



**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**

Holly Doudiet  
[REDACTED]

**SUBJECT: APPEAL BY HOLLY DOUDIET OF THE REJECTION OF THEIR APPLICATION FOR THE H-30 CAPTAIN EXAMINATION.**

Dear Holly Doudiet:

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: [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 Numbers: **0005-24-4**
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. 0005-24-4: Holly Doudiet 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 Doudiet .**
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

Holly Doudiet  
[REDACTED]  
[REDACTED]  
[REDACTED]

Chief Jeanine Nicholson  
Chief of Department  
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[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: Dave Johnson, Assistant Director, Employment Services

DATE: January 24, 2024

RE: **Register No. 0005-24-4: Holly Doudiet 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 Holly Doudiet [Doudiet] was appointed to H020 Lieutenant [H020] on August 5, 2023. According to official San Francisco Fire Department records, Doudiet’s probation has a target completion date of March 4, 2024, which is after the November 20, 2023 close of the application filing period. Doudiet’s application was rejected on January 6, 2024 for not meeting the qualifications specified in the job ad. Doudiet subsequently filed an appeal of the rejection of her application on January 10, 2024 with the Civil Service Commission (CSC) [see Attachment B].

### **Issue**

Should Doudiet 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 C] 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. Doudiet applied to the recruitment on November 16, 2023 at 13:53 [see Attachment D].
6. Doudiet emailed DHR via Smart Recruiters on November 16, 2023 [see Attachment E] indicating that the appointment to H020 occurred on May 15, 2023 and that having “now completed 6 months in this current position, which is the standard probationary period for this rank and file, which has been completed.”
7. Official City and County of San Francisco [CCSF] records in Peoplesoft show a certification date of August 3, 2023 and indicate that Doudiet was appointed permanent civil service to H020 on August 5, 2023. The signed appointment processing papers also support this timeline. Both documents are shown in Attachment F.



8. Doudiet submitted a copy of a General Form from August 28, 2023 [see Attachment G]. Doudiet states in the General Form, and various Fire Department personnel agree, that her not having been appointed in May 2023 was an oversight, and that her seniority and appointment dates should be changed. Finally, Captain Ed Chu stated that “the appointment date is changed to 5/15/23.”
9. Doudiet submitted a copy of an email to Fire Department Personnel Officer Jesusa Bushong (DPO Bushong) [see Attachment H]. In that email Doudiet states that her official Lieutenant appointment date was changed to May 15, 2023, and asked that DHR records and her appointment processing forms be revised to reflect this departmental change. DPO Bushong replied to the email [also in Attachment H] stating that the City cannot allow a retro-active appointment that pre-dates the referral from the eligible list which occurred on August 3, 2023. DPO Bushong also recognized that the Department cannot change City records, but has the authority to adjust Doudiet’s “internal” seniority.
10. Doudiet’s Employee Work History [see Attachment I] reflects a projected probation completion date of March 4, 2024 based on work hours and time off since August 5, 2023.

### **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 and signed appointment processing records show that Doudiet was referred to an H020 vacancy by DHR on August 3, 2023 and received a permanent appointment to H020 on August 5, 2023. Although correspondence among Doudiet and Fire Department officials conflicts with CCSF records, the official records show a permanent appointment to Class H020 of August 5, 2023 after having been referred from the eligible list on August 3, 2023.

Doudiet’s employee work history and future scheduled hours projects that she 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 4, 2024.

### **Conclusion**

Holly Doudiet 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 Doudiet.

### **Attachments**

Attachment A: Job Ad for H030 Captain, Fire Department  
Attachment B: Appeal from Holly Doudiet  
Attachment C: General Order 23 A-103

Attachment D: Doudiet's Application  
Attachment E: Email from Doudiet  
Attachment F: Peoplesoft Record & Appointment Processing Forms  
Attachment G: General Form from Doudiet  
Attachment H: Correspondence related to Appointment Date  
Attachment I: 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).





CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED  
MAYOR

Attachment B

***Amended***

*Sent via Email*

**NOTICE OF RECEIPT OF APPEAL**

DATE: January 11, 2024  
REGISTER NO.: 0005-24-4  
APPELLANT: HOLLY DOUDIET

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 Holly Doudiet 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 Holly Doudiet'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.

000011

You may contact me at [Sandra.Eng@sfgov.org](mailto:Sandra.Eng@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/

SANDRA ENG  
Executive 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

Holly Doudiet  
[REDACTED]

**Subject: Register No. 0005-24-4: Appealing the Disqualification of your Application for the H030 Captain, Fire Suppression.**

Dear Holly Doudiet:

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 [Sandra.Eng@sfgov.org](mailto:Sandra.Eng@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/

SANDRA ENG  
Executive Director

000013



**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**

**INSTRUCTIONS:**

Submit an original copy of this form to the Executive Officer of the Civil Service Commission at the address above **within the designated number of days** 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. **(E-mail is not accepted.)** It is recommended that you include all relevant information and documentation in support of your appeal.

**TYPE OF APPEAL:** (Check One)

- ☒ Examination Matters **(by close of business on 5<sup>th</sup> working day)**
- ☐ Employee Compensation Matters **(by close of business on 7<sup>th</sup> working day) - Limited application**
- ☐ Personal Service Contracts **(Posting Period)**
- ☐ Other Matters (i.e., Human Resources Director/Executive Officer Action) **(30 Calendar days)**
- ☐ Future Employability Recommendations (See Notice to Employee)

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

Full Name of Appellant	Work Address	Work Telephone		
<b>HOLLY DOUDIET</b>	<b>1011 TURK ST., SAN FRANCISCO</b>	<b>(415) 558-3268</b>		
Job Code	Title	Department		
<b>H030</b>	<b>CAPTAIN</b>	<b>FIRE DEPARTMENT</b>		
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)

Does the basis of this appeal include **new** information not previously presented in the appeal to the Human Resources Director? If so, please specify.

Check One:

☒ Yes

☐ No

*H. Doudiet*

Original Signature of Appellant or Authorized Representative

01/11/2024

Date

CSC-12 (5/2021)

Date Received by Civil Service Commission:

1  
000014

**State the basis of this appeal in detail.** For more information about appeal rights and deadlines, please review the Civil Service Rules located on the Civil Service Commission's website at [www.sfgov.org/CivilService](http://www.sfgov.org/CivilService).

I, Holly Doudiet, in the current rank of H020 Fire Lieutenant with the San Francisco Fire Department (SFFD), am requesting to be certified to participate in the H030 Captain, Fire Suppression promotional exam, tentatively scheduled for February 5-6, 2024. Per job announcement, the experience requirement of a candidate is, "permanent status and successful completion of probationary period in class H020 Lieutenant by the application final filing date," and according to the Department of Human Resources Public Safety Team, "applicant must have been appointed as H020 Lieutenant by May 20, 2023 and completed probation by November 20, 2023."

Per SFFD internal adjustments, my official appointment to H020 Lieutenant has been dated May 15, 2023, which meets the appointment date qualification for the H030 Captain promotional exam. A typical probationary period following this appointment date is 6 months. Due to "an oversight," from the (now retired) SFFD Chief of Operations (CD2) Postel, my probationary period did not begin immediately following this appointment and was delayed approximately 12 weeks. If my probationary period had begun on the date of my official H020 appointment, on May 15, 2023, a 6-month probationary period would have been completed November 14, 2023, thus meeting the qualifications for the H030 Captain promotional exam.

Per City and County of San Francisco Department of Human Resources (SF DHR) records, on Aug 5, 2023, I was promoted to the rank of H020 Lieutenant. On my behalf, SFFD General Form, dated Aug 28, 2023, was submitted to the Chief of Department (CD1) through the chain of command: contents noted by Battalion Chief Cannon, Chief of Combined Emergency Communications Center (CECC), contents noted by Deputy Chief of Operations (CD2) Luttrupp, and approved by Deputy Chief of Administration (CD3) Kaialoa. This General Form was a request to back-date my official H020 appointment date to May 15, 2022. The following request and series of events were stated in the General Form:

1. During the second week of April of this year, (2023), while serving as an Acting Lieutenant, I received a telephone call from B.C. Cannon, CECC, advising me that I was being offered the option of accepting a position at CECC, working the 6PM to 6AM shift, three nights on and three nights off, for a period of eighteen months, in return for which I would receive "an immediate promotion to the rank of Lieutenant."
2. I accepted this offer and began training at CECC the week of April 21. While I was sitting with B.C. Cannon in his office one day that week, he had a telephone conversation with Deputy Chief Postel (CD2), after which Chief Cannon told me that CD2 had stated that there were then two vacant H-20 positions, and that I was going to be appointed to one of them.

3. I began working the night shift at CECC on May 15 (2023).
4. On May 19, three Acting Lieutenants were appointed to the rank of H-20 (Permanent Lieutenant); I was not one of them.
5. When I asked B.C. Cannon why I did not receive one of the three promotions, as had been agreed, he said that he would call Chief Postel and ask for clarification. By the end of that day, B.C. Cannon had followed up and stated to me that Chief Postel had said, "It was an oversight," and that I would receive the next H-20 promotion "in three weeks". Chief Cannon stated to me that, per Chief Postel, my seniority number would precede those of the three members who were promoted on May 19, which it now does. (\*Note: Chief Postel then retired before July 1.)
6. I was promoted to H-20 Lieutenant on August 5, approximately twelve weeks after starting work on the night shift at CECC.
7. Inasmuch as the offer originally made to me, and later confirmed by Chief Postel the week of April 21 (per B. C. Cannon, #2, above), indicated that my promotion was to have taken place "immediately" upon assuming my duties at CECC, but did not actually take place until twelve weeks later, I respectfully requested that my date of appointment to H-20 Lieutenant be adjusted to coincide with my actual date of assignment to CECC, May 15, 2023.

This General Form request was approved by CD3 on September 6, 2023. A copy of this General form with the contents noted, agreement statements, and approval from the Department Chiefs listed above can be provided as documentation, if needed, to the Civil Service Commission.

Following this General Form approval, I then sent an email to the Departmental Personnel Officer of the Fire Department Human Resources Division on Sept 15, 2023, informing the Human Resources Department of this matter, requesting that the May 15, 2023 appointment date reflect the SF DHR Notice and Report of Probationary Status form (DHR 6-37). In response, the Departmental Personnel Officer stated she was "unable to make any changes to (my) appointment date in the City system," listing the chronological dates of the promotional process and also stating, "I have informed Command Staff that while we cannot change City records, the Department can make its own internal adjustments with regard to your seniority." Due to this statement, this would be the reason why my probationary period through City DHR records does not reflect the adjusted date (May 15, 2023) made internally by the SFFD.

Even using SF DHR Notice of Report of Probationary Status form (DHR 6-37) giving my probationary period start date of Aug. 5, 2023, and expected probationary period end date of Feb. 4, 2024, I would also be scheduled to end my probationary period one day before the scheduled H030 Captain promotional exam, which is to be tentatively administered on Feb 5, 2024.

In addition to respectfully requesting that the Civil Service Commission approve my qualification to participate in the H030 Captain promotional exam, I wish to point out that prior to my H020 Lieutenant appointment date beginning May 15, 2023, I was in the Acting Lieutenant position since January 21, 2023. Prior to that, beginning March 18, 2022, I was placed as a Temporary Lieutenant every single regular work day, except for three of those days (a total of 56, 24-hour shifts as a Temporary Lieutenant). Working as an Acting Lieutenant and a Temporary Lieutenant consists of conducting the same job duties, responsibilities, supervision and management as a Permanent Lieutenant. At this point in time, combining Acting, Temporary and Permanent Lieutenant positions, I have completed approximately 22 consecutive months in the supervisory role at the rank of Lieutenant. In those 22 consecutive months as the rank of Lieutenant, I have responded to and assisted with the operations of 38 fires, also while managing and supervising an entire fire apparatus company consisting of 4 or 5 members at a time.

During my (at present) eight months working 12-hour shifts at the CECC, I have helped manage six greater alarm fires, dispatching second, third and fourth alarm assignments of engines, trucks, rescue squads, and required specialized equipment, thus gaining experience normally only expected in the field of Fire Department personnel who hold the rank of Battalion Chief and above. While working on shift, I have also assisted in managing and monitoring every classification of San Francisco Fire Department related emergency incident, including medical emergencies, that have been reported through CECC (San Francisco's 911 emergency phone system). While on duty, I have also been a main point of contact for information and responsible for directly notifying the Department Command Staff of any immediate incidents.

In consideration of my request that I be allowed to participate in the H030 Captain, Fire Suppression promotional exam, precedent has been set in many instances within our department, allowing candidates who had not completed six months of probation in their rank or have not met other initial job announcement qualifications, to participate in promotional exams.

1. In 2016, two or more candidates were granted the opportunity to participate in the Assistant Chief's promotional exam based on their Acting time as Battalion Chiefs.
2. Members of the Bureau of Fire Prevention and members of the Bureau of Fire Investigation have been allowed to take promotional exams based on their Acting time in a lower rank.
3. In 2018, candidates were allowed to take the Lieutenant's promotional exam based on 3 years of SFFD experience plus additional time generated from an entirely different department, rather than the usually required 5 years at the rank of an SFFD H-2 Firefighter.

To date, I have been a member of the San Francisco Fire Department for over 10 years. In addition to receiving a BA in Psychology from Dominican University, I obtained a Fire Science degree through City College of San Francisco. I attended the City College Fire Academy in the late 2000's and through this program, additionally completed 3 semesters



as a firefighter intern with the SFFD. I also served as a member of the voluntary SFFD Reserves. As a 4th generation San Francisco native, I still reside in The City, with my wife. I graduated from George Washington High School in the Richmond District, as did both my mother and father. My mother who is of Chinese descent, lives in the Sunset District. My father, who is of European decent, lives in the Richmond District and dedicated his entire working life to serving the citizens of San Francisco, serving seven years as a public high school teacher and 32 years in the San Francisco Fire Department, retiring as an Assistant Deputy Chief. With this legacy of service to San Francisco, I am also dedicated to furthering the City's Diversity, Equity and Inclusion mission statement and my vision is for the SFFD to continue to reflect the diverse community it serves. I truly believe that the SFFD is a positive asset to the City of San Francisco and that it will continue to do so by having the best and most qualified candidates represented in the promotional process.

Thank you for your time and consideration of my request that I be allowed to participate in the H030 Captain, Fire Suppression promotional exam, tentatively scheduled for February 5-6, 2024.

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

HOLLY DOUDIET - (REF34284E) - Captain, Fire Suppression - (H030)

OFFICIAL COPY

## Job Application

---

**HOLLY DOUDIET**

<b>Submission:</b> 13:53:17 on 2023-November-16	<b>Email:</b> [REDACTED]
---	--------------------------

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## Experience

<b>H2 Firefighter</b> San Francisco Fire Department	2013-08 - 2023-05
<b>H020 Lieutenant</b> San Francisco Fire Department	2023-05 - Present

---


## Education

<b>Fire Science Technology</b> City College of San Francisco	<i>Associates of Science</i> Complete
<b>Psychology</b> Dominican University of California	<i>Bachelors of Arts</i> Complete

# Attachment D

HD

**HOLLY DOUDIET**   
H020 Lieutenant at San Francisco Fire Department



Edit contact info

Communication (2)

Reviews

Interviews


Notes

Activity

▼

Nov 16, 2023

New Activity

 HOLLY DOUDIET

Nov 16, 2023

HD

Per SFFD, my start date as an appointed H020 Lieutenant began 5/15/2023 and I have now completed 6 months in this current position, which is the standard probationary period for this rank and file, which has been completed.

<

Candidate List ▼

>

Captain, Fire Suppression - (H030)

☆☆☆☆☆

San Francisco, CA • REF34284E

From SF | Careers  
on Nov 16, 2023

Rejected

Did Not Meet Minimum Qualifications

ASSIGN TO  
ANOTHER JOB

ADD TO  
COMMUNITY

⋮

Attachments

Add

# Attachment F

## CCSF Job Appointment Summary

Holly Doudiet (Holly)

Emp



Empl Record 0

### Job Appointment Summary

Personalize | Find | View All | First 1-3 of 3 Last

Eff Date	Appt Date	Action	Description	Payroll Status	Job Code	Union Code	Empl Class	Exempt Cat	Full/Part Time	Elig List #	Rank	POS #	Dept Sen Date	Dept	Location	Cert Date	Ctywd Snrty 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	29.00	01084016	08/03/2023	FIR	FIR007	08/03/2023	08/03/2023	06/10/2013	06/10/2013	06/10/2013
08/23/2013	08/23/2013	DTA	Job Code Change	Active	H002	798	PCS	NA	F	053650	847.00	00101617	06/17/2013	FIR	FIR001	06/17/2013	06/17/2013			
06/10/2013	06/10/2013	HIR	New Hire	Active	7542	790	TEX	16	A		0.00	01093544		PUC	WTR001					

Save

Return to Search

Notify

000023

LT. APPOINTMENT

City and County of San Francisco  
Carol Isen  
Human Resources Director



APPOINTMENT PROCESSING FORM  
Department of Human Resources  
Connecting People with Purpose  
www.sfdhr.org

Position subject to statutory bar? (Yes/No) ☐ No

Conviction History Clearance Number:

Instructions: An Appointment Processing Form is required to validate a new hire/rehire or to process a data change for current employees in eMerge PeopleSoft.

Date of Request:  Request Type:

Department Contact:  Email:  Phone:

**SECTION I: PERSONAL INFORMATION**

Employee Legal Name:  Chosen Name:

DSW # or POI #:  National ID (For New Hire/Rehire):

**SECTION II: NEW WORK LOCATION/JOB INFORMATION**

Effective Date (Start Work Date):  Full/Part:

Employment Type:  Standard Hours:

Position Number:  Dept Code:  Exempt Cat:

Job Code:  Empl. Class:  Job Title:

**SECTION III: CCSF JOB INFORMATION**

Certification Date:  Citywide Seniority Date:  Appointment Date:

Department Seniority Date:  Eligible List #:  REF ID #:  Rank #:

Medical Date:  Fingerprint Date:  Merit Increase Date:

**SECTION IV: CURRENT OR PRIOR JOB INFORMATION** (A Separation Report must be attached for current employees)

Is this person currently an active CCSF employee (EE)? ☒ Yes ☐ No

If Active, is EE on leave\* from a PCS? ☐ Yes ☒ No (\*Leave must be current & approved pursuant to CSC Rule 120.31)

If Inactive, provide EE's previous CCSF job information and last date of employment:

Job Code:  Empl Class:  Department Code:

**SECTION V: PAYROLL**

Roster code:  Combination Code:  Project ID:  Activity ID:

**SECTION VI: SALARY PLAN**

Is this salary entry at Step 1? ☒ Yes ☐ No If No, please provide Step Number:

For salary entry other than Step 1, please select from one of the following:

☐ Appointment above entrance (select all that apply below):

- ☐ Reappointment/C2-Retiree
- ☐ Loss of Compensation
- ☐ Recruitment and Retention Issues
- ☐ Special Experience, Qualifications, Skills

☐ Promotive Appointment

☐ Non-Promotive Appointment

☒ Salary Grade: (SFFD Only)

- ☐ Admin
- ☒ Suppression

☐ Other:

If 9910, please enter the following information:

Hourly Rate:

(The hourly rate of pay must be \$16.50 an hour effective July 1, 2019.)

Pay Criteria:

Please explain criteria:



# APPOINTMENT PROCESSING FORM

If MCCP, please enter the following information:

\*Range: ☐ A ☐ B ☐ C Hourly Rate: \_\_\_\_\_

\*For Range B or C, you must attach copy of the MCCP Salary Assignment and the Class and Compensation Manager's approval.

## SECTION VII: COMPENSATION (To be entered by department post-appointment validation)

For any additional components of pay, please select one of the following: (Select One) \_\_\_\_\_

Effective date of pay component: \_\_\_\_\_

Delete old hourly rate and/or pay component (For Rehires and Recalls)? ☐ Yes ☐ No

## SECTION VIII: EMPLOYMENT DATA (For ALL Appointment Types)

Company Seniority Date: 06/10/2013 Vacation Anniversary Date: 06/10/2013

Sick Anniversary Date: 06/10/2013

## SECTION IX: OTHER

Does this person need a DSW Badge created or updated? ☐ Yes ☒ No

If Yes, does this position require access to one of the following? ☐ City Hall ☐ Smart Card

Pre-employment Checklist:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Restrictions Check         | <input type="checkbox"/> Internal Employment Check  | <input type="checkbox"/> Education Check |
| <input type="checkbox"/> *Conviction History Review | <input type="checkbox"/> External Employment Checks | <input type="checkbox"/> Reference Check |


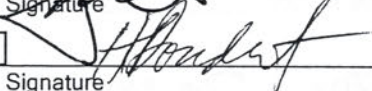
Additional Pre-employment checks (if applicable):

☒ Medical Examination ☒ Drug Screening

☐ Other: \_\_\_\_\_

## SECTION X: DEPARTMENT CERTIFICATION

The Appointing Officer/Authorized Designee named below hereby certifies that the information provided on this Appointment Processing document is accurate, complete, and in compliance with applicable CCSF rules and policies.

Jeanine Nicholson		08/07/2023
Appointing Officer/Authorized Designee Name	Signature	Date
Holly Doudiet		08/07/2023
Appointee Name	Signature	Date

Instructions: Upon receipt of confirmation of DHR validation, print out AP Form and have the Appointing Officer/Authorized Designee and Appointee sign. If applicable, provide ORIGINAL to the Appointee to confirm completion of Health Service System and Retirement System benefits enrollment, and file AP Form in Appointee's personnel file.

## FOR DEPARTMENT USE ONLY

Health Service System - Completed: \_\_\_\_\_ Retirement System - Completed: \_\_\_\_\_  
Initial/Date Initial/Date

## FOR DHR USE ONLY

Employment Type: Promotion (PCS to PCS) DSW Badge #: 156700  
Action/Reason Code: (Select One) \_\_\_\_\_

## DHR VALIDATION

DHR Authorized Name \_\_\_\_\_ Date \_\_\_\_\_



## SEPARATION REPORT

INSTRUCTIONS: Please complete the Separation Report to:

1. Document internal departmental processes. Please do not send to DHR.
2. Document that the employee separation is not a complete separation from City service, Separation Report must be completed by the sending department and submitted to the receiving department to be attached to the AP ESR.
3. To process a layoff. Please send to the DHR layoff coordinator.
4. To administer a settlement agreement involving the separation of the employee-submit documentation to your Client Services Representative. (Reference TER\_RZA)\*

Date of Request: 8/7/2023

Department Contact: Maryann Poon Email: maryann.poon@sfgov.org Phone: (415) 558-3329

### SECTION I: PERSONAL AND JOB INFORMATION

Name (Last, First, M.I.): Doudiet, Holly Employee I.D. [REDACTED]

Job Code: H002 Job Title: Firefighter

Position Number: 00101617 Hourly Rate: \$55.3080 Step: 7 Effective Date: 8/5/2023

Empl. Class: PCS Work Schedule: Full-Time

Is the employee serving a probationary period at the time of the separation? ☐ Yes ☒ No

Is this a complete separation from City and County Service? ☐ Yes ☒ No

If no, continuing in:  
Department Code: FIR Status: PCS Job Code: H020 Effective Date: 8/5/2023

Is employee granted leave pursuant to Civil Service Rule 120.31? ☐ Yes ☒ No

If no, is employee a transfer? ☒ No ☐ Yes, type of Transfer: (Select One)

### SECTION II: SEPARATION INFORMATION

#### ☒ Resignation

☒ Satisfactory Services (TER\_RSS)

☐ Unsatisfactory Services (TER\_RUS)  
(Form DHR 1-13 must be on file)

By the appointee: I hereby freely and voluntarily resign from the above position. I request approval of this resignation as of the effective date with the full understanding that once approved, I may acquire another position in this class only as provided in the rules of the Civil Service Commission (see employee copy and CSC Rules 114&119).

Holly Doudiet  
Employee Signature

8/8/2023  
Date

#### ☐ Lay-off

☐ Involuntary Leave (PCS\_LIL) ☐ Elective Involuntary Leave (PCS\_EIL)

☐ Involuntary Lay-off (PCS\_LIO) ☐ Voluntary Lay-off (PCS\_LVO)

☐ (PV & EX Only): (Select One)

Reason for lay-off: (Select One)

Employee acknowledges receipt of the DHR information leaflet.

Employee Signature

Date



# SEPARATION REPORT

## DEPARTMENT USE ONLY

☐ Termination

☐ Settlement Agreement (TER\_RZA)  
\*(Separation Report and Settlement Agreement must be forwarded to Client Services Rep.)

☐ Release from appointment: (Select One)

☐ Release from probation: (Select One)

☐ Dismissal: (Select One)

☐ Terminated for cause (TFC) (TPV,NCS, & Exempts only)

☐ Automatic Resignation (ARS)

☐ Never Reported to Work (DSH)

☐ Death of an employee (DEA)

☐ Other (Specify):

☐ Retirement: (Select One)

## DEPARTMENT CERTIFICATION

*The Appointing Officer/Authorized Designee named below hereby certifies that the information provided on this Separation Report is accurate, complete, and in compliance with applicable CCSF rules and policies.*

  
Appointing Officer/Authorized Designee Signature

415-558-3401  
Telephone

Name/Title: Jeanine Nicholson, Chief of Department

Department Number: 31 Department Name: Fire

Personnel File Forwarded? ☐ Yes ☒ No

Forwarded to:

Department: Contact:

## DHR USE ONLY

Action Pending? ☐ Yes ☐ No

Analyst Name

Telephone

☐ SR Ref Number: Holdover Canvass:

Reference Number used for layoff actions:



City and County of San Francisco  
NOTICE AND REPORT OF PROBATIONARY STATUS

**Part I: Notice of Probationary Status at Time of Appointment**

*Complete at time of appointment*

Original: Personnel File  
Copy: Employee

Doudiet  
Last Name

Holly  
First Name

Fire / CECC  
Department/Division

H020  
Job Code

Lieutenant  
Title

L-798  
Employee Organization/Union

Congratulations on your Permanent Civil Service (PCS) appointment!

You are now serving your probationary period, which is used to evaluate your performance on the job. It is the final and most important phase of the selection process. During your probationary period, you may be released by your appointing officer at any time in accordance with Civil Service Rule 317 – Probationary Period. The duration of your probationary period is governed by provisions in the Memorandum of Understanding (MOU) or ordinance covering your job code. Extensions of your probationary period are governed by Civil Service Rules and provisions in the MOU or ordinance covering your job code. Please refer to your human resources representative if you have any questions.

Duration of the Probationary Period (per MOU or Ordinance): 6 months

Did the employee received credit for prior service?: No

If yes, provide dates: from \_\_\_\_\_ to \_\_\_\_\_ Total time credited: \_\_\_\_\_ days

Provide justification for credit (cite Civil Service Rule Section or MOU Section):

Probationary Period Begin Date: 8/5/2023

Expected Probationary Period End Date: cob 2/4/2024

*(Probation begins on the employee's start work date in PCS status, not the certification date)*

**Voluntary Resumption of the Probationary Period. To be used only as specifically authorized by Civil Service Rule 317.8.**

☐ Employee has previously completed probation for this job code in this department, and is voluntarily resuming a probation period not to exceed six (6) months.

Resumed Probationary Period Begin Date:

Expected Resumed Probationary Period End Date:

Please sign below acknowledging that you understand this notice and have received a copy of it.

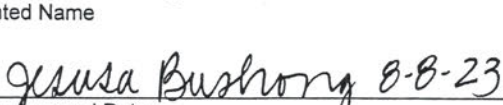
**Employee**

Holly Doudiet  
Printed Name

 8/8/2023  
Signature and Date

**Department Head/Designee**

Jesusa Bushong  
Printed Name

 8-8-23  
Signature and Date

000028





**San Francisco Fire Department**  
**General Form**

08/28/2023

From: [REDACTED] Doudiet, Holly J - H 20 - CECC  
To: Chief of Department  
Subject: Request for Adjustment of Official H-20 Appointment Date  
Reference: Verbal Agreement Per Deputy Chief Postel

1. During the second week of April of this year, while serving as an A/Lt., I received a telephone call from B.C. Cannon, advising me that I was being offered the option of accepting a position at CECC, working the 6PM to 6AM shift, three nights on and three nights off, for a period of eighteen months, in return for which I would receive "an immediate promotion to the rank of Lieutenant."
2. I accepted this offer and began training at the CECC the week of April 21. While I was sitting with B.C. Cannon in his office one day that week, he had a telephone conversation with Deputy Chief Postel, after which Chief Cannon told me that CD-2 had stated that there were then two vacant H-20 positions, and that I was going to be appointed to one of them.
3. I officially began working the night shift at CECC on May 15.
4. On May 19, three Acting Lieutenants were appointed to the rank of H-20: I was not one of them.
5. When I asked B.C. Cannon why I did not receive one of the three promotions, as had been agreed, he said that he would call Chief Postel and ask for clarification. By the end of that day, B.C. Cannon had followed up and stated to me that Chief Postel had said, "It was an oversight," and that I would receive the next H-20 promotion "in three weeks." Chief Cannon stated to me that, per Chief Postel, my seniority number would precede those of the three members who were promoted on May 19, which it does.
6. I was promoted to H-20 Lieutenant on August 5, approximately twelve weeks after starting work on the night shift at CECC.
7. Inasmuch as the offer originally made to me, and later confirmed by Chief Postel the week of April 21 (per B.C. Cannon, #2 above), indicated that my promotion was to have taken place "immediately" upon assuming my duties at CECC, but did not actually take place until twelve weeks later, I respectfully request that my date of appointment to H-20 Lieutenant be adjusted to coincide with my actual date of assignment to CECC, May 15, 2023.

Respectfully submitted,  
Lt. Holly J. Doudiet

Workflow	From	To
08/30/2023	Doudiet, H	Forwarded Cannon, M



# San Francisco Fire Department

## General Form

08/28/2023

09/05/2023	Cannon,M	Contents Noted	CD2	<p>Contents Noted:</p> <p>Lt. Doudiet did step up and accepted the Lt. role at CECC. The agreement was Lt. Doudiet would receive the very next permanent Lieutenant promotion with updated seniority. Due to an oversight Lt. Doudiet was not promoted on May 19th. Lt. Doudiets appointment date should reflect the start date at CECC of May 15th.</p> <p>Respectfully</p> <p>B.C. Matthew Cannon</p> <p>Please see BC Cannon's comments.</p> <p>Agree we should change Lt Doudiet's seniority and appointment date.</p>
09/06/2023	Luttrupp,D	Contents Noted	CD3	
09/06/2023	Kaialoa,S	Approved	Chu,E	
09/06/2023	Chu,E	Workflow End		<p>Appointment date is changed to 5/15/23</p>

Change of Lieutenant Appt Date

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Change of Lieutenant Appt Date



Doudiet, Holly (FIR)

To: Bushong, Jesusa (FIR); Poon, Maryann (FIR)

Wed 09/13/23 16:52

Hi Jesusa,

Last week, a General Form was approved by CD2 & CD3, in which they had moved my official Lieutenant appointment date back to May 15, 2023, the day in which I started the position at CECC as the Lt. there. Capt. Ed Chu at the Assignment Office had also changed my appointment date at A.O. to reflect May 15, 2023.

I wanted to make sure that this is also reflected with DHR and that the Notice and Report of Probationary Status form is also in effect to reflect my probationary period to begin 5/15/2023 with an expected probationary period end date to be November 14, 2023, six months after the May 15<sup>th</sup> Lieutenant appointment date.

For convenience, I have attached a copy of my previous DHR processing form, the DHR Separation Report, the CCSF Notice and Report of Probationary Status, and the recent General Form approved by CD2 & CD3.

Please let me know if you have any questions.

Warm Regards,

Holly Doudiet  
Lt. CECC



Reply

Reply all

Forward



RE: Change of Lieutenant Appt Date

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☐

☐

## RE: Change of Lieutenant Appt Date

**BJ**

Bushong, Jesusa (FIR)



To: Doudiet, Holly (FIR)

Fri 09/15/23 10:07

Cc: Kaialoa, Shayne (FIR); Ludwig, Theresa (FIR);

Good morning Lt. Doudiet,

Though I understand the issue you have raised, unfortunately, we are unable to make any changes to your appointment date in the City system. Please see chronology below.

7/10/2023	Position approved
7/28/2023	Promotion announcement
8/3/2023	Referral issued
8/3/2023	Passed promotional medical
8/5/2023	Appointed PCS H20

*Both the DHR referral and your medical clearance happened on 8/3.*

The City cannot allow a retro-active appointment pre-dating the referral and medical clearance. I have informed Command Staff that while we cannot change City records, the Department can make its own internal adjustments with regard to your seniority.

Thank you,

*Jesusa Bushong*

(she/her) ([What is this?](#))

Departmental Personnel Officer

Fire Department Human Resources Division

*\*Email is the best way to reach me at this time.*

Fax Number: (415) 558-3463

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**From:** Doudiet, Holly (FIR)

EmplID: [REDACTED] - Doudiet,Holly J - H 20

Start Dt	End Dt	Days		Pay Type	Rank	Company	Role	Position Nbr	Start Tm
01/30/24	02/04/24	3	36	REG	H 20	CECC	ECDC	CC2LT1	19:00
01/29/24	01/29/24	1	12	VA	H 20	CECC			19:00
01/28/24	01/28/24	1	12	TC	H 20	CECC			19:00
01/24/24	01/24/24	1	12	VA	H 20	CECC			19:00
01/23/24	01/23/24	1	12	TC	H 20	CECC			19:00
01/10/24	01/22/24	7	84	REG	H 20	CECC	ECDC	CC2LT1	19:00
01/09/24	01/09/24	1	12	OT	H 20	CECC	ECDC	CC1LT1	07:00
01/04/24	01/06/24	3	36	REG	H 20	CECC	ECDC	CC2LT1	19:00
12/31/23	12/31/23	1	12	TC	H 20	CECC			19:00
12/30/23	12/30/23	1	12	REG	H 20	CECC	ECDC	CC2LT1	19:00
12/29/23	12/29/23	1	3	OT	H 20	CECC	ECDC	CC1LT3	16:00
12/18/23	12/29/23	6	72	REG	H 20	CECC	ECDC	CC2LT1	19:00
12/17/23	12/17/23	1	12	VA	H 20	CECC			19:00
12/05/23	12/13/23	6	72	REG	H 20	CECC	ECDC	CC2LT1	19:00
12/01/23	12/01/23	1	12	VA	H 20	CECC			19:00
11/24/23	11/30/23	4	48	REG	H 20	CECC	ECDC	CC2LT1	19:00
11/23/23	11/23/23	1	12	VA	H 20	CECC			19:00
11/18/23	11/19/23	2	24	REG	H 20	CECC	ECDC	CC2LT1	19:00
11/18/23	11/18/23	1	3	OT	H 20	CECC	ECDC	CC2LT1	16:00
11/07/23	11/17/23	5	60	REG	H 20	CECC	ECDC	CC2LT1	19:00
11/07/23	11/07/23	1	3	OT	H 20	CECC	ECDC	CC1LT3	16:00
11/05/23	11/06/23	2	24	TC	H 20	CECC			19:00
10/18/23	11/01/23	9	108	REG	H 20	CECC	ECDC	CC2LT1	19:00
10/16/23	10/16/23	2	24	WDO	H 20	E31	OFF	31EOL08M	08:00
10/08/23	10/14/23	4	48	REG	H 20	CECC	ECDC	CC2LT1	19:00
10/07/23	10/07/23	1	3	OT	H 20	CECC	ECDC	CC1LT3	16:00
09/24/23	10/07/23	8	96	REG	H 20	CECC	ECDC	CC2LT1	19:00
09/23/23	09/23/23	1	12	OT	H 20	CECC	ECDC	CC4LT2	19:00
09/07/23	09/20/23	8	96	REG	H 20	CECC	ECDC	CC2LT1	19:00
09/06/23	09/06/23	1	3	OT	H 20	CECC	ECDC	CC1LT3	16:00
09/06/23	09/06/23	1	12	REG	H 20	CECC	ECDC	CC2LT1	19:00
09/02/23	09/02/23	1	12	TC	H 20	CECC			19:00
08/31/23	09/01/23	2	24	IDV	H 20	CECC			19:00
08/13/23	08/27/23	9	108	REG	H 20	CECC	ECDC	CC2LT1	19:00
08/10/23	08/10/23	1	12	OT	H 20	CECC	ECDC	CC4LT1	19:00

Start Dt	End Dt	Days	Pay Type	Rank	Company	Role	Position Nbr	Start Tm
08/07/23	08/09/23	3	36 REG	H 20	CECC	ECDC	CC2LT1	19:00

	IDV	OT	REG	TC	VA	WDO	Total
H 20	24	51	948	72	60	24	1,179
Total	24	51	948	72	60	24	1,179

Time off & scheduled time off: 156 hrs.

San Francisco Fire Department  
Employee Work History  
From: 02/05/2024 To: 03/04/2024

EmplID: [REDACTED] Doudiet,Holly J - H 20

Start Dt	End Dt	Days		Pay Type	Rank	Company	Role	Position Nbr	Start Tm
02/09/24	03/04/24	13	156	REG	H 20	CECC	ECDC	CC2LT1	19:00
02/05/24	02/05/24	1	12	TC	H 20	CECC			19:00

	REG	TC	Total
H 20	156	12	168
Total	156	12	168

Projected completion date: 3/4/24 (provided that medical clears by that date)