





**Karen J. Hill**, Director of Human Resources

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January 31, 2024

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

**Subject:** Deborah L. Aragon, 7514 General Laborer  
Request for Postponement; Civil Service Register No. 0031-22-7

Honorable Commissioners:

The Department of Public Works is requesting the postponement of Civil Service Register Case Number 0031-22-7 until the next Commission meeting scheduled for March 4, 2024.

The Department's Staff Report was prepared and provided to the Department of Human Resources (DHR) with five (5) days' notice. However, DHR advised that edits were needed and [the report] would not be reviewed, approved, and signed in time for the Commission's submission deadline of January 25, 2024, at 11 a.m.

As you may know, Public Works Human Resources is a newly established Department and is still developing our teams and standard operating procedures.

To ensure timeliness going forward, Public Works is partnering with DHR to understand the process and timelines for report review and submission to incorporate into our Department's Standard Operating Procedures. Public Works has committed to providing all future Civil Service Commission Staff Reports to DHR within the timeline established, to meet the Commission's submission deadline.

Thank you in advance for your understanding and your consideration in granting the extension.

Thank you,

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Handwritten signature of Karen Hill in black ink.  
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**Karen J. Hill**  
Director of Human Resources  
San Francisco Public Works

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