




# 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 Number: \_\_\_\_\_
2. For Civil Service Commission Meeting of: March 18, 2024
3. Check One:           Ratification Agenda  
                          Consent Agenda       X    
                          Regular Agenda  
                          Human Resources Director's Report
4. Subject: Report of Expired Exempt Appointments under Charter Sections 10.104-16 through 10.104-18 for the period of July 1, 2023 to December 31, 2023
5. Recommendation: Adopt the report.
6. Report prepared by: Lisa Pigula, Client Services Consulting Manager  
Telephone number: (415) 557-4933
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in Civil Service Commission Procedure Number Two.)**
8. Reviewed and approved for Civil Service Commission Agenda:  
Human Resources Director: Carol Isen   
Date: 2/29/24
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 "CSC RECEIPT STAMP" box to the right using the time-stamp in the CSC Office.

**CSC RECEIPT STAMP**

Attachment

CSC-22 (11/97)

<p><b><u>CSC RECEIPT STAMP</u></b></p>
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## **Notification List**

Report of Expired Exempt Appointments under Charter Sections 10.104-16 through 10.104-18 for the period of July 1, 2023 to December 31, 2023

Carol Isen  
Human Resources Director  
Department of Human Resources  
carol.isen@sfgov.org

Kate Howard  
Managing Deputy Director  
Department of Human Resources  
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Anna Biasbas  
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Department of Human Resources  
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Shawn Sherburne  
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Department of Human Resources  
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Lisa Pigula  
Client Services Consulting Manager  
Department of Human Resources  
lisa.pigula@sfgov.org

Paul Greene  
Client Services Consulting Manager  
Department of Human Resources  
paul.greene@sfgov.org



## MEMORANDUM

**DATE:** March 7, 2024  
**TO:** Honorable Civil Service Commission  
**THROUGH:** Carol Isen  
Human Resources Director  
**FROM:** Shawn Sherburne, Assistant Director of Employment Services  
Lisa Pigula, Client Services Consulting Manager  
**SUBJECT:** Report of Expired Exempt Appointments for the period of July 1, 2023 – December 31, 2023 under Charter Sections 10.104-16 through 10.104-18

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### **Executive Summary**

This is a semiannual report requested by the Civil Service. The report provides an update to the Civil Service Commission on exempt appointments under Charter sections 10.104-16 (Category 16), 10.104-17 (Category 17), and 10.104-18 (Category 18) that have exceeded the permissible duration for the period of July 1, 2023 – December 31, 2023.

### **Background**

This report is separate from the original Department of Human Resources (DHR) report on appointments and position requests exempt from Civil Service Rules under Charter sections 10.104-16 through 10.104-18 and was requested by the Commission to highlight and monitor Charter section 10.104-16 through 10.104-18 appointments that exceed their Charter authorized durations.

Pursuant to Charter sections 10.104.16 through 10.104.18, appointments made under these exempt categories are not to exceed the following durations (Attachment A):

- Category 16: The equivalent of half-time during any fiscal year (1,040 hours)
- Category 17: Two (2) years
- Category 18: Three (3) years

This report includes information for all City departments except the Municipal Transportation Agency, Trial Courts, Community College District, and the Unified School District.

### **Program Overview**

While departments are expected to monitor and track their use of Charter sections 10.104-16 through 10.104-18 appointments to ensure incumbents do not exceed Charter specified appointment durations, DHR provides appointment data to the departments from the People and Pay System (PeopleSoft) to identify appointments exceeding Charter duration limitations. The DHR Client Services Consultants also provide available options to

address the appointment in advance of the expiration (e.g., separating employees who have completed their special projects, transitioning employees to more appropriate appointment types, etc.)

For the reporting period of July 1, 2023 to December 31, 2023, **no** appointments violated the authorized durations outlined in Charter sections 10.104-16, 10.104-17 and 10.104-18.

**Recommendation**

Adopt the report.

**Attachments**

Attachment A: Charter Section 10.104 - Categories 16, 17 and 18

## Attachment A

### **CHARTER SECTION 10.104, EXCLUSIONS FROM CIVIL SERVICE APPOINTMENT**

All employees of the City and County shall be appointed through competitive examination unless exempted by this Charter. The following positions shall be exempt from competitive civil service selection, appointment and removal procedures, and the person serving in the position shall serve at the pleasure of the appointing authority:

16. Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures.
17. Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular Civil Service procedures.
18. Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular Civil Service Commission procedures.