



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

**LONDON N. BREED  
MAYOR**

***Sent via Electronic Mail***

January 25, 2024

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

Chris Ray-Rohan  
[REDACTED]

**SUBJECT: APPEAL BY CHRIS RAY-ROHAN OF THE REJECTION OF THEIR APPLICATION FOR THE H-30 CAPTAIN EXAMINATION.**

Dear Chris Ray-Rohan:

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 **February 5, 2024, 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, January 31, 2024. 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, January 30, 2024**, 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. **You will have up to 5 minutes for your presentation.** 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

SANDRA ENG  
Executive Officer

Attachment

Cc: Chief Jeanine Nicholson, Fire Department  
Deputy Chief Darius Luttrupp, Fire Department  
Carol Isen, Department of Human Resources  
Deputy Chief Shayne Kaialoa, Fire Department  
Jesusa Bushong, Fire Department  
Theresa Ludwig, Fire Department  
Anna Biasbas, Department of Human Resources  
Dave Johnson, Department of Human Resources  
Jeanne Buick, 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 in-person 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. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

#### **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: [soft@sfgov.org](mailto:soft@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 Numbers: **0004-24-4**
2. For Civil Service Commission Meeting of: **February 5, 2024**
3. Check One:
  - Ratification Agenda
  - Consent Agenda
  - Regular Agenda
  - Human Resources Director's Report
4. Subject: **Register No. 0004-24-4: Chris Ray-Rohan Appealing the Rejection of their Application for the H030 Captain Examination**
5. Recommendation: **Adopt the report of the Department of Human Resources and deny the appeal by Ray-Rohan.**
6. Report prepared by: **Dave Johnson** Telephone number: **415-557-4871**
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: 01/23/2024 
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-22 (11/97)

**CSC RECEIPT STAMP**

## San Francisco Fire Department Notification List

Chris Ray-Rohan  
[REDACTED]  
[REDACTED]  
[REDACTED]

Chief Jeanine Nicholson  
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TO: The Honorable Civil Service Commission

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

FROM: Dave Johnson, Assistant Director, Employment Services

DATE: January 24, 2024

RE: **Register No. 0004-24-4: Chris Ray-Rohan Appealing the Rejection of their Application for the H030 Captain Examination**

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### **Background**

The job ad for H030 Captain [see Attachment A] specifies the criteria that must be met to qualify and participate in the selection process. It also states the period during which applicants must apply [November 6, 2023 to November 20, 2023]. The specified criteria to qualify was “*permanent status and successful completion of probationary period in class H020 Lieutenant by the application final filing date*”, which was November 20, 2023.

Appellant Chris Ray-Rohan [Ray-Rohan] applied for H030 on November 7, 2023 [see Attachment B]. Ray-Rohan indicated in his application that he began working as an H020 Lieutenant [H020] in January of 2022. DHR staff reviewed Peoplesoft records [see Attachment C] which showed Ray-Rohan permanently appointed to H020 on August 5, 2023. Dockery’s application was rejected January 6, 2024 because an August 5, 2023 appointment date precludes timely completion of a probationary period of six (6) months of actual service from the date of appointment to that rank. Ray-Rohan subsequently filed an appeal of the rejection of his application on January 11, 2024 with the Civil Service Commission (CSC) [see Attachment D].

### **Issue**

Should Ray-Rohan be allowed to participate in the H030 Captain, Fire Department examination without meeting the criteria specified in the job ad?

## **Authority/Standards**

### ***Civil Service Rules***

#### **Sec. 310.2 Examination Announcements and Applicants**

The examination announcement shall provide the qualifications, dates, duration of eligible lists, and other particulars regarding the examinations thereon announced. Applicants must be guided solely by the announcement of the examination(s) for which they apply. Not less than fifteen (15) business days prior to the issuance of this announcement, it shall be provided to the bargaining agent for review and comment.

#### **Sec. 310.3 Protests and Appeals of Examination Announcements**

Protests concerning the provisions of an announcement must be received by the Department of Human Resources within a minimum period as determined by the Human Resources Director not to be less than three (3) business days. In establishing the minimum period, the Human Resources Director shall consider, among other factors, and stability and reliability of the messaging platform in sending and receiving notifications, and extent of access by the labor market to the means for receiving timely notification. The Human Resources Director will rule upon protests and notify petitioners in writing. This decision is subject to appeal to the Civil Service Commission as provided elsewhere in these Rules.

#### **Sec. 310.8 Notice of Examinations**

Official notice of entrance and promotional examinations will be posted on the Department of Human Resources employment opportunity website and copies sent to affected employee organizations. A copy of the posting shall be provided to the certified bargaining representative.

**310.8.1** Notice of promotional examinations will be posted for a minimum period not to be less than three (3) business days as determined by the Human Resources Director. In establishing the minimum period, the Human Resources Director shall consider, among other factors, number of vacancies, turn over in the classification, stability and reliability of the messaging platform in sending and receiving notifications, extent of access by candidates to the means for receiving timely notification, and equal employment opportunity and racial equity goals. The Fire Department will also issue a General Order notifying uniformed members of the promotional opportunity. DHR will, on a regular basis, report to the CSC on the progress of advance notification of upcoming employment opportunities for postings of five (5) days or less on the employment opportunity website.

#### **Sec. 317.1 Requirement for a Probationary Period**

317.1.1 Any person appointed to a permanent civil service position shall serve a probationary period.



**Sec. 317.2** Definition of Probationary Period

317.2.1 The probationary period is defined as the final and most important phase of the selection process and is to be used for evaluating the performance of an employee in the position to which appointed; and

**317.2.2** A period of regularly scheduled hours worked, excluding any time off for leave, vacation, other types of time off (not including legal holidays), or overtime.

**Sec. 317.3** Appointments Subject to the Probationary Period

A probationary period is required for all of the following types of permanent appointments:

**317.3.1** Appointment from an eligible list;

***Local 798 Unit 1 MOU Provisions***

**SECTION 40. PROBATIONARY PERIOD**

40.2 The probationary period for members being promoted to a higher rank shall be six (6) months of actual service from the date of appointment to that rank.

**Findings**

1. The job ad specifying the criteria for qualifying to participate in the selection process was provided to the bargaining unit in accordance with CSC rule 310.2 on October 20, 2023.
2. The Fire Department issued General Order 23 A-103 [see Attachment E] on November 3, 2023 notifying Fire Department members of the promotional opportunity and directing them to the job ad for information about the minimum qualifications required to participate in the selection process.
3. The job ad was published on November 6, 2023 in accordance with CSC Rules 310.2, 310.8, and 310.8.1, respectively and specified that applicants must have “permanent status and successful completion of probationary period in class H020 by the application final filing date” to qualify for the selection process.
4. The job ad specified a final filing date of November 20, 2023.
5. Ray-Rohan’s Employee Work History [see Attachment F] reflects a projected probation completion date of March 17, 2024 based on work hours and time off since being permanently appointed to H020.



## **Analysis**

DHR followed prescribed procedures for publishing the job ad which specified the criteria to participate in the selection process and the date the application filing period closed. Official CCSF Peoplesoft records show that Ray-Rohan was referred to an H020 vacancy by DHR on August 3, 2023 and received a permanent appointment to H020 on August 5, 2023.

Ray-Rohan's employee work history and future scheduled hours projects that he will have worked enough hours to satisfy the requirement of six months of actual service from the date of appointment to rank H020 [see MOU Section 40.2] by March 17, 2024.

## **Conclusion**

Chris Ray-Rohan did not pass probation in Class H020 by November 20, 2023. Enforcing the terms of the job ad must be consistent for all Fire Department members. It would not be appropriate for DHR to make an exception that would conflict with the terms specified in the job ad.

## **Recommendation**

Adopt the report of the Department of Human Resources and deny the appeal by Ray-Rohan.

## **Attachments**

- Attachment A: Job Ad for H030 Captain, Fire Department
- Attachment B: Ray-Rohan's Application
- Attachment C: Peoplesoft Record
- Attachment D: Ray-Rohan CSC Appeal
- Attachment E: General Order 23 A-103
- Attachment F: Fire Department Payroll Records



# City and County of San Francisco

## Captain, Fire Suppression - Fire Department (H030)

- 698 2nd St, San Francisco, CA 94107, USA
- Full-time
- Exam Type: Class Based Test
- Eligible List Type: Promotive
- Fill Type: Permanent Civil Service
- Work Hours: Regular
- Job Code and Title: H030 Captain, Fire Suppression-Fire Department

### Company Description

Application Opening: November 6, 2023

Application Deadline: November 20, 2023

Compensation: \$170,898.00-\$170,898.00 Yearly

Recruitment ID: C00216

### Job Description

Under general direction from higher-ranking officers in the Department, the H030 Captain is a working supervisor who commands a firefighting company (encompassing all crew shifts) in the performance of emergency and non-emergency tasks. Emergency tasks include those associated with receipt of an alarm, arrival at the scene, size-up, search and rescue, fire extinguishing, ventilation, salvage, overhaul, and emergency medical care. In the absence of a senior officer, a captain directs and ensures the efficiency of multi-unit operations. Non-emergency tasks include those associated with developing and administering station policy, ensuring compliance with departmental policy, completing and maintaining unit records and reports, training, and community relations. A captain may also be required to perform other duties as assigned.

An H030 Captain is distinguished from an H032 Captain in Fire Prevention and Investigation and an H033 Captain in Emergency Medical Services in that the latter two do not supervise crews engaged in fire suppression work. An H030 Captain is distinguished from an H020 Lieutenant, Fire Suppression in that the H020 is not responsible for developing station policy. An H030 Captain is distinguished from an

H040 Battalion Chief in that the latter oversees several stations in a battalion, has broader command authority at emergency incidents, and is assigned to investigations.

## **Qualifications**

### **Experience:**

Permanent status and successful completion of probationary period in class H020 Lieutenant by the application final filing date.

### **Selection Procedures:**

The selection process will consist of the following components: Incident Simulation Exercise and a Management Exercise. Weights for each exercise will be announced via preparation guide, which will be issued approximately 30 days prior to the administration of the respective test components.

Qualified applicants will be notified by email of the exact dates, times, and locations of the exercises, which are tentatively scheduled for administration between January 16-19, 2024.

A passing score will be established with respect to the final scores. Only those candidates who attain a final score at or above the pass point will have their names included on the eligible list. Test scores will be standardized.

### **H030 Preparation Guide**

A description of the test process, the specific exercises, and weights for each exercise will be included in a preparation guide. The preparation guide will also list the job-related duty areas and the knowledge, skills, and abilities to be evaluated in each test component. The preparation guide will be made available approximately 30 days prior to the administration of the test. Qualified applicants will be notified via email when preparation guide becomes.

### **Certification:**

In accordance with Civil Service Rule 313.3.4, the certification rule to be used for the eligible list will be Statistically Valid Grouping (Sliding Band).

### **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 resulting from this selection process will be two years, and may be extended one additional year with the approval of the Director of Human Resources.

### **Secondary Criteria:**

In accordance with Civil Service Rule 313.2.1, the Chief of Department will consider the following secondary criteria when making appointments from the eligible list:

- Fire Department experience (i.e., length and variety)
- Education and training

- Completion of State Fire Marshal courses or equivalent
- Disciplinary record

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. Candidates will be notified via a Fire Department General Order when to submit the Secondary Criteria form.

**Notes:**

- 1) This announcement is issued in accordance with Civil Service Rule 310. Civil Service Rules 310, 311 and 312 relate to Class-Based Testing for the City and County of San Francisco. They specify announcement, application and examination policies and procedures, including applicant appeal rights. These rules can be obtained at <https://sfgov.org/civilservice/rules>.
- 2) Candidates should be familiar with the Fire Department manuals and other references listed below. This is a suggested reference list only. Test material may be drawn from the materials listed below. Refer to the most recent editions of any materials listed [e.g., Department Policies, Department Rules and Regulations, Department Manuals, etc.] published/issued prior to September 30, 2023. It may also be based on the collective Fire Service experience of subject matter experts.

- Apparatus Inventory Manual
- Breathing Apparatus Manual
- Building Construction Manual (IFSTA) (Plus Study Guide)
- Command Post Operations
- Communications Manual
- Disaster Manual
- SFFD Drill Manual
- Extinguisher Manual
- Fire Boat Manual
- Fire Investigation Manual
- Forcible Entry Manual
- Hazardous Materials Operations Guide
- High Rise Manual
- Hose and Hose Appliance Manual
- Hotel and Apartment Inspection (R1 and R2) Operating Guide
- Incident Command System Manual
- Injury/Illness Prevention Program Manual
- Managing Employee Performance Manual and Procedures Guidebook
- The North American Emergency Response Guidebook/DOT
- National Fire Incident Reporting System-Quick Reference Guide
- National Fire Incident Reporting System -The Basics
- Pump Operations Manual
- Rapid Intervention Crews
- Risk Management
- Rules and Regulations and revisions to Article 39 and 40

- Salvage Practices Manual
- Solar Photovoltaic (PV) System Safety and Fire Ground Procedures
- Standard Rope Practices Manual
- Transit Manual
- Truck and Ladder Manual
- Valve Operating Unit Manual
- Vehicle Operations Manual
- Ventilation Manual
- Water Rescue Operations Manual
- Water Supply Manual
- Wildland Urban Interface Manual
- The Reference Booklet of Sample Reports
- Department General Orders
- Current Department Training Bulletins
- CD2 Memos

SFFD manuals are available for purchase at the Division of Training. Contact the Division of Training for the availability of non-SFFD references. It is an applicant's responsibility to update the publications listed as suggested reading materials by acquiring any Department-authorized revisions, supplements, and/or replacements issued prior to January 1, 2023.

## **Additional Information**

### **Terms of Announcement:**

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. Clerical errors may be corrected by posting the correction on the Department of Human Resources website at [www.jobaps.com/sf](http://www.jobaps.com/sf).

The terms of this announcement may be appealed under Civil Service Rule 310.3, provided that such appeal is submitted in writing in the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Go to <http://sfgov.org/civilservice/rules> for more information on applicable appeal rights and submission requirements under the Civil Service Rules; and for Civil Service Rules, policies and procedures on announcements, applications and examinations.

All test procedures are subject to the Civil Service Commission Rules, Volume III, Uniformed Ranks of the San Francisco Fire Department and are available at <http://sfgov.org/civilservice/rules> and the policies and procedures of the Department of Human Resources.

- [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).

**OFFICIAL COPY**

## Job Application

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**chris Ray Rohan**

<b>Submission:</b> 10:21:21 on 2023-November-07	<b>Email:</b> [REDACTED]
---	--------------------------

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## Experience

**H-20**

*2022-01 - Present*

SFFD

Lieutenant for the SFFD for 3 years, Firefighter for 20

---

## Education

**History**

Sonoma State University

*BA  
Complete*



CCSF Job Appointment Summary

Chris Ray-Rohan (Chris) Emp ID [REDACTED] Empl Record 0

Job Appointment Summary																				Personalize	Find	View All	First	1-4 of 4	Last
Eff Date	Appt Date	Action	Description	Payroll Status	Job Code	Union Code	Empl Class	Exmpt Cat	Full/Part Time	Elig List #	Rank	POS #	Dept Sen Date	Dept	Location	Cert Date	Ctywd Srnty Date	Company Seniority Date	Vacation Anniversary Date	Sick Anniversary Date					
08/05/2023	08/05/2023	DTA	Job Code Change	Active	H020	798	PCS	NA	F	904510	23.00	01102979	08/03/2023	FIR	FIR028	08/03/2023	08/03/2023	08/07/2000	08/07/2000	08/07/2000					
07/01/2017	08/07/2000	POS	Position Data Update	Active	H002	798	PCS	NA	F	099070	76.00	01047151	07/27/2000	FIR	FIR001	07/27/2000	07/27/2000								
08/17/2012	08/07/2000	DTA	Data Conversion	Active	H002	798	PCS	NA	F	099070	76.00	01047151	07/27/2000	FIR	FIR001	07/27/2000	07/27/2000								
08/07/2000	08/07/2000	HIR	New - Permanent Civil Service	Active	H002	798	PCS		F	099070	76.00		07/27/2000	FIR	FIR001	07/27/2000	07/27/2000								

Save Return to Search Previous in List Next in List Notify



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED  
MAYOR

**Amended**

*Sent via Email*

**NOTICE OF RECEIPT OF APPEAL**

DATE: January 11, 2024  
REGISTER NO.: 0004-24-4  
APPELLANT: CHRIS RAY-ROHAN

Carol Isen  
Human Resources Director  
Department of Human Resources  
1 South Van Ness Avenue, 4<sup>th</sup> Floor  
San Francisco, CA 94103

Dear Carol Isen:

The Civil Service Commission has received the attached letter from Chris Ray-Rohan appealing the disqualification of their application for the **H030 - Captain** Fire Suppression examination. Your review and action are required.

If this matter is not timely or appropriate, please submit CSC Form 13 "Action Request on Pending Appeal/Request," with supporting information and documentation to my attention by email to [civilservice@sfgov.org](mailto:civilservice@sfgov.org). CSC Form 13 is available on the Civil Service Commission's website at [www.sf.gov/CivilService](http://www.sf.gov/CivilService) on the "File an action request for a Civil Service Commission hearing" page.

In the event Chris Ray-Rohan's appeal is timely and appropriate, the department is required to submit a staff report in response to the appeal within sixty (60) days so that the matter may be resolved in a timely manner. Accordingly, **the staff report is due no later than 11 a.m. on April 4, 2024**, so that it may be heard by the Civil Service Commission at its meeting on April 15, 2024. If you will be unable to transmit the staff report by the April 4<sup>th</sup> deadline, or if required departmental representatives will not be available to attend the April 15<sup>th</sup> meeting, please notify me by use of CSC Form 13 as soon as possible, with information regarding the reason for the postponement and a proposed alternate submission and/or hearing date.

000012

You may contact me at [Lavena.holmes@sfgov.org](mailto:Lavena.holmes@sfgov.org) or (628) 652-1100 if you have any questions. For more information regarding staff report requirements, meeting procedures or future meeting dates, please visit the Commission's website at [www.sfgov.org/CivilService](http://www.sfgov.org/CivilService).

Sincerely,

CIVIL SERVICE COMMISSION

/s/

LAVENA HOLMES  
Deputy Director

Attachment

Cc: Anna Biasbas, Department of Human Resources  
Jesusa Bushong, Fire Department  
Kate Howard, Department of Human Resources  
Dave Johnson, Department of Human Resources  
Jennifer Lo, Department of Human Resources



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

LONDON N. BREED  
MAYOR

*Amended*

*Sent via Email*

January 11, 2024

Chris Ray-Rohan  
[REDACTED]

**Subject: Register No. 0004-24-4: Appealing the Disqualification of your Application for the H030 - Captain, Fire Suppression.**

Dear Chris Ray-Rohan:

This is in response to your appeal submitted to the Civil Service Commission on January 11, 2024, appealing the disqualification of your application for the **H030 - Captain**, Fire Suppression examination. Your appeal has been forwarded to the Department of Human Resources for investigation and response to the Civil Service Commission.

If your appeal is timely and appropriate, the department will submit its staff report on this matter to the Civil Service Commission in the near future to request that it be scheduled for hearing. The Civil Service Commission generally meets on the 1st and 3rd Mondays of each month. You will receive notice of the meeting and the department's staff report on your appeal two Fridays before the hearing date via email, as you have requested on your appeal form.

In the meantime, you may wish to compile any additional information you would like to submit to the Commission in support of your position. The deadline for receipt in the Commission office of any additional information you may wish to submit is 5:00 p.m. on the Tuesday preceding the meeting date by email to [civilservice@sfgov.org](mailto:civilservice@sfgov.org). Please be sure to redact your submission for any confidential or sensitive information (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

You may contact me by email [Lavena.holmes@sfgov.org](mailto:Lavena.holmes@sfgov.org) or by phone at (628) 652-1100 if you have any questions. You may also access the Civil Service Commission's meeting calendar, and information regarding staff reports and meeting procedures, on the Commission's website at [www.sf.gov/CivilService](http://www.sf.gov/CivilService).

Sincerely,

CIVIL SERVICE COMMISSION

/s/

LAVENA HOLMES  
Deputy Director

000014



**CIVIL SERVICE COMMISSION**  
**City and County of San Francisco**  
 25 Van Ness Avenue, Suite 720  
 San Francisco, California 94102-6033  
 Executive Officer  
 (628) 652-1100

CSC Register No.  
 \_\_\_\_\_  
 To:  
 \_\_\_\_\_  
 CC:  
 \_\_\_\_\_

**APPEAL TO THE CIVIL SERVICE COMMISSION**

<p><b>INSTRUCTIONS:</b>          Submit an original copy of this form to the Executive Officer of the Civil Service Commission at the address above <b>within the designated number of days</b> following the postmarked mailing date or email date (whichever is applicable) of the Department of Human Resources' or Municipal Transportation Agency's notification to the appellant. The appellant's/authorized representative's original signature is required. <b>(E-mail is not accepted.)</b> It is recommended that you include all relevant information and documentation in support of your appeal.</p>	<p><b>TYPE OF APPEAL:</b> (Check One)  <input checked="" type="checkbox"/> Examination Matters (by close of business on 5<sup>th</sup> working day)  <input type="checkbox"/> Employee Compensation Matters (by close of business on 7<sup>th</sup> working day) - Limited application  <input type="checkbox"/> Personal Service Contracts (Posting Period)  <input type="checkbox"/> Other Matters (i.e., Human Resources Director/Executive Officer Action) (30 Calendar days)  <input type="checkbox"/> Future Employability Recommendations (See Notice to Employee)</p>
---	---

"During the Shelter Order dated March 17, 2020, we are accepting appeals by email at [civilservice@sfgov.org](mailto:civilservice@sfgov.org)"

Chris Ray-Rohan		698 2 <sup>nd</sup> Street		415-558-3214	
Full Name of Appellant		Work Address		Work Telephone	
H-20	Lieutenant	Fire-31			
Job Code	Title	Department			
██████████		██████████		██████████	
Residence Address	City	State	Zip	Home Telephone	
Full Name of Authorized Representative (if any)			Telephone Number of Representative (including Area Code)		

**NOTE:** If this is deemed to be a timely and appealable matter, the department will submit a staff report to the Civil Service Commission to request that it be scheduled for hearing. You will be notified approximately one week in advance of the hearing date, at which time you will be able to pick up a copy of the department's staff report at the Commission's offices. If you would instead prefer Commission staff to email you a copy of the meeting notice and staff report, please provide your email address below.

Email: ██████████

**COMPLETE THE BASIS OF THIS APPEAL ON THE REVERSE SIDE. (Use additional page(s) if necessary)**

<p>Does the basis of this appeal include <b>new</b> information not previously presented in the appeal to the Human Resources Director? If so, please specify.</p>	<p>Check One:  <input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p>
--	---

Chris Ray-Rohan Jan 9, 2024  
Chris Ray-Rohan (Jan 9, 2024 12:36 PST) Original Signature of Appellant or Authorized Representative Date

CSC-12 (5/2021) Date Received by Civil Service Commission: \_\_\_\_\_







# Civil-Service-Commission-Appeal-Form-CSC-12

Final Audit Report

2024-01-10

Created:	2024-01-10
By:	Karen Shatara (karen.shatara@gses.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAaS87N1y5N9ZelSRIN5u6EPKotJlInCub

## "Civil-Service-Commission-Appeal-Form-CSC-12" History

-  Document created by Karen Shatara (karen.shatara@gses.com)  
2024-01-10 - 1:34:41 AM GMT
-  Document emailed to [REDACTED] for signature  
2024-01-10 - 1:35:01 AM GMT
-  Email viewed by [REDACTED]  
2024-01-10 - 1:35:31 AM GMT
-  Signer [REDACTED] entered name at signing as Chris Ray-Rohan  
2024-01-10 - 1:36:00 AM GMT
-  Document e-signed by Chris Ray-Rohan [REDACTED]  
Signature Date: 2024-01-10 - 1:36:02 AM GMT - Time Source: server
-  Agreement completed.  
2024-01-10 - 1:36:02 AM GMT

Subject: Appeal for Reconsideration of H-30 Fire Suppression Captain Application

To Whom This May Concern,

I hope this letter finds you well. My name is Chris Ray-Rohan, a devoted member of the S.F.F.D. for the past 23 years. I am writing to formally appeal the decision to mark my application for the H-30 (Fire Suppression) Captain position as Not Qualified.

Throughout my career, I have been actively engaged in fire suppression efforts, participating in a total of 462 working, and confirmed fires. Notably, on December 1, 2011, I received a Class D Unit Citation for outstanding meritorious conduct during a 3-alarm fire at 3360 24th Street. As a member of Truck-7, we successfully rescued a woman from a third-story window despite challenges posed by an iron gate and tree obstructing our ladder placement.

Over the past year, while serving as Acting/Permanent Lieutenant, I have been involved in various technical rescues, including incidents on the Golden Gate Bridge, body recoveries, dog rescues, and responding to distress calls involving swimmers, kite surfers, and vessels. In upholding the mission statement of the S.F.F.D, I have dedicated myself to protecting lives and property from fires, natural disasters, accidents, hazardous materials incidents, and other emergencies.

I am aware that my application has been deemed Not Qualified, but I would like to bring to your attention several instances where precedent has been set for reconsideration:

1. Assistant Chief exam in 2016: Two candidates were allowed to sit for the AC's exam based on their acting time in rank as Battalion Chiefs.
2. Bureau of Fire Prevention and Bureau of Fire Investigation: Candidates were permitted to take the exam based on acting time in a lower rank.
3. Lieutenant's exam: Candidates were allowed to take the exam based on three years of experience from an entirely different department.
4. H-20 Lieutenant exam: The SFDHR job description required 6 months of service as an H-20 Lieutenant before application. I served as an Acting Lieutenant since July 15, 2022, fulfilling the role every day, being paid, accruing time, and taking vacations in that rank.

Despite administrative delays, my permanent civil service appointment did not occur until July 28, 2023, over a year after being appointed to an acting role. However, the



nature of my role remained unchanged from acting to permanent, resulting in over a year of service in the Lieutenant's rank.

Given my extensive experience and the precedent set in similar cases, I respectfully request a reconsideration of my application for the H-30 Fire Suppression Captain position. I was appointed as an Acting Lieutenant on July 15, 2022, and as a Permanent Lieutenant on July 28, 2023, accumulating valuable experience and expertise in the process.

Thank you for considering my appeal. I am more than willing to provide any additional information or documentation to support my case.

Sincerely,

Lt. Chris Ray-Rohan

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 23 A-103  
November 3, 2023

From: Chief of Department  
To: Distribution List "A"  
Subject: H-30 Captain, Fire Suppression Application Filing  
Reference: Rules and Regulations, Section 402  
Enclosure: Captain, Fire Suppression – H030 Job Announcement

Officer Endorsement:

Section 1108 - R. & R. \_\_\_\_\_

1. Applications for the H-30 Captain, Fire Suppression position will be accepted through an online process ONLY beginning Monday, November 6, 2023. The process to apply online is as follows:

- Visit <https://careers.sf.gov/>.
- Click on the Captain job ad link.
- Click on "Apply Now" to begin the application process.
- Follow instructions and prompts on the screen to complete the application process.

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.**

A completed application must be submitted online by **5:00 PM on Monday, November 20, 2023. Failure to submit the completed application online by 5:00 PM on November 20, 2023, will result in exclusion from the examination process.**

2. The attached job announcement contains details regarding minimum qualifications and relevant information.
3. The H-30 Captain, Fire Suppression exam components are tentatively scheduled to be administered the week of January 15, 2024.

4. Officers are responsible and shall be held accountable for ensuring that all eligible members under their supervision, including those who are off duty (e.g., trades, sick leave, vacation), are made aware of the information contained in this General Order.
5. This General Order shall be rescinded on December 31, 2023.

Jeanine R. Nicholson  
Chief of Department

**San Francisco Fire Department**  
**Employee Work History**  
**From: 08/05/2023 To: 02/04/2024**

EmplID: [REDACTED] - Ray-Rohan,Chris - H 20

Start Dt	End Dt	Days	Pay Type	Rank	Company	Role	Position Nbr	Start Tm
01/28/24	02/04/24	6	72 REG	H 20	E51	OFF	51EOL09M	08:00
01/18/24	01/25/24	6	72 IDV	H 20	T14			08:00
11/27/23	01/13/24	30	360 REG	H 20	T14	OFF	14TOL15M	08:00
11/23/23	11/23/23	2	24 TRO	H 20	T14	OFF	14TOL15M	08:00
11/02/23	11/20/23	12	144 REG	H 20	T14	OFF	14TOL15M	08:00
10/30/23	10/30/23	2	24 TC	H 20	T14			08:00
10/28/23	10/28/23	2	24 WDO	H 20	E14	OFF	14EOL13M	08:00
10/27/23	10/27/23	2	24 REG	H 20	T14	OFF	14TOL15M	08:00
10/23/23	10/23/23	2	24 REG	H 20	E14	OFF	14ETL11M	08:00
10/09/23	10/20/23	8	96 REG	H 20	T14	OFF	14TOL15M	08:00
10/06/23	10/06/23	2	24 TC	H 20	T14			08:00
10/02/23	10/02/23	2	24 REG	H 20	T14	OFF	14TOL15M	08:00
09/30/23	09/30/23	2	24 WDO	H 20	E22	OFF	22EOL23M	08:00
09/26/23	09/29/23	4	48 REG	H 20	T14	OFF	14TOL15M	08:00
09/16/23	09/22/23	6	72 VA	H 20	T14			08:00
09/11/23	09/11/23	2	24 TC	H 20	T14			08:00
09/09/23	09/09/23	2	24 WDO	H 20	E14	OFF	14EOL13M	08:00
09/05/23	09/08/23	4	48 REG	H 20	T14	OFF	14TOL15M	08:00
09/01/23	09/01/23	1	12 TRO	H 20	T14	OFF	14TOL15M	08:00
08/29/23	09/01/23	3	36 REG	H 20	T14	OFF	14TOL15M	08:00
08/27/23	08/27/23	2	24 WDO	H 20	E51	OFF	51EOL10M	08:00
08/26/23	08/26/23	2	24 REG	H 20	T14	OFF	14TOL15M	08:00
08/22/23	08/22/23	2	24 REG	H 20	E14	OFF	14ETL11M	08:00
08/20/23	08/20/23	2	24 WDO	H 20	E14	OFF	14EOL13M	08:00
08/16/23	08/19/23	4	48 REG	H 20	T14	OFF	14TOL15M	08:00
08/11/23	08/11/23	2	24 TC	H 20	T14			08:00
08/05/23	08/08/23	4	48 REG	H 20	T14	OFF	14TOL15M	08:00

	IDV	REG	TC	TRO	VA	WDO	Total
H 20	72	1,020	96	36	72	120	1,416
Total	72	1,020	96	36	72	120	1,416

Time off & scheduled time off: 276 hours

**San Francisco Fire Department  
Employee Work History  
From: 02/05/2024 To: 03/17/2024**

EmplID: [REDACTED] - Ray-Rohan,Chris - H 20

Start Dt	End Dt	Days		Pay Type	Rank	Company	Role	Position Nbr	Start Tm
03/14/24	03/17/24	4	48	REG	H 20	E51	OFF	51EOL09M	08:00
03/09/24	03/09/24	2	24	IDV	H 20	E51			08:00
03/06/24	03/06/24	2	24	REG	H 20	E51	OFF	51EOL09M	08:00
03/04/24	03/04/24	2	24	TRW	H 30	E31	OFF	31EOC10M	08:00
02/07/24	03/03/24	16	192	REG	H 20	E51	OFF	51EOL09M	08:00

	IDV	REG	TRW	Total
H 20	24	264	0	288
H 30	0	0	24	24
Total	24	264	24	312

Projected probation completion date: 3/17/2024 (provided medical clears by that date)