

**Additional Information
Submitted by Appellant**

**Appeal to the Civil Service Commission
on the Issue of Eligibility to Take the
H030 Captain, Fire Suppression Promotional
Examination, February 5-6, 2024**

**Lieutenant Holly J. Doudiet,
San Francisco Fire Department**

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EXECUTIVE OFFICER
CIVIL SERVICE COMMISSION
SAN FRANCISCO



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) <input checked="" type="checkbox"/> Examination Matters (by close of business on 5 th working day) <input type="checkbox"/> Employee Compensation Matters (by close of business on 7 th 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)
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"During the Shelter Order dated March 17, 2020, we are accepting appeals by email at civilservice@sfgov.org"

Full Name of Appellant HOLLY DOUDIET		Work Address 1011 TURK ST., SAN FRANCISCO	Work Telephone (415) 558-3268
Job Code H030	Title CAPTAIN	Department FIRE DEPARTMENT	
Residence Address 2234 27TH AVENUE		City SAN FRANCISCO, CA	State 94116
		Zip 94116	Home Telephone (415) 516-3656
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: HJDOUDIET@GMAIL.COM

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: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Original Signature of Appellant or Authorized Representative _____ Date 01/11/2024

CSC-12 (5/2021) Date Received by Civil Service Commission: _____
 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.

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.

PLEASE NOTE: Inasmuch as the Fire Department H030 Captain examination is actually being administered on this very day, thereby precluding my participation, I further respectfully request that I be given a make-up examination before the results of the examination are published, and for an equal opportunity, be given the same preparation materials and preparation timeframe as other applicants who are participating in the examination. There is ample precedent for the administration of a make-up examination, such having been given to candidates, who were unable to take the promotional examinations in a timely manner due to military service, or illness, such as Covid.



San Francisco Fire Department
General Form

08/28/2023

From: DO1760 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: 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 Please see BC Cannon's comments.</p> <p>Agree we should change Lt Doudiet's seniority and appointment date.</p>
09/06/2023	Luttropp,D	Contents Noted	CD3	
09/06/2023	Kaialoa,S	Approved	Chu,E	
09/06/2023	Chu,E	Workflow End		Appointment date is changed to 5/15/23

Change of Lieutenant Appt Date  Download

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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 15th 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
(415) 516-3656

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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

From: Doudiet, Holly (FIR) <holly.doudiet@sfgov.org>