additional info; 7/19/23 requested additional info; 7/18/23 received info; 7/7/23 requested status update; 6/2/23 sent letter to K. Castillo. EA		
7	6/9/2023	1		Appointee does not meet MQs; unfair hiring process.	2114	DPH	7/25/23 received info; 7/24/23 request info; 7/14/23 received additional info; 7/11/23 received additional info; 7/11/23 requested additional info; 6/27/23 received info; 6/13/23 sent letter to DPH. EA		
7	6/21/2023	1		Requesting an Inspection Service on the hiring selection for 2908 Sr. Hospital Eligibility Worker at DPH.	2908	DPH	7/3/23 received info; 6/23/23 sent letter to DPH. EA		
9	6/29/2023	1		Manager personal relationship with unnamed employee intends to promote employee to 2907 position.	2907	HSA	7/17/23 received info; 7/5/23 sent letter to HSA. EA		