




# 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 Future Employment Restrictions and Probationary Releases 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.

Attachment

CSC-22 (11/97)

**CSC RECEIPT STAMP**

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## **Notification List**

Report of Future Employment Restrictions and Probationary Releases for the period of July 1, 2023 to December 31, 2023

Carol Isen  
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Paul Greene  
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## 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 Future Employment Restrictions and Probationary Releases for the period of July 1, 2023 to December 31, 2023

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### **Executive Summary**

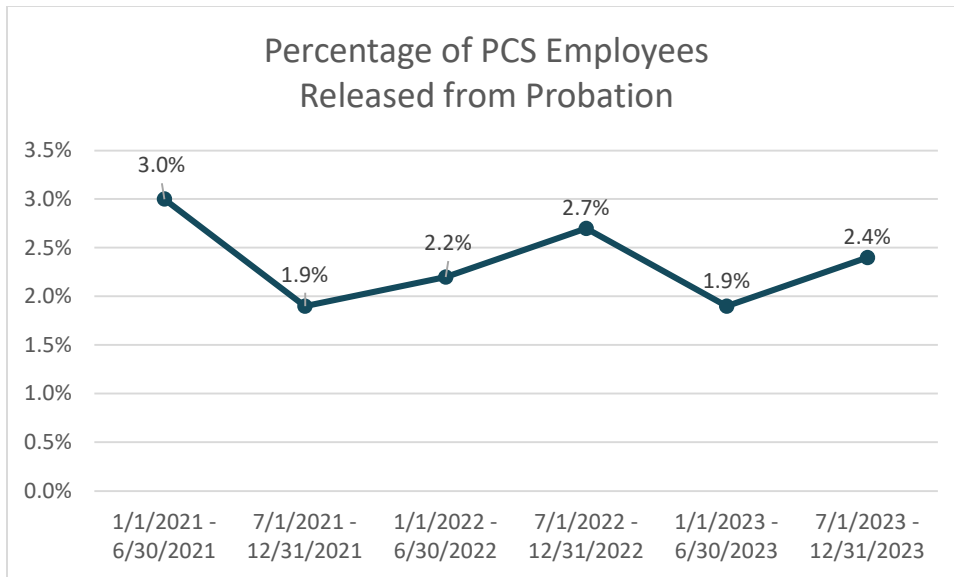
This is a semiannual report requested by the Civil Service Commission. The report provides an update on the City's total number of separations with future employment restrictions and probationary releases for the period of July 1, 2023 to December 31, 2023.

### **Separations with Future Employment Restrictions**

This report includes future employment restrictions for all City departments, excluding Community College District, Trial Courts, Unified School District, Municipal Transportation Agency and City employees designated as Peace Officers per Penal Code 830, for the period of July 1, 2023 to December 31, 2023 (attached). The attachment lists all future employment restrictions imposed by departments, all future employment restrictions appealed to the Commission, and the status of those appeals. In summary, there were 18 separated employees with future employment restrictions imposed. Out of these 18 former employees, five (5) appealed their restrictions to the Commission and all five appeals are pending a hearing.

### **Probationary Releases**

This report also includes the total number of employees released from probation for the period of July 1, 2023 to December 31, 2023. Out of 2,315 permanent civil service appointments made between July 1, 2023 to December 31, 2023, there were a total of 56 employees (2.4%) released from probation between July 1, 2023 to December 31, 2023. This information, along with a three-year trend for the percentage of employees released from probation, is included in the chart below.



Four (4) of the 56 employees were released for disciplinary reasons and the remaining 52 were released for non-disciplinary reasons.

At the March 6, 2023 Civil Service Commission meeting, the Commission requested data on the job codes of those released, which can be found in the table below. Please note that job codes with fewer than ten terminations during the reporting period were aggregated to prevent the disclosure of data that may reveal an individual incumbent’s identity.

Job Code and Title	Count of Job Code and Title
2905 HSA Sr Eligibility Worker	12
H002 Firefighter	4
Q002 Police Officer	3
3417 Gardener	2
1406 Senior Clerk	2
2303 Patient Care Assistant	2
2320 Registered Nurse	2
H003 EMT/Paramedic/Firefighter	2
8238 Public SafetyComm Disp	1
Other	26
<b>Grand Total</b>	<b>56</b>

**Recommendation**

Adopt the report.

**Attachment**

Attachment A: Future Employment Restrictions from July 1, 2023 to December 31, 2023

## ATTACHMENT A

### FUTURE EMPLOYMENT RESTRICTIONS IMPOSED BUT NOT APPEALED

Department	Job Code	Appointment Type	Title	Effective Date	Restriction
Airport	2708	PCS	Custodian	11/15/2023	Department
City Administrator	1372	PEX	Special Assistant 13	10/23/2023	Citywide
City Administrator	1958	PCS	Supervising Purchaser	10/19/2023	Citywide
City Administrator	7381	PCS	Automotive Mechanic	10/28/2023	Citywide
City Administrator	7313	PCS - Probation	Automotive Machinist	9/18/2023	Citywide
Public Health	2303	PCS	Certified Nursing Assistant	8/25/2023	Department
Public Health	2320	PCS	Registered Nurse	8/18/2023	Department
Public Health	2593	PCS	Health Program Coordinator 3	8/4/2023	Citywide
Public Health	2303	PCS - Probation	Certified Nursing Assistant	7/24/2023	Department
Public Utilities	7449	PCS	Sewer Service Worker	10/26/2023	Citywide
Public Utilities	7514	TEX	General Laborer	7/11/2023	Citywide
Public Works	7514	TPV	General Laborer	9/27/2023	Citywide
Public Works	3434	PCS - Probation	Arborist Technician	11/23/2023	Citywide

### FUTURE EMPLOYMENT RESTRICTIONS APPEALED

Department	Job Code	Appointment Type	Title	Effective Date	Restriction	Status
City Administrator	7315	PCS	Auto Machinist Assistant Supervisor	8/19/2023	Citywide	Pending Appeal
Library	8207	PCS	Building and Grounds Patrol Officer	8/3/2023	Citywide	Pending Appeal
Police	9209	PCS	Community Police Services Aide	9/1/2023	Citywide	Pending Appeal
Public Health	2302	PCS	Nursing Assistant	10/31/2023	Department	Pending Appeal
Public Works	7514	TPV	General Laborer	11/30/2023	Citywide	Pending Appeal