



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

**LONDON N. BREED  
MAYOR**

***Sent via Electronic Mail***

September 21, 2023

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

Barbara Dullea  
[REDACTED]

**SUBJECT: APPEAL BY BARBARA DULLEA OF THE Q-60 LIEUTENANT EXAMINATION.**

Dear Barbara Dullea:

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **October 2, 2023, at 2:00 p.m.** You will receive a separate email invite from a Civil Service Commission staff member to join and participate in the meeting.

The agenda will be posted for your review on the Civil Service Commission's website at [www.sf.gov/CivilService](http://www.sf.gov/CivilService) under "Meetings" no later than end of day on Wednesday, September 27, 2023. Please refer to the attached Notice for procedural and other information about Commission hearings. A copy of the department's staff report on your appeal is attached to this email.

In the event that you wish to submit any additional documents in support of your appeal, please submit **one hardcopy 3-hole punch, double-sided and numbered at the bottom of each page to the CSC Office at 25 Van Ness Ave., Suite 720 and email a PDF version to the Civil Service Commission's email at [civilservice@sfgov.org](mailto:civilservice@sfgov.org) by 5:00 p.m. on **Tuesday, September 26, 2023****, please be sure to redact your submission for any confidential or sensitive information that is not relevant to your appeal (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

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

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

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG  
Executive Officer

Attachment

Cc: Carol Isen, Department of Human Resources  
Kate Howard, Department of Human Resources  
Anna Biasbas, Department of Human Resources  
Dave Johnson, Department of Human Resources  
Jen Lo, Department of Human Resources  
Commission File  
Commissioners' Binder  
Chron

## **NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**

### **A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is [civilservice@sfgov.org](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/). Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

### **B. Policy Requiring Written Reports**

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

### **C. Policy on Written Submissions by Appellants**

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

### **D. Policy on Materials being Considered by the Commission**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/civilservice> and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

### **E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement**

**A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.**

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

### **F. Policy and Procedure on Hearing Items Out of Order**

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

### **G. Procedure for Commission Hearings**

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

**H. Policy on Audio Recording of Commission Meetings**

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/).

**I. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the “Requests to Speak” portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

**J. Public Comment and Due Process**

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

**K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**Information on Disability Access**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email [civilservice@sfgov.org](mailto:civilservice@sfgov.org) to discuss meeting accessibility. In order to assist the City’s efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

**Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government’s duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people’s business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people’s review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: [soff@sfgov.org](mailto:soff@sfgov.org), or on the City’s website at [www.sfgov.org/bdsupvrs/sunshine](http://www.sfgov.org/bdsupvrs/sunshine).

**San Francisco Lobbyist Ordinance**


Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <https://sfethics.org/>.



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: **0146-23-4**
  2. For Civil Service Commission Meeting of: **October 2, 2023**
  3. Check One:  
Ratification Agenda   
Consent Agenda   
Regular Agenda   
Human Resources Director's Report
  4. Subject: **Register No. 0146-23-4: Barbara Dullea Appealing Not Receiving Any Communication Regarding Application for the Q060 Lieutenant Exam**
  5. Recommendation: **Deny the appeal and adopt the report of the Department of Human Resources**
  6. Report prepared by: **Jen Lo** Telephone number: **415.551.8946**
  7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format-A).**
  8. Reviewed and approved for Civil Service Commission Agenda:  
Human Resources Director: 
- Date: 9.19.2023
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

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

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

Attachment

**CSC RECEIPT STAMP**

## NOTIFICATIONS

Barbara Dullea



Carol Isen, Human Resources Director  
Department of Human Resources  
1 South Van Ness Avenue, 4<sup>th</sup> Floor  
San Francisco, CA 94103-5413  
[Carol.Isen@sfgov.org](mailto:Carol.Isen@sfgov.org)

Kate Howard  
Managing Deputy Director  
Department of Human Resources  
1 South Van Ness Avenue, 4<sup>th</sup> Floor  
San Francisco, CA 94103-5413  
[Kate.Howard@sfgov.org](mailto:Kate.Howard@sfgov.org)

Anna Biasbas  
Deputy Director, Employment Services  
Department of Human Resources  
1 South Van Ness Avenue, 4<sup>th</sup> Floor  
San Francisco, CA 94103-5413  
[Anna.Biasbas@sfgov.org](mailto:Anna.Biasbas@sfgov.org)

Dave Johnson  
Assistant Deputy Director  
Department of Human Resources  
1 South Van Ness Avenue, 4<sup>th</sup> Floor  
San Francisco, CA 94103-5413  
[Dave.Johnson@sfgov.org](mailto:Dave.Johnson@sfgov.org)

Jen Lo  
Public Safety Team Manager  
Department of Human Resources  
1 South Van Ness Avenue, 4<sup>th</sup> Floor  
San Francisco, CA 94103-5413  
[Jen.Lo@sfgov.org](mailto:Jen.Lo@sfgov.org)



TO: The Honorable Civil Service Commission

THROUGH: Carol Isen, Human Resources Director  
Anna Biasbas, Director, Employment Services

FROM: Jen Lo, Public Safety Team Manager  
Dave Johnson, Assistant Director, Employment Services

DATE: September 21, 2023

RE: **Register No. 0146-23-4: Barbara Dullea Appealing Not Receiving Any Communication Regarding Application for the Q060 Lieutenant Exam**

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### **Background**

The recent job ad for Q060 Lieutenant, Police Department [see Attachment A] specified the period during which applicants must submit an application. The specific language regarding the application filing period as stated in that job ad was:

*Application Opening: May 1, 2023*

*Application Deadline: May 15, 2023*

Ms. Barbara Dullea emailed Jen Lo, Public Safety Team Manager, on June 16, 2023 stating that she applied for the Q060 Lieutenant exam via her personal email but did not receive any confirmation back (see Attachment B). Ms. Lo researched the applicant tracking system, SmartRecruiters, for an application under Ms. Dullea's name and found no application or even a profile which would indicate an attempt to file an application. Ms. Lo responded to Ms. Dullea on June 20, 2023 informing her that she did not see an application from Ms. Dullea for Q060 Lieutenant (see Attachment C).

Ms. Dullea emailed Orla Petirs, Talent Development Manager with the San Francisco Police Department on July 12, 2023 inquiring about the status of her Q060 Lieutenant application. Ms. Petirs referred Ms. Dullea back to Ms. Lo for follow-up. On July 13, 2023, Ms. Lo responded back to Ms. Dullea restating that there was no record of an application in the applicant tracking system (see Attachment D). On July 14, 2023, Ms. Lo spoke to Ms. Dullea on the phone and told her that she could not file a late application and that her next step would be to file an appeal with the Civil Service Commission.

On July 21, 2023, Ms. Barbara Dullea filed an appeal to the Civil Service Commission requesting to be allowed to submit a late application for Q060 Lieutenant.

### **Issue**

Is it appropriate to accept a late Q060 application from Ms. Barbara Dullea so that she can participate in the Q060 Lieutenant, Police Department examination?

### **Authority/Standards**

Rule 211.5 The examination announcement shall provide the qualifications, dates, duration of eligible lists, type of examination, selection procedure(s) and other particulars regarding the examinations thereon announced. Applicants must be guided solely by the announcement of the examination(s) for which they apply.

Rule 211.8 Examination announcements shall set forth time limits for determination of the qualification of applicants.

Rule 211.9 Examination announcements for a promotional examination shall be posted on the official bulletin board at the Police Department and the Department of Human Resources and will be distributed to each Bureau and Division. The minimum posting period shall be twenty (20) calendar days prior to the beginning of the filing period. A copy of the posting will be provided to the certified bargaining representative. The Department shall develop procedures making examination announcement information available, upon request, to Police Officers detailed to outside agencies or on approved extended leaves of absence.

### **Findings**

1. In accordance with CSC Rule 211.9, the draft job was distributed via email to each Police Employee Group on April 12, 2023 [see Attachment E].
2. In accordance with CSC Rules 211.5 and 211.8, the job ad for Q060 Lieutenant, Police Department specified the period during which applications must be filed.
3. The job ad was posted on May 1, 2023.
4. Application filing period occurred from May 1, 2023 through May 15, 2023.
5. Two hundred and seventeen applications were successfully submitted during the filing period.
6. There is no record of Ms. Dullea filing an application for Q060 Lieutenant.

### **Conclusion**

While DHR appreciates Ms. Dullea's dedication to her career, enforcing the terms of the announcement must be done consistently for all applicants. DHR followed prescribed procedures for the posting of the job ad and administration of the filing period. It would not be

appropriate for DHR to make an exception in this instance as this would be contrary to the terms of the job ad.

**Recommendation**

Adopt the report of the Department of Human Resources and deny the appeal by Barbara Dullea.

**Attachments**

- Attachment A: Examination Job Ad for Q060 Lieutenant, Police Department
- Attachment B: Email from B. Dullea 6/16/2023
- Attachment C: Email from Jen Lo 6/20/2023
- Attachment D: Email from Orla Petirs and Jen Lo 7/12/2023
- Attachment E: Email for distribution of draft job ad





# City and County of San Francisco

## Lieutenant – Police Department (Q060)

- 1245 3<sup>rd</sup> St., San Francisco, CA 94158, USA
- Full-time
- Exam Type: Class Based Test
- Eligible List Type: Promotive
- Fill Type: Permanent Civil Service
- Work Hours: Regular
- Job Code and Title: Q060 Lieutenant, Police Department

### **Company Description**

Application Opening: May 1, 2023  
Application Deadline: May 15, 2023

Compensation Range: \$181,194.00 Yearly

Recruitment ID: X00036

### **Job Description**

A Q060 Lieutenant is a mid-level manager in the San Francisco Police Department and may be assigned to the Chief of Staff, Professional Standards and Principled Policing, Operations, Administration, Special Operations, and Airport Bureaus.

In general, a Lieutenant's duties may include, but are not limited to: direct and coordinate field operations, incidents and events; manage, administer and document station activities; conduct, coordinate and document administrative investigations; train and evaluate personnel; analyze and formulate operational plans and priorities; interact with internal and external individuals, organizations and departments; and manage, coordinate, and evaluate investigative operations. Lieutenants routinely perform other law enforcement activities.

# Qualifications

## Experience:

1. Sworn members of the San Francisco Police Department who have completed probation as a Sergeant and two (2) years of experience with the SFPD at the rank of Q-50 Sergeant with permanent status as of May 15, 2023. Length of service is calculated from completion of probation. **AND**
2. Possession of a POST Supervisory Certificate issued by California Department of Justice, Commission on Peace Officer Standards and Training.  
The requirements for a POST Supervisory Certificate (as specified in SFPD Department Bulletin #16-008) are:
  - Possess or be eligible to possess an intermediate certificate; and
  - 60 college units, plus two years in a supervisory position; and
  - Completion of Supervisory Course **AND**
3. Possession of a valid Class C California Driver License.

Applicants must meet minimum qualifications (1) and (3) above by May 15, 2023 to be considered a “qualified candidate”.

Applicants must have completed probation as a Q050 appointee by May 15, 2021 and have completed two (2) years of additional experience as a Q050 Sergeant by May 15, 2023.

Candidates in ranks Q052 and Q053 are considered to have met minimum qualification (2) as the POST Supervisory Certificate is required by SFPD for appointment to these ranks.

Candidates in ranks Q050 and Q51 must provide evidence of possession of the POST Supervisory Certificate no later than 4:00 p.m. on December 31, 2023, to [dhr-publicsafety@sfgov.org](mailto:dhr-publicsafety@sfgov.org). Candidates who have not provided a certificate as of eligible list posting will be placed under waiver until such time as they provide a certificate. Candidates who do not provide a certificate by December 31, 2023, will be disqualified from the selection process.

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

## Selection Procedures:

The test will consist of an Assessment Center with various exercises. At this time, all components are tentatively planned for administration in July 2023. Qualified applicants will be notified by email of the exact date, time and location of the test components at least 10 days in advance of the test. A final passing score will be established. Only those who attain a final score above the pass point will be listed on the eligible list.

**Q060 Lieutenant Examination Preparation Guide:** A description of the examination process will be included in Preparation Guides. Preparation Guides will also list the job-related duty areas and the knowledge, skills, and abilities to be evaluated in each test component. Preparation Guides for each

component will be made available approximately 30 days prior to the administration of the component. Qualified applicants will be notified via email when Preparation Guides become available.

**Certification:**

The certification rule for the eligible list resulting from this test will be **Rule of Ten (10) Scores**.

**Eligible List:**

The eligible list resulting from this test is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list will be 24 months and may be extended an additional 12 months with the approval of the Human Resources Director.

**Secondary Criteria:**

When making appointments, the Appointing Officer will consider the following secondary criteria:

- Assignments
- Training
- Education
- Community involvement
- Special qualifications
- Commendations/awards
- Bilingual certification and
- Discipline history

Secondary criteria items will be reviewed in totality and will not be weighted. Candidates will be asked to complete a Secondary Criteria form at a later date.

## **Additional Information**

**Terms of Announcement and Appeal Rights:**

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/>.] The terms of this announcement may be appealed under Civil Service 211.6. Such appeals must be submitted in writing to the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 7th business day following the issuance date of this announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and exam policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

- [Information About the Hiring Process](#)
- [Conviction History](#)

- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

## HOW TO APPLY

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/> and begin the application process.

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

Applicants may be contacted by email about this recruitment and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses @sfgov.org and @smartrecruiters.com.

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

**Exam Analyst Information:** If you have any questions regarding this recruitment or application process, please contact the exam analyst, Crystal Cervantes, at [Crystal.Cervantes@sfgov.org](mailto:Crystal.Cervantes@sfgov.org).

**CONDITION OF EMPLOYMENT:** All City and County of San Francisco employees are required to be vaccinated against COVID-19 as a condition of employment. For details on how it is applicable to your employment, please click [here](#).

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

## Lo, Jen (HRD)

---

**From:** Barbara Dullea [REDACTED]  
**Sent:** Friday, June 16, 2023 2:19 PM  
**To:** Lo, Jen (HRD)  
**Subject:** SFPD LIEUTENANT APP

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hello Jen,

I applied for the Lieutenant's exam via my personal email and have not received any confirmation back. I am concerned that something has happened.

Can you please help me with this?

Thank you very much,  
Barbara Dullea  
[REDACTED]

## Lo, Jen (HRD)

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**From:** Lo, Jen (HRD)  
**Sent:** Tuesday, June 20, 2023 9:50 AM  
**To:** Barbara Dullea  
**Subject:** RE: SFPD LIEUTENANT APP

Hi Barbara,

I do not see an application submitted from you for the Q060 Lieutenant Exam.



Connecting People with Purpose

**Jen Lo, Public Safety Team**  
Department of Human Resources  
One South Van Ness Ave., 4<sup>th</sup> Floor  
San Francisco, CA 94103  
Website: [www.sfdhr.org](http://www.sfdhr.org)

---

**From:** Barbara Dullea [REDACTED]  
**Sent:** Friday, June 16, 2023 2:19 PM  
**To:** Lo, Jen (HRD) <jen.lo@sfgov.org>  
**Subject:** SFPD LIEUTENANT APP

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hello Jen,

I applied for the Lieutenant's exam via my personal email and have not received any confirmation back. I am concerned that something has happened.

Can you please help me with this?

Thank you very much,  
Barbara Dullea  
[REDACTED]

## Lo, Jen (HRD)

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**From:** Dullea, Barbara (POL)  
**Sent:** Monday, July 17, 2023 11:26 PM  
**To:** Lo, Jen (HRD)  
**Subject:** Re: Q60 question

Hi Jen,  
I applied via my personal email on my cell phone.  
I never received any confirmation email. This is  
the reason that I have been attempting to contact you and Orla.

What is the process to appeal this?

Thank you,  
Barbara

Sergeant Barbara Dullea [REDACTED]  
Department Operations Center  
San Francisco Police Department  
[REDACTED]

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**From:** Lo, Jen (HRD) <jen.lo@sfgov.org>  
**Sent:** Thursday, July 13, 2023 9:46 AM  
**To:** Dullea, Barbara (POL) [REDACTED]  
**Subject:** RE: Q60 question

Hi Barbara,

You sent an email to me from your sbcglobal.net account on Friday, June 16, 2023. I replied to you on Tuesday, June 20, 2023. We have no record of you submitting an application for the Q060 Lieutenant examination.



Connecting People with Purpose

**Jen Lo, Public Safety Team**  
Department of Human Resources  
One South Van Ness Ave., 4<sup>th</sup> Floor  
San Francisco, CA 94103  
Website: [www.sfdhr.org](http://www.sfdhr.org)

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**From:** Petirs, Orla (POL) <orla.petirs@sfgov.org>  
**Sent:** Thursday, July 13, 2023 7:13 AM  
**To:** Dullea, Barbara (POL) [REDACTED]  
**Cc:** Bushman, Jennifer (HRD) <Jennifer.Bushman@sfgov.org>; Lo, Jen (HRD) <jen.lo@sfgov.org>  
**Subject:** Re: Q60 question

Hi Sergeant,

I left you a voicemail Tuesday but never received any emails from you. I do not manage the Q60 application process. That is handled by city DHR.

I have copied Jennifer and Jen at DHR on this email for you to connect.

Best,

Orla Petirs  
Talent Development Manager  
San Francisco Police Headquarters  
1245 3rd Street, 5th Floor (Staff Services)  
San Francisco, CA 94158  
[REDACTED]

---

**From:** Dullea, Barbara (POL) [REDACTED]

**Sent:** Wednesday, July 12, 2023 11:43 PM

**To:** Petirs, Orla (POL) <[orla.petirs@sfgov.org](mailto:orla.petirs@sfgov.org)>

**Subject:** Hello Ms. Petirs,

I am writing about the Q60 application.

I signed up via my personal email but have not received any confirmation.

I have sent you several emails from my personal email and have left several phone messages for you.

I would appreciate a few minutes of your time.

Thank you very much,

Barbara  
[REDACTED]

Sergeant Barbara Dullea [REDACTED]  
Department Operations Center  
San Francisco Police Department  
[REDACTED]





# DEPARTMENT NOTICE

20-150  
10/16/20

## **All Department Members Shall Acknowledge Every Department Document Requiring an Electronic Sign-Off** (Supersedes DN 20-081)

The SFPD sets the standard for professionalism and accountability, delivering police services to the community with safety and respect. Part of the effort to serve the community is ensuring we are accountable for the orders, policies and procedures that guide us. As members of the SFPD, we are responsible for acknowledging receipt and review of Department policies using PowerDMS.

Although the bulk of the Department is staffed by sworn members and the majority of policies are about law enforcement practices, non-sworn personnel are expected to be familiar with all policies as well, since their roles are contextually relevant as police employees.

All Department members shall acknowledge every Department General Order (DGO), Department Bulletin (DB), Department Notice (DN), Department Manual (DM) and any other document that is entered into PowerDMS requiring member acknowledgement. In general, documents that require sign off will have the following disclaimer at the bottom of the page:

*"Per DN 20-150, All Sworn & Non-Sworn Members shall electronically acknowledge this Department Document in PowerDMS. Members whose duties are relevant to this Document shall be held responsible for compliance. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information."*

The Department shall eliminate the separation of DBs and Notices into the three (3) classifications that correspond with who ("Sworn," "Sworn and PSA," "Sworn and Non-Sworn") is required to electronically sign-off.

Department General Order 3.02 defines "member" as any sworn officer or non-sworn employee of the San Francisco Police Department. This includes all non-sworn civilians, reserve officers, and 960s currently employed by the Department. Recruit officers assigned to the Training Division are required to sign-off on documents in PowerDMS once they have been trained and have access.

All required department policy sign-offs shall be completed within 30 days of issuance. The Staff Inspection Unit will conduct compliance checks to ensure members have reviewed and signed off on all department policies. Members not in compliance with this Department Notice may be subject to discipline. Members on long term leave shall sign off on policies within 30 days of their return to work.

A handwritten signature in blue ink that reads "William Scott".

WILLIAM SCOTT  
Chief of Police

*Per DN 20-150, All Sworn & Non-Sworn Members shall electronically acknowledge this Department Document in PowerDMS. Members whose duties are relevant to this Document shall be held responsible for compliance. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*

## Lo, Jen (HRD)

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**From:** Lo, Jen (HRD)  
**Sent:** Wednesday, April 12, 2023 8:30 AM  
**Subject:** Q060 Lieutenant and Q080 Captain Job Ads for Review  
**Attachments:** Q060 Draft Job Ad.pdf; Q080 Draft Job Ad.pdf

Dear PEG Member,

I am sending the attached Q060 Lieutenant and Q080 Captain job ads for your review. We hope to post both job ads on Monday, May 1<sup>st</sup>. The filing period would end close of business Monday, May 15<sup>th</sup>. Please let me know if you have any questions or concerns. Thank you for your time and consideration.



Connecting People with Purpose

**Jen Lo, Public Safety Team**  
Department of Human Resources  
One South Van Ness Ave., 4<sup>th</sup> Floor  
San Francisco, CA 94103  
Website: [www.sfdhr.org](http://www.sfdhr.org)



# DEPARTMENT NOTICE

23-074

Published: 5/1/23

Expires: 5/16/23

## Q-60 Lieutenant and Q-80 Captain Examination Update

The application filing periods for the Q60-Lieutenant examination and the Q-80 Captain examination will begin on Monday, May 1, 2023, and conclude on Monday, May 15, 2023. Please see the attached examination announcements containing pertinent information.

Any specific questions about the announcement may be directed to the DHR Public Safety Team at [DHR-PublicSafety@sfgov.org](mailto:DHR-PublicSafety@sfgov.org).

A handwritten signature in blue ink that reads "William Scott".

WILLIAM SCOTT

Chief of Police

*Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*



# City and County of San Francisco

## Lieutenant – Police Department (Q060)

- 1245 3<sup>rd</sup> St., San Francisco, CA 94158, USA
- Full-time
- Exam Type: Class Based Test
- Eligible List Type: Promotive
- Fill Type: Permanent Civil Service
- Work Hours: Regular
- Job Code and Title: Q060 Lieutenant, Police Department

### **Company Description**

Application Opening: May 1, 2023  
Application Deadline: May 15, 2023

Compensation Range: \$181,194.00 Yearly

Recruitment ID: X00036

### **Job Description**

A Q060 Lieutenant is a mid-level manager in the San Francisco Police Department and may be assigned to the Chief of Staff, Professional Standards and Principled Policing, Operations, Administration, Special Operations, and Airport Bureaus.

In general, a Lieutenant's duties may include, but are not limited to: direct and coordinate field operations, incidents and events; manage, administer and document station activities; conduct, coordinate and document administrative investigations; train and evaluate personnel; analyze and formulate operational plans and priorities; interact with internal and external individuals, organizations and departments; and manage, coordinate, and evaluate investigative operations. Lieutenants routinely perform other law enforcement activities.

# Qualifications

## Experience:

1. Sworn members of the San Francisco Police Department who have completed probation as a Sergeant and two (2) years of experience with the SFPD at the rank of Q-50 Sergeant with permanent status as of May 15, 2023. Length of service is calculated from completion of probation. **AND**
2. Possession of a POST Supervisory Certificate issued by California Department of Justice, Commission on Peace Officer Standards and Training.  
The requirements for a POST Supervisory Certificate (as specified in SFPD Department Bulletin #16-008) are:
  - Possess or be eligible to possess an intermediate certificate; and
  - 60 college units, plus two years in a supervisory position; and
  - Completion of Supervisory Course **AND**
3. Possession of a valid Class C California Driver License.

Applicants must meet minimum qualifications (1) and (3) above by May 15, 2023 to be considered a “qualified candidate”.

Applicants must have completed probation as a Q050 appointee by May 15, 2021 and have completed two (2) years of additional experience as a Q050 Sergeant by May 15, 2023.

Candidates in ranks Q052 and Q053 are considered to have met minimum qualification (2) as the POST Supervisory Certificate is required by SFPD for appointment to these ranks.

Candidates in ranks Q050 and Q51 must provide evidence of possession of the POST Supervisory Certificate no later than 4:00 p.m. on December 31, 2023, to [dhr-publicsafety@sfgov.org](mailto:dhr-publicsafety@sfgov.org). Candidates who have not provided a certificate as of eligible list posting will be placed under waiver until such time as they provide a certificate. Candidates who do not provide a certificate by December 31, 2023, will be disqualified from the selection process.

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

## Selection Procedures:

The test will consist of an Assessment Center with various exercises. At this time, all components are tentatively planned for administration in July 2023. Qualified applicants will be notified by email of the exact date, time and location of the test components at least 10 days in advance of the test. A final passing score will be established. Only those who attain a final score above the pass point will be listed on the eligible list.

**Q060 Lieutenant Examination Preparation Guide:** A description of the examination process will be included in Preparation Guides. Preparation Guides will also list the job-related duty areas and the knowledge, skills, and abilities to be evaluated in each test component. Preparation Guides for each

component will be made available approximately 30 days prior to the administration of the component. Qualified applicants will be notified via email when Preparation Guides become available.

**Certification:**

The certification rule for the eligible list resulting from this test will be **Rule of Ten (10) Scores**.

**Eligible List:**

The eligible list resulting from this test is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list will be 24 months and may be extended an additional 12 months with the approval of the Human Resources Director.

**Secondary Criteria:**

When making appointments, the Appointing Officer will consider the following secondary criteria:

- Assignments
- Training
- Education
- Community involvement
- Special qualifications
- Commendations/awards
- Bilingual certification and
- Discipline history

Secondary criteria items will be reviewed in totality and will not be weighted. Candidates will be asked to complete a Secondary Criteria form at a later date.

## **Additional Information**

**Terms of Announcement and Appeal Rights:**

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/>.] The terms of this announcement may be appealed under Civil Service 211.6. Such appeals must be submitted in writing to the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 7th business day following the issuance date of this announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and exam policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

- [Information About the Hiring Process](#)
- [Conviction History](#)

- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

## HOW TO APPLY

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/> and begin the application process.

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

Applicants may be contacted by email about this recruitment and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses @sfgov.org and @smartrecruiters.com.

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

**Exam Analyst Information:** If you have any questions regarding this recruitment or application process, please contact the exam analyst, Crystal Cervantes, at [Crystal.Cervantes@sfgov.org](mailto:Crystal.Cervantes@sfgov.org).

**CONDITION OF EMPLOYMENT:** All City and County of San Francisco employees are required to be vaccinated against COVID-19 as a condition of employment. For details on how it is applicable to your employment, please click [here](#).

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



# City and County of San Francisco

## Captain – Police Department (Q080)

- 1245 3<sup>rd</sup> St., San Francisco, CA 94158, USA
- Full-time
- Exam Type: Class Based Test
- Eligible List Type: Promotive
- Fill Type: Permanent Civil Service
- Work Hours: Regular
- Job Code and Title: Q080 Captain, Police Department

### Company Description

Application Opening: May 1, 2023

Application Deadline: May 15, 2023

Compensation Range: \$228,982 Yearly

Recruitment ID: X00035

### Job Description

The Captain in the San Francisco Police Department (SFPD) is a management level position that may be assigned to the Operations, Administration, Special Operations, Investigations, Strategic Management, Airport or Chief of Staff Bureaus. Captains report directly to a Commander, Deputy Chief, or Executive Director.

Essential functions of the position include directing, supervising and monitoring personnel; training, developing and evaluating unit personnel; reviewing and processing documents/communications; analyzing procedures/information and developing plans; interacting with individuals other than unit personnel; and community policing. Captains routinely perform other law enforcement duties.



# Qualifications

## Experience:

1. Sworn members of the SFPD who have completed probation and two (2) years of experience with the SFPD at the rank of Q060 Lieutenant with permanent status as of May 15, 2023. Length of service is calculated from completion of probation.  
**AND**
2. Possession of a POST Management Certificate issued by California Commission on Peace Officer Standards and Training;  
**AND**
3. Possession of a valid Class C California Driver License.

Applicants must meet minimum qualifications (1) and (3) above by May 15, 2023 to be considered a “qualified candidate”.

Applicants must have completed probation as a Q060 appointee by May 15, 2021 and have completed two (2) years of additional experience as a Q060 Lieutenant by May 15, 2023.

Evidence of possession of the POST Management Certificate must be submitted no later than 4:00 p.m. on December 31, 2023 to [dhrr-publicsafety@sfgov.org](mailto:dhrr-publicsafety@sfgov.org). Candidates who have not provided a certificate as of eligible list posting will be placed under waiver until such time as they provide a certificate. Candidates who do not provide a certificate by December 31, 2023, will be disqualified from the selection process.

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

## Selection Procedures:

The test will consist of an Assessment Center with various exercises. At this time, all components are tentatively planned for administration in July 2023. Qualified applicants will be notified by email of the exact date, time and location of the test components at least 10 days in advance of the test. A final passing score will be established. Only those who attain a final score above the pass point will be listed on the eligible list.

**Q080 Captain Examination Preparation Guide:** A description of the examination process will be included in Preparation Guides. Preparation Guides will also list the job-related duty areas and the knowledge, skills, and abilities to be evaluated in each test component. Preparation Guides for each component will be made available approximately 30 days prior to the administration of the component. Qualified applicants will be notified via email when Preparation Guides become available.

## Certification:

The certification rule for the eligible list resulting from this test will be **Rule of Ten (10) Scores**.

## Eligible List:

The eligible list resulting from this test is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list will be 24 months and may be extended an additional 12 months with the approval of the Human Resources Director.

### **Secondary Criteria:**

When making appointments, the Appointing Officer will consider the following secondary criteria:

- Assignments
- Training
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**Exam Analyst Information:** If you have any questions regarding this recruitment or application process, please contact the exam analyst, Jennifer Bushman, at Jennifer.Bushman@sfgov.org.

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