




# 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 Numbers: \_\_\_\_\_ - \_\_\_\_\_
2. For Civil Service Commission Meeting of: **October 16, 2023**
3. Check One:
  - Ratification Agenda
  - Consent Agenda
  - Regular Agenda
  - Human Resources Director's Report
4. Subject: **Secondary Criteria for H050 Assistant Chief of Department, (Fire Department)**
5. Recommendation: **Adopt proposed Secondary Criteria**
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: 10/3/2023
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.

<b><u>CSC RECEIPT STAMP</u></b>

Attachment

## San Francisco Fire Department Notification List

San Francisco Firefighters Local 798  
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**MEMORANDUM**

**DATE:** October 2, 2023

**TO:** The Honorable Civil Service Commission

**THROUGH:** Carol Isen, Human Resources Director

**FROM:** Jen Lo, Public Safety Team Manager

**SUBJECT:** **Secondary Criteria for H050 Assistant Chief of Department, (Fire Department)**

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**Background**

Under Civil Service Commission (CSC) Rule 313.2.1, any secondary criteria that will be considered by the appointing officer during a promotional selection process for a uniformed rank of the San Francisco Fire Department must be approved by the CSC prior to issuing the job announcement for the respective rank.

The selection process begins following approval of the criteria and includes posting the eligible list for inspection and subsequent adoption. Individuals from the eligible list are then certified to the appointing officer and considered for appointment in accordance with the provisions of CSC Rule 313. The appointing officer utilizes the approved secondary criteria during the final selection process.

**Authority/Standards**

Rule 313.2.1 states that: "... For further clarification, prior to the issuance of any job announcement, secondary criteria shall be presented to the Civil Service Commission for its approval in advance and will be discussed in open session with all parties interested."

Rule 313.3.4 states that: "... (5) Selection of an eligible within the grouping shall be made under the authority and direction of the appointing officer. (6) The appointing officer shall develop secondary criteria to guide the selection process. (7) Secondary criteria may include but need not be limited to experience(s), training, and employment history. (8) Secondary criteria shall be job related. (9) Secondary criteria shall not be based on relationship, race, religion, gender, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition, or other non-merit factors or otherwise prohibited nepotism or favoritism."

**Discussion**

Consistent with the CSC Rules, and in consultation with the San Francisco Fire Department, the Human Resources Director has developed secondary criteria specified below to include in the job ad for the upcoming selection process for H050 Assistant Chief of Department, (Fire Department).

*When making appointments, the Appointing Officer will consider the following secondary criteria: length and variety of Fire Department experience, training and education, completion of State Fire Marshal courses or equivalent, and disciplinary record.*

**Recommendation**

Adopt the report and approve the secondary criteria.