



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

Date: March 18, 2024

To: Civil Service Commission

From: Sandra Eng
Executive Officer

Subject: **Mid-Year Status Report on Fiscal Year 2023-24**

The following is a summary report of the Civil Service Commission's ("Commission") activities for the period ending December 31, 2023. Please refer to the attached chart (Attachment A) Fiscal Year 2023-2024 Priority Goals and Objectives as established by the Civil Service Commission ("Commission") during its meeting of October 2, 2023.

Department Administration

Staffing

The Civil Service Commission Department (Department) is funded for 6 full-time positions. The 1426 Senior Clerk was appointed to the permanent civil service position on October 28, 2024. The 1241 Human Resources (1241) position is currently filled with a temporary exempt appointee. The department will be conducting the selection process to fill the 1241 position with a permanent civil service appointee in April 2024.

Budget

The Department is funded for six full-time equivalent (FTE) positions; however due to the \$245 million deficit in Fiscal Year 2023-24 and the \$554 million deficit in Fiscal Year 2025-26, the Mayor's Office directed department to reduce General Fund support by 10% for both fiscal years with a contingency for an additional 5% in ongoing reductions each year. Due to the department's very lean budget, the department was only able to make reductions in materials and supplies and the Department of Real Estate was able to slightly reduce the rent. With the addition of salary adjustments and reductions in professional services, the proposed budget reductions is approximately 3.7% in Fiscal Year 2025 and 3.4% in Fiscal Year 2026

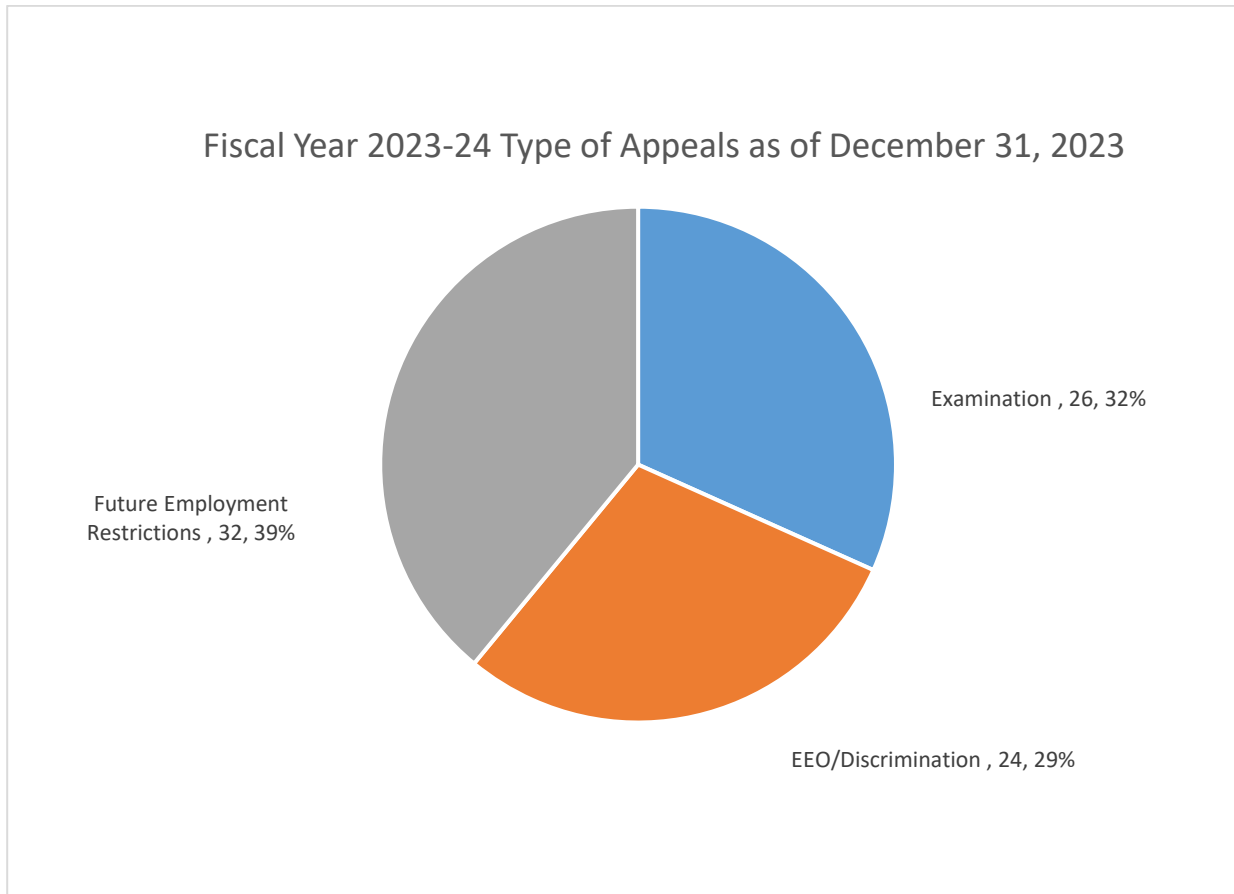
The Department has requested moving to a smaller physical location in order to save expenses in Real Estate but has not yet received a response from the City Administrator's Office.

Appeals and Requests for Hearings,

Appeals and Hearings

The Commission received a total of forty-four (44) new appeals, and requests for hearings during the first half of this fiscal year (July 1 - December 31, 2023), in addition to the thirty-eight (38) pending appeals that were carried over from the previous fiscal year.

As of December 2023, thirty-nine (39) of the 82 pending or forty-eight percent (48%) of the appeals were resolved by the Commission. (Attachment B) The Department noted that the pattern of delays was due to grievances, arbitration, litigation, and delays in producing a staff report following these decisions. The goal is to resolve 70% of the appeals by the end of the fiscal year. Commission staff has been working with departments to produce timely staff reports and following up with appellants to determine if they wish to continue with their appeals. Training is continuously being conducted to assist departments to expedite appeal resolution to expand our efforts reaching our seventy percent (70%) goal.



Rules, Policies and Administration

The Commission is mandated by Charter to establish Rules, policies and procedures to carry out the merit system provisions of the Charter. The Commission hears merit system appeals on examination matters, personal service contracts, limited compensation matters, future employment restrictions, and actions of the Executive Officer or the Human Resources Director on other matters under their jurisdiction. The Executive Officer also seeks input from the Commission’s stakeholders (including human resources representatives, City supervisors and managers, and labor unions) on possible Rule revisions, policy changes and Adviser subjects for recommendation to the Commission.

Rules

After the meetings with stakeholders were completed, the following Civil Service Commission Rules were adopted by the Commission at the meeting of August 7, 2023 to expedite the hiring process:

- Rule Series 002 Definitions
- Rule Series 005 Meetings and Hearings of the Commission
- Rule Series 010 Examination Announcements and Applicants
- Rule Series 011 Examinations
- Rule Series 011A Position-Based Testing
- Rule Series 012 Eligible Lists
- Rule Series 013 Certification of Eligibles

At the meeting of October 2, 2023, the Department of Human Resources and the Municipal Transportation Agency proposed rule amendments to Rule Serie 002 Definitions, 009 Position Classification, 014 Appointments, 020 Leaves of Absence and 021 Layoffs to modernize and expedite hiring. At the meeting of October 16, 2024, the Commission approved the posting of the proposed amendments for meetings.

Policies

At the meeting of August 21, 2023, the Commission began hearings on the Commission's Policy and Procedures for Personal Service Contracts. At the meeting of November 6, 2023, the Commission approved the posting of the proposed revisions to clarify the Policy and Procedures for Personal Service Contracts for meetings with stakeholders. After the meetings with stakeholders were completed, the Commission adopted the amended Civil Service Commission Policy and Procedures on Personal Service Contracts at the meeting of December 4, 2023.

Procedures

At the meeting of August 7, 2023, the Civil Service Commission established the Procedures for the Processing and Scheduling of Appeals to expedite the scheduling and resolving of appeals. This action has assisted almost all City departments in placing the preparation of staff reports as a priority and keeping the Civil Service Commission office updated monthly regarding pending appeals.

Response to the Civil Grand Jury Report

At the meeting of August 7, 2023, the Commission prepared a response to the Civil Grand Jury (CJG) Report regarding the San Francisco Hiring Crisis. CGJ Report included their findings and recommendations to the Mayor's Office, Department of Human Resources, and the Civil Service Commission. The Commission's response included the following: proposed rule amendments reducing the hiring timeframes and establishing required reports to the Commission for transparency, emphasizing there may be some departments that do require exempt appointees because of minimum staff requirements (e.g. Department of Public Health), and creating a working group consisting of Commission staff, Department of Human Resources (DHR), and human resources management from other departments.

Merit System Review - Inspection Services and Audit

Inspection Service Requests

Inspection Service requests generally cover those matters that are not appealable to the Commission but that otherwise involve concerns about the operation of merit system that require an investigation or review. Requests for Inspection Service may be submitted by any interested stakeholder, including employees, departmental representatives, anonymous informants, members of the public, employee

representatives, job applicants and/or candidates.

From July 1, 2023 through December 31, 2023, the Commission received thirty-eight (38) inspection service requests. The performance measure goal is to complete 80% of the Inspection Service Requests within 60 days. As of December 31, 2023, the department has completed 63% of the requests within 60 days. The department continues to experience delays in receiving responses from departments. Delays can be contributed to understaffed departments, high turnovers, new employees, employees in new positions/departments, and the high number of complaints received for a single department. The majority of the inspection requests (18) focused on the post-referral selection process. The primary complaints/allegations were that the selection of appointees was not a fair and equitable process.

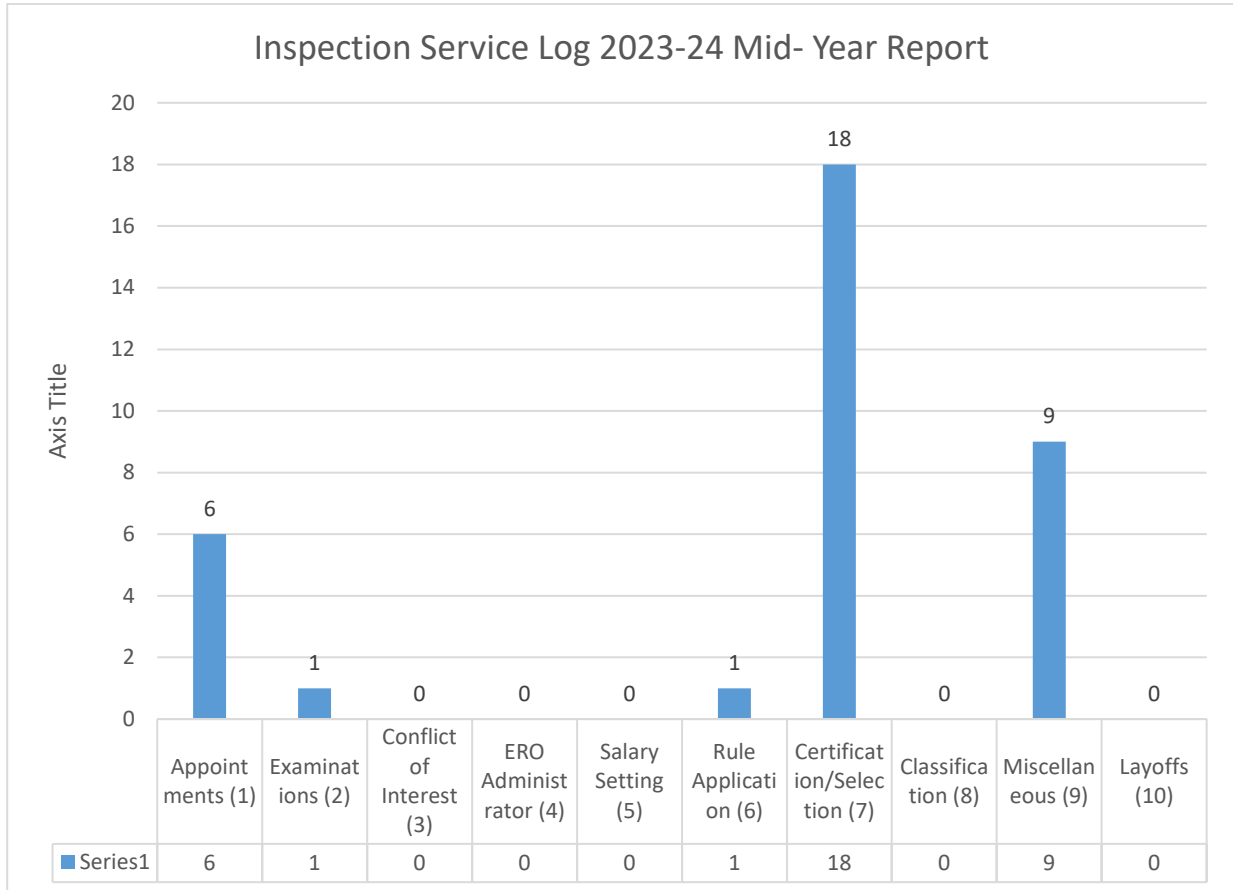
There have been a few complaints/issues involving the Smart Recruiters system and the accuracy of system data impacting the determination of the correct ranks for reachable eligibles based on the certification rule for a position vacancy. For example, an appeal was submitted by a job applicant who ranked #19 on the score report/eligible list regarding a conditional offer of employment for Class 1630 Account Clerk - Permanent Civil Service status that was rescinded. Since this was not an appealable matter, an Inspection Service review was conducted. A city-wide Permanent Civil Service Class 1630 Account Clerk job/examination announcement was opened for filing on February 14, 2023 and the resulting eligible list was adopted on June 23, 2023. A City agency requested to certify a total of seven (7) positions between the period of July 5, 2023 and August 17, 2023. On July 11, 2023, when the agency's Human Resources Analyst reviewed the system used to determine reachability of candidates for a certified position, it showed ranks #1-8 were reachable. Subsequently, on August 1, 2023, the Human Resources analyst reviewed the system data again and discovered that all twenty (20) ranks on the eligible list were reachable. Based on this information, the agency provided hiring managers with access to candidates in all twenty (20) ranks that were on the score report/eligible list. Each program held separate interviews and selections were made. This particular applicant who ranked #19 on the eligible list was offered a position. Unfortunately, during the appointment validation process, DHR informed the hiring agency that this candidate was not a reachable eligible and that there was an error in the system that determined reachable eligibles. Therefore, the candidate was not a reachable eligible and the agency could not proceed with hiring process and rescinded the conditional offer of employment that was extended to this candidate. A number of human resources analysts with several City agencies have reported this problem, and this was brought to the attention of DHR to address and correct this issue.

Commission staff has also found that some management classifications had minimum qualifications that did not match the job title or were vague as to how the appointee was qualified. For example, a deputy director position in a department had the following minimum qualifications: "Any combination of education, training and experience that could likely provide the required knowledge and abilities may be qualifying." Although DHR has guidelines on establishing minimum qualifications for management positions such as bachelor's degree and 2-6 years of managerial experience, it did not appear this position met any of the recommendations by DHR. Another department had an employee with the working title of Chief Attorney but the minimum qualifications did not support the working title. The department corrected the working title.

There is still a major concern on how departments are establishing minimum qualifications and how departments are verifying minimum qualifications are met. DHR now has a electronic system of verifying minimum qualifications (VOE) that is maintained digitally. There has not

yet been any clarification on how minimum qualification verification will be maintained once the contract has expired with VOE. According to DHR, paper documentation is not required to be maintained in the employee personnel file.

The chart below reflects the categories of requests. Please also refer to Attachment C for the Fiscal Year 2023-24 Inspection Log as of December 31, 2023.



Merit System Audit Service

All candidates selected for permanent civil service, provisional and exempt appointments must meet the minimum qualifications for the jobs to which they are appointed. It is the City’s policy that employment verifications for all applicants be completed by departmental Human Resources professionals prior to an offer of employment with the City and County of San Francisco. This means that prior to extending an employment offer, or processing a candidate’s appointment, hiring departments are required to verify information provided by the applicant regarding their qualifying experience and education, licenses, certifications, etc. Throughout this fiscal year, the Commission received numerous complaints alleging that appointees did not meet the required qualifications for the position to which they were appointed.

Therefore, this fiscal year the Commission focused on reviewing nine appointments to assess the department’s compliance with applicable Charter provisions, Commission Rules, and merit system policies and procedures.

The audit report will be a summary of random audits of employee appointments within Fiscal Year 2023-2024 to determine if departments are obtaining the required documents to ensure that employees are qualified for their appointments.

Training

The Department conducted trainings on the Merit System Overview, Appeals and Staff Report specifically for the examination teams and labor relations teams, and Responses to Inspection Service Requests to the following departments and unions: Department of Public Health, Department of Public Works, San Francisco Unified School District, San Francisco Airport, International Federation Professional and Technical Engineers Local 21, Service Employees International Union 1021, Local 1414 International Association of Machinists, and the Municipal Executives Association.

Citywide Racial Equity Leaders Retreat

Commission staff participate in the Citywide Racial Equity Leaders Retreat and the San Francisco Unified School District College and Career Readiness Event. In both events, Commission staff heard from many departments about the challenges in expanding racial equity in their hiring procedures, partnering with SFUSD in providing student internship opportunities, and their understanding of the merit system. Through these opportunities to meet with other City departments, the Executive Officer has expanded training to include Racial Equity Leaders and hiring managers. The Mayor's Office has expressed great support and encouraged the Commission to continue this work.

Recommendation: Adopt the Report

Attachments

Attachment A - FY 2023-2024 Civil Service Commission Priority Goals and Objectives

Attachment B – FY 2023-2024 Pending Appeals Log

Attachment C – FY 2023-2024 Inspection Service Requests

ATTACHMENT A



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED
MAYOR**

Date: October 2, 2023

To: Civil Service Commission

From: Sandra Eng
Executive Officer

Subject: **Civil Service Commission Priority Goals and Objectives for
Fiscal Year 2023-24**

- Rule Amendment Proposals
 - Evaluate hiring barriers by meeting with stakeholders (e.g. human resources staff, hiring managers, employee organizations) with a commitment to removing barriers to expedite hiring with a focus on equity
 - Delete rules that have expired or are no longer applicable (e.g. X24 Apprenticeship Program, Rule 112 Article IV Redevelopment. Rule 112 Article V Office of Community Investment and Infrastructure)
 - Rule Series 022 Employee Separation Procedures – provide clarification that this rule may be superseded by a collective bargaining agreement for those employees subject to Charter Section 8.409 except for future employment restriction matters
 - Rule 410 Examination Announcement and Applicants – Approval required for acceptance of non-contemporaneous documentation
- Policy Amendment Proposals
 - Policy and Procedures on Personal Service Contracts
 - Policy on Future Employment Restrictions – to reconsider the ability to remove permanent citywide bans
- Procedures
 - Hearing of Equal Employment Opportunity Appeals
 - Establishing a database for appeals with the ability to sort by different categories such as dates received, dates scheduled, pending grievances, litigation, arbitration, settlement agreements
 - Establishing a database for inspection service requests with the ability to sort by different categories such as department, subject matter, dates received, duration of inspection
- Website
 - Add Frequently Asked Questions
 - Create the ability to submit appeals online
- Racial Equity Action Plan
 - Collaborate with the Office of Racial Equity and other racial equity leaders citywide specifically on pipelines to City employment

- Provide an overview of the merit system to racial equity leaders
 - Conduct training on the Civil Service Commission Rules, policies and procedures to racial equity leaders
 - Participate in Racial Equity conferences and other department workshops
- Training
 - Merit System Overview to human resources staff, hiring managers, and employee organizations
 - Conduct further training on appeals and staff reports to other departments and specifically design the training for specific divisions (e.g., examinations, labor relations)
 - Responding to Inspection Service Requests
 - Conferences for staff development and growth

ATTACHMENT B

Civil Service Commission
Fiscal Year 2021-22 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Dept.	Tentative Date	Report Due Date	Resolved On	No.	Comments	Grievance Arbitration Litigation Settlement Agreement
0127-22-4	4	Appealing the 2918 Human Services Agency Social Worker (CBT-2918-904264) standardized examination as bias.	08/19/22	08/23/22	C. Isen J. Buick A. Biasbas D. Johnson S. Mayorga Tipton M. Tugbenyoh K. Williams M. Palma	HSA	11/07/22	10/27/22	08/21/23	1	8-21-23 The Commission adopted the report and denied the appeal by [REDACTED] [REDACTED] failed to appear; 6/2/23 Dept not available until 8/21/23; waiting for appellant to respond; 6/1/23 - Appellant requesting a postponement to the meeting of 8/7/23; 5/15/23 Scheduled for the meeting of 6/5/23; 4/18/23 HSA acknowledged and will follow-up; 11/4/22 HSA requested postponement to the meeting of 2/6/22; 10/12/22 HSA requested postponement to a tentative meeting on 12/5/22	N
0218-23-6	6	Appealing the Human Resources Director's determination on their discrimination complaint.	09/01/23	10/13/23	C. Isen J. Buick K. Howard A. Martinez J. Burke K. Hill	DPW	02/05/24	01/25/24	10/19/23	2	10/19/23 closed appeal; 10/13/23 EEO DHR informed CSC appeal untimely.	N
0161-22-6	6	Appealing the Director of Transportation's decision to administratively close without further investigation on her complaint, DHR EEO File No. 3985.	09/21/22	09/26/22	J. Tumlin K. Ackerman V. Harmon A. Martinez J. Buick C. Cueva Alegria	MTA	12/05/22	11/23/22	10/16/23	1	10/16/23 Adopted the report and denied the appeal; 6/28/23 DHR EEO requested extension to 10/16/23 meeting, 5/17/23 DHR EEO prepared for the 8/7/23 meeting; 5/15/23 Requested status from DHR EEO; 5/11/23 Requested status from MTA; 4/18/23 Requested status from MTA	N
0221-23-6	6	Appealing the Department of Human Resources offer of settlement regarding their EEO Complaint.	10/13/23	10/19/23	C. Isen J. Buick K. Howard A. Martinez J. Burke	PUC	02/05/24	01/25/24				

Civil Service Commission
Fiscal Year 2021-22 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Dept.	Tentative Date	Report Due Date	Resolved On	No.	Comments	Grievance Arbitration Litigation Settlement Agreement
0188-20-6	6	Appealing the Human Resources Director's decision to close his EEO Complaint File No. 1781 without further investigation.	09/29/20	09/29/20	Callahan J. Buick M. Tugbenyoh L. Simon M. Valdez J. Hinderliter R. Nelson	PUC	12/07/20	11/25/20	07/17/23	1	7/17/23 - he Civil Service Commission granted the appeal by [REDACTED]. The Commission finds harassment based on verbal comments by Gee from April 2013 to March 2014 (with departure of Respondent [REDACTED] supervisor). Also, the Commission finds that the significant change in Appellant's pump station duties was both harassing and retaliatory, based on Appellant's stated intent to both Respondents [REDACTED] and Yee to file EEO claims in December 2013. Furthermore, the Commission finds denial of approximately two (2) hours of overtime pay was both harassing and retaliatory. Also, the Commission finds that the failure to return his normal vehicle to Appellant after it returned from fire duties was harassing, and the failure to return it after Respondents' awareness of intent to file EEO claim in December 2013 was retaliatory. The Commission directs DHR to determine an appropriate remedy, and to communicate the remedy, and the reasons therefore, to [REDACTED] within sixty (60) days, unless the City and [REDACTED] should reach a mutually agreeable settlement of [REDACTED]'s claims within that time frame. The remedy so determined by DHR may be appealed by [REDACTED] to the Commission. 4/17/23 CSC approved 2nd postponement request to 7/17/23; 2/6/23 - Appellant requested item postponed to the meeting of 4/17/23; 11/14/22 Informed department and requested status; 10/29/22 Appellant wants to move forward with his appeal; 10/12/22 CSC following up with appellant; 6/8/22 DHR issued appellant a revised determination letter regarding investigation. Appellant did not appeal the new determination.	Y
0139-23-6	6	Appealing the Human Resources Director's determination regarding their EEO Complaint, DHR EEO File No. 3311.	06/30/23	07/03/23	C. Isen J. Buick K. Howard A. Martinez M. Tugbenyoh J. Bushong	FIR	09/18/23	09/07/23	10/16/23	1	10/16/23 Adopted the report and denied the appeal; 9/18/23 Postponed to the meeting of 10/16/23 per appellant; 8/10/23 Scheduled for the meeting of 9/18/23	N
0125-23-4	4	Gregg Adam, Attorney on behalf of [REDACTED], appealing the disqualification of their application for Class 8434/8534 Supervising Adult Probation Officer.	06/06/23	06/08/23	C. Isen J. Buick K. Howard A. Biasbas D. Johnson M. Nieve	ADP	08/21/23	08/10/23			11/1/23 Pending arbitration; 10/23/23 DHR requested extension to work with department; plan for meeting of 12/4/23; 10/19/23 Department preparing report; 10/12/23 Grievance denied; 7/27/23 Step 3 Grievance per M Nieve	Y
0127-23-4	4	Appealing the disqualification of their application for 2556 Rehabilitation Counselor.	06/09/23	06/13/23	C. Isen J. Buick K. Howard P. Bunton L. Kim C. Rutherford S. DeWolfe K. Walden	DPH	09/18/23	09/07/23	08/31/23	4	8/31/23 closed appeal; 8/30/23 Appeal administratively resolved - appellant withdrew appeal.	N

Civil Service Commission
Fiscal Year 2021-22 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Dept.	Tentative Date	Report Due Date	Resolved On	No.	Comments	Grievance Arbitration Litigation Settlement Agreement
0166-21-6	6	Appealing the HRD's determination on her EEO Complaint File No. 3157.	09/24/21	10/01/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez R. DeWit K. Williams	HSA	12/20/21	12/09/21			11/21/23 No settlement; case management conference to occur on 2/14/24; 9/21/23 Tentative settlement made on 5/30/23 but no signature of agreement, dismissal hearing to occur on 10/2/23; 5/11/22- EEO, DHR informed CSC appellant has pending litigation; 3/22/22 Appellant requested postponement to 5/16/22; 11/10/21 DHR requesting item be heard on 2/7/22.	Y
0041-23-6	6	Appealing the HRD's determination on their Complaint of Discrimination, EEO File 4428.	02/28/23	03/02/23	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez J. Burke	DPH	05/15/23	05/04/23	07/05/23	4	7/5/23 - Appeal administratively resolved by a settlement agreement; 5/11/23 DHR-Pending settlement agreement	Y
0225-23-4	4	Appealing not meeting the minimum qualifications for Class 8216 Senior Parking Control Officer with the Municipal Transportation Agency.	10/16/23	10/24/23	J. Tumlin K. Ackerman W. Miles S. Dines	MTA	02/05/24	01/25/24				
0147-23-4	4	Mark Osuna, Attorney, on behalf of [REDACTED] appealing the disqualification from the pre-employment process for the 8302 Deputy Sheriff I.	07/21/23	07/27/23	C. Isen J. Buick K. Howard A. Biasbas D. Johnson M. Chavez Capt. J. Sanford	SHF	10/16/23	10/05/23	10/04/23	4	10/4/23 Resolved Administratively; remains on the eligible list	N
0121-23-6	6	Appealing the Human Resources Director's determination on their Complaint of Discrimination, EEO File No. 3995.	05/30/23	05/31/23	C. Isen J. Buick K. Howard A. Martinez A. Kwan S. Vaksberg R. De Wit	ADM	08/21/23	08/10/23			10/23/23 Per the appellant's request, DHR intake interview scheduled for December 2023; 9/22/23 DHR has determined further investigation is required, therefore postponement to a future date; 7/20/23 Due to staffing, department requested postponement to 11/6/23	N
0073-21-6	6	Appealing the Human Resources Director's Determination on her Claim of Discrimination and Retaliation, DHR EEO File No. 3443.	05/10/21	05/12/21	C. Isen J. Buick K. Howard M. Tugbenyoh J. White M. Valdez R. DeWit J. Hinderliter R. Nelson	PUC	08/02/21	07/22/21			11/14/23 Per EEO, assigned and determining if further investigation is needed; 9/14/23 Appellant wants to move forward; 9/13/23 Released litigation hold; check with appellant if they wish to move forward; 2/24/23 - DHR informed CSC Litigation Hold on file as of 1/1/21. DHR EEO and CSC do not proceed with appeals when there is a Lit Hold on the matter; 9/23/22 Pending litigation.	Y

Civil Service Commission
Fiscal Year 2021-22 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Dept.	Tentative Date	Report Due Date	Resolved On	No.	Comments	Grievance Arbitration Litigation Settlement Agreement
0203-23-4	4	Appealing the examination administration for the 0933 Manager V Behavioral Health Services Director of Substance Use Disorder System of Care.	09/25/23	09/29/23	C. Isen J. Buick K. Howard A. Biasbas D. Johnson S. Mayorga-Tipton L. Kim	DPH	12/18/23	12/07/23			11/3/23 Appellant will be away and requested postponement to the meeting in January or February of 2024; 10/24/23 Preparing report for meeting of 12/18/23	
0245-23-4	4	Appealing the missed deadline to apply for H030 Fire Captain	12/07/23	12/08/23	C. Isen J. Buick A. Biasbas D. Johnson S. Mayorga-Tipton	FIR	02/05/24	01/25/24				
0146-23-4	4	Appealing not receiving any communication regarding their application for the Q60 Lieutenant exam.	07/19/23	07/21/23	C. Isen J. Buick A. Biasbas K. Howard D. Johnson J. Lo M. Chavez	POL	10/02/23	09/21/23	10/02/23	1	10/2/23 Denied Appeal	N
0238-22-6	6	Appealing the Human Resources Director's determination regarding their complaint of discrimination, EEO File No. 4061.	12/02/22	12/06/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez W. Macy R. Gardunio S. Tang	PUC	03/06/23	02/23/23			12/29/23 Scheduled for the meeting of 2/5/24; 11/14/23 Still waiting for department to coordinate meeting date with DHR; 10/24/23 Pending grievance; 8/7/23 Postponed because DHR was just informed by PUC of pending grievance; 5/22/23 - Since external complaint has settled, DHR EEO and SFPUC can move forward with this appeal hearing. DHR EEO and SFPUC are prepared to have this appeal heard on August 7, 2023 4/18/23 DHR EEO acknowledged and will follow-up; 3/7/23 - PUC requesting item be postponed to a future meeting; 2/1/23 - PUC requesting item be postpone to 3/20/23 representative will not be available for 3/6/22 meeting. 12/28/23 - SE reached out to appellant to informed PUC will be available for the CSC meeting on February 5, 2024.	Y
0257-23-7	7	Requesting a hearing on their future employment restrictions.	12/28/23	12/28/23	C. Isen K. Howard S. Sherburne L. Kim C. Rutherford R. Williams	DPH	03/18/24	03/07/24				
0135-23-4	4	Appealing the disqualification of their application for the Q080 Captain examination.	06/23/23	06/26/23	C. Isen J. Buick A. Biasbas D. Johnson J. Lo M. Chavez	POL	09/18/23	09/07/23	08/11/23	4	8/11/23 Closed appeal; 8/9/23 DHR Notified appeal resolved administratively - qualified for exam; 6/27/23 - CSC sent an amended Notice of Appeal.	N

Civil Service Commission
Fiscal Year 2021-22 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Dept.	Tentative Date	Report Due Date	Resolved On	No.	Comments	Grievance Arbitration Litigation Settlement Agreement
0205-23-4	4	Appealing the disqualification of their application for the 1094 It Operations Support Administration IV examination with Human Services Agency.	10/06/23	10/12/23	C. Isen J. Buick A. Biasbas K. Howard D. Johnson S. Mayorga Tipton K. Williams M. Palma	HSA	02/05/24	01/25/24	10/19/23	4	10/19/23 Closed Appeal; 10/18/23 HSA notified appeal resolved administratively - met the MQs.	N
0004-23-6	6	Appealing the Human Resources Director's determination on their Complaint of Discrimination, EEO File No. 3463.	1/6/2023	2/28/2023	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez K. Williams	HSA	5/14/2023	5/4/2023	10/16/23	1	10/16/23 Adopted the report and denied the appeal; appellant failed to appear; 7/13/23 appellant requested item be postponed to the meeting of 10/16/23; 4/13/23 DHR requested postponement to the meeting of 7/17/23.	N
0232-23-4	4	Appealing the rejection of your application 7253 Electrical Transit Mechanic Supervisor I examination.	11/9/2023	11/16/2023	J. Tumlin K. Ackerman W. Miles S. Nath	MTA	2/5/2024	1/25/2024				N
0174-23-4	4	Appealing the disqualification of their application for the 2918 HSA Social Worker examination.	8/30/2023	8/31/2023	C. Isen J. Buick A. Biasbas D. Johnson S. Mayorga Tipton K. Howard K. Williams M. Palma	HSA	11/6/2023	10/23/2023	09/11/23	5	9/11/23 - close appeal; 8/31/23 - Appellant withdrew appeal.	N
0222-23-4	4	Appealing the decision to deny your application for the 0941 - Operations Bureau Superintendent - Operations Division with the Department of Public Works.	10/17/2023	10/26/2023	C. Isen J. Buick D. Johnson S. Mayorga Tipton K Hill K. Johnson	DPW	2/5/2024	1/25/2024	11/21/23	2	11/21/23 Closing letter sent - untimely; 11/15/23 DHR notified CSC appeal untimely.	
0247-23-4	4	Appealing the missed deadline to apply for 9705 Employment and Training Specialist IV Workforce Development, HAS	12/8/2023	12/11/2023	C. Isen A. Biabas D. Johnson S. Mayorga Tipton K. Williams, M. Palma	HSA	2/5/2024	1/25/2024				

Civil Service Commission
Fiscal Year 2021-22 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Dept.	Tentative Date	Report Due Date	Resolved On	No.	Comments	Grievance Arbitration Litigation Settlement Agreement
0134-23-6	6	Appealing the HRD's determination on their EEO Complaint, DHR EEO File No. 4157.	6/22/2023	6/23/2023	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez K. Hill	DPW	9/18/2023	9/7/2023			11/15/23 Pending litigation; 10/24/23 Pending litigation; 9/8/23 on hold; 8/9/23 DHR requested postponement to the meeting of 10/2/23 12/26/23 Lit Hold Active	Y
0132-23-6	6	Appealing the Human Resources Director's determination regarding their EEO Complaint.	06/20/23	06/21/23	C. Isen J. Buick K. Howard A. Martinez M. Tugbenyoh J. Bushong	FIR	09/18/23	09/07/23			11/15/23 Pending litigation; 10/24/23 pending litigation; 8/18/23 DHR/FIR Pending litigation 12/26/23 Lit Hold Active	Y
0196-23-6	6	Appealing the Human Resources Director's determination regarding their EEO Complaint, EEO File No. HRC0003754.	09/22/23	09/26/23	C. Isen J. Buick K. Howard A. Martinez J. Burke S. Kim	AIR	12/18/23	12/07/23			11/17/23 transmitted additional info from appellant to DHR; 10/18/23 DHR postponed to the meeting of 2/5/23-12/28/23 - The department is requested postponement due to staffing issues during the holidays.	N
0149-23-6	6	Appealing the Director of Transportation's determination regarding their complaint of EEO Complaint, EEO File No. HRC0003007.	07/26/23	07/27/23	J. Tumlin K. Ackerman V. Harmon S. Dines R. Williams A. Martinez J. Burke	MTA	10/16/23	10/05/23	10/16/23	1	10/16/23 Granted the appeal; directed DHR EEO to conduct investigation	N
0123-23-4	4	Gregg Adam, Attorney on behalf of [REDACTED] appealing the disqualification of their application for Class 8434/8534 Supervising Adult Probation Officer.	06/06/23	06/08/23	C. Isen J. Buick K. Howard A. Biasbas D. Johnson M. Nieve	ADP	08/21/23	08/10/23			10/23/23 DHR requested extension to work with department; plan for meeting of 12/4/23; 10/19/23 Department preparing report; 10/12/23 Grievance denied; 7/27/23 Step 3 Grievance per M Nieve	Y
0143-23-4	4	Appealing the disqualification of their application for 0923 Contract and Procurement Manager.	07/19/23	07/21/23	C. Isen J. Buick A. Biasbas D. Johnson S. Mayorga Tipton M. Chavez S. Love	PRT	10/02/23	09/21/23	09/11/23	4	9/11/23 - closed appeal; 9/8/23 - DHR notified the CSC that appeal was resolved administratively (PBT)	N
0234-23-4	4	Appealing the rejection of your application 7253 Electrical Transit Mechanic Supervisor I examination.	11/14/23	11/16/23	J. Tumlin K. Ackerman W. Miles S. Nath	MTA	02/05/24	01/25/24				N

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0039-20-6	6	Appealing the Human Resources Director's decision that there was insufficient evidence to substantiate his retaliation claim, EEO File No. 2309.	02/10/20	02/13/20	Callahan L. Simon M. Tugbenyoh M. Valdez J. Buick J. Hinderliter	PUC	05/04/20	04/23/20	11/06/23	1	11/6/23 Adopted the report, upheld the decision of the Human Resources Director, and denied the appeal; 9/22/23 Appellant agreed to scheduled their item for the meeting of November 6, 2023; 9/18/23 CSC postponed to a future meeting after the appellant has reviewed their EEO file with EEO; 6/21/23 PUC requested extension to 9/18/23; 5/22/23 - tentatively scheduled for 7/3/23 meeting; 4/18/23 DHR acknowledged and will follow-up; 2/24/23 - DHR Informed CSC of Litigation Hold was on file from Aug 2018 until Jan 2021. However, DHR EEO was not informed of the release of the Lit Hold until January 2023. DHR EEO needs to assign to an investigator and schedule appeal; 1/20/23 - Additional information transmitted to DHR; 1/12/23 - Appellant submitted additional information; 1/10/12/22 partial closure; investigating remaining matters; requested further clarification from DHR	Y
0258-23-4	4	Appealing the disqualification of application for the 1767 Media Programming Specilaist.	12/27/23	12/27/23	C. Isen J. Buick A. Biasbas D. Johnson	LIB	03/18/24	03/07/24				
0244-23-4	4	Appealing the rejection of their application for Class 1054-IS Business Analyst-Principal-SFO	12/06/23	12/06/23	C. Isen A. Biabas D. Johnson S. Mayorga Tipton A. Caporale	SFO	02/05/24	01/25/24				
0085-23-4	4	Appealing the 7238 Operating Engineer examination.	04/18/23	04/21/23	C. Isen J. Buick A. Biasbas D. Johnson S. Mayorga Tipton M. Tugbenyoh K. Howard W. Macy M. White	PUC	07/03/23	06/22/23	07/03/23	1	7/3/23 - Adopted the of PUC and denied the appeal. Appellant failed to appear.	N
0140-23-6	6	Appealing the Human Resources Director's determination regarding their EEO Complaint - DHR EEO File No. 3963.	06/30/23	07/03/23	C. Isen J. Buick K. Howard A. Martinez M. Tugbenyoh D. Jou	REC	09/18/23	09/07/23		1	12/4/23 Denied the appeal; appellant failed to appear; 10/30/23 Appellant requested to hear his appeal on the meeting of 12/4/23; 10/24/23 Sent another email to appellant; if no response by 10/31, appeal will be closed; 10/06/23 Appellant request to meet with EO on 10/11/23; 9/18/23 CSC postponed to a future meeting after the appellant has reviewed their EEO file with DHR; 8/10/23 Scheduled for the meeting of 9/18/23	N

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0253-23-4	4	Appealing the disqualification of application for 7108 Heavy Equipment Operator Supervisor Assistant	12/22/23	12/22/23	C. Isen J. Buick A. Biasbas D. Johnson S. Mayorga Tipton D. Jou	REC	04/01/24	03/21/23				
0148-23-6	6	Appealing the Human Resources Director's determination regarding their EEO Complaint.	07/25/23	07/27/23	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez Capt. J. Sanford	SHF	10/16/23	10/05/23			10/04/23 DHR requested postponement to the meeting of February 5, 2024	
0067-23-6	6	Appealing the Director of Transportation's determination regarding their complaint of discrimination, DHR EEO File No. HRC 0002520	04/04/23	04/06/23	J. Tumlin K. Ackerman V. Harmon A. Martinez	MTA	07/03/23	06/29/23			10/23/23 DHR conducting further investigation; 9/22/23 Appellant has agreed to have their appeal heard on the meeting of 11/6/23; 9/18/23 CSC postponed to a future meeting after the appellant has had opportunity to review their EEO File in-person with EEO; 9/5/23 - re-sent with correct register number; 8/10/23 Scheduled for 9/18/23	
0169-23-4	4	Appealing disqualification from the 9139 Transit Supervisor Examination	08/16/23	08/18/23	J. Tumlin K. Ackerman W. Miles S. Nath	MTA	11/06/23	10/25/23	11/06/23	1	11/6/23 Adopted the report and denied the appeal.	N
0171-23-4	4	Appealing the disqualification of their application for Class 9139 Transit Supervisor with MTA.	08/16/23	08/18/23	J. Tumlin K. Ackerman W. Miles S. Nath R. Williams	MTA	11/06/23	10/25/23	11/06/23	1	11/6/23 Adopted the report and denied the appeal. The appellant failed to appear.	N
0131-23-4	4	Appealing the examination administration for the 7284 Utility Plumber Supervisor II.	06/09/23	06/13/23	C. Isen J. Buick K. Howard A. Biasbas D. Johnson S. Mayorga Tipton W. Macy	PUC	09/18/23	09/07/23	07/31/23	4	7/31/23 - closed appeal; 7/27/23 - DHR notified CSC appellant withdrew their appeal.	N
0242-23-4	4	Appealing the rejection of their application for Class 1840 Junior Management Assistant.	11/27/23	11/30/23					11/30/23	4	11/30/23 - Closed appeal after confirming with DHR [REDACTED] did qualify for the 1840 Junior Management Assistant. Sent closing letter on 12/1/23.	N
0145-23-4	4	Appealing the disqualification of their application for Class 7287 Supervising Electronic Technician with MTA.	07/18/23	07/21/23	J. Tumlin K. Ackerman W. Miles S. Nath R. Williams P. Aguirre	MTA	10/02/23	09/21/23	10/02/23	1	10/2/23 Granted appeal	N

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0176-22-6	6	Appealing the HRD's determination on her Complaint of Discrimination, EEO File No. 3706.	10/12/22	10/18/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Martinez C. Short S. Vaksberg R. De Wit	ADM	03/06/23	02/23/23			11/14/23 Still determining whether further investigation is needed; 9/13/23 DHR reviewing the matter to determine if further investigation is warranted; 4/28/2023 DHR EEO Removed from CSC Calendar. 4/18/23 DHR acknowledged and will follow-up	N
0018-19-6	6	Appealing the HR Director's decision to administratively close the harassment/discrimination complaint.	01/16/19	01/18/19	Callahan S. Gard L. Simon M. Valdez	DPH	04/01/19	03/21/19			9/13/23 DHR may conduct further investigation, will update in 10 business days; 4/28/23 - DHR EEO to schedule - 4/18/23 DHR acknowledged and will follow-up; 4/7/23 DPH checking status with DHR EEO; 3/28/23 Requested status from DPH; 2-24-23 - DHR to check-in with DPH re appeal; 12/13/22 Requested status from DPH; 10/12/22 EEO following up with DPH; 9/23/22 - Needs to be rescheduled	N
0219-23-6	6	Appealing the HR Director's determination regarding their EEO Complaint, EEO File No. HRC0001517.	07/20/23	10/18/23	C. Isen J. Buick K. Howard A. Martinez	HSA	02/05/24	01/25/24				
0043-23-6	6	Appealing the Director of Transportation's determination regarding their complaint of discrimination, DHR EEO File No. 3362..	03/08/23	03/09/23	J. Tumlin K. Ackerman V. Harmon A. Martinez	MTA	06/05/23	05/25/23	09/28/23	5	9/28/23 Closed appeal; 9/25/23 Union withdrew appeal on behalf of appellant; 8/11/23 EEO DHR requested item be postponed to the meeting of 10/2/23; 6/27/23 Appellant confirmed availability for 8/21/23; 6/5/23 Informed appellant that the department is available for the meeting of 8/21/23; 6/2/23 - Appellant requested postponement to the meeting of 8/7/23; 5/17/23 Prepared for the 6/5/23 meeting; 5/15/23 Requested status from DHR EEO; 5/11/23 Requested status from MTA	N
0106-23-6	6	Appealing the Human Resources Director's determination regarding their EEO Complaint - DHR EEO File No. HRC0002061.	05/15/23	05/19/23	C. Isen J. Buick K. Howard A. Martinez P. Ginsburg D. Jous	REC	08/07/23	07/27/23	10/02/23	1	10/2/23 Denied appeal, appealed failed to appear; 8/14/23 - 10/2/23 Meeting confirmed by all parties 8/10/23 Appellant requested postponement to 9/18/23; Dept not available and checking for meeting of 10/2/23; 5/22/23 - tentatively scheduled for 8/21/23 meeting	N
SEPARATIONS - REQUESTS FOR HEARING												
0179-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	9/8/2023	9/13/2023	C. Isen J. Buick A. Biasbas K. Howard S. Sherburne S. Vaksberg R. DeWit	ADM	12/4/2023	11/22/2023			9/19/2023 GSA requested postponement to 2/5/24 due to staffing and availability	N

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0085-22-7	7	Requesting a hearing on her future employability with the City and County of San Francisco.	6/21/2022	6/28/2022	C. Isen K Howard M. Tugbenyoh A. Biasbas D. Johnson S. Sherburne L. Taylor K. Ellis	WOM	9/19/2022	9/8/2022			4/28/23 - pending settlement agreement, 9/9/22 - pending arbitration; 7/29/22 additional time needed to conclude investigation.	Y
0031-22-7	7	Requesting a hearing on her future employability with the Department of Public Works.	3/3/2022	3/10/2022	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas C. Ikeda K. Hill	DPW	5/2/2022	4/21/2022			12/11/23 Appellant confirmed availability for the meeting of 2/5/24; 12/8/23 Department unavailable for the Special Meeting of 1/30/24; checking with appellant on availability for 2/5/24; 6/6/23 - Appellant requested postponement of hearing until January 2024. 5/22/23 - Follow-up request sent to DPW; 3/11/2022 - pending grievance	Y
0251-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	12/20/2023	12/22/2023	C. Isen J. Buick A. Ardis K. Hill	DPW	4/1/2024	3/21/2024				
0304-18-7	7	Appealing future employment restrictions	09/10/18	09/12/18	Callahan Gard Weigelt Simmons	DPH	12/03/18	11/21/18			10/20/23 [REDACTED] provided update to SE; 8/14/23 Requested status from DPH; 6/5/23 Informed DPH settlement agreement did not cover restrictions; prepare staff report; 4/7/23 DPH checking with CAT; 3/28/23 Requested status from DPH; 12/13/22 Requested status from DPH; 11/21/22 Requested status from DPH; 9/14/22 Requested status update from DPH; 3/26/19 Still in litigation; 9/13/18 Pending litigation	Y
0108-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	05/22/23	05/24/23	J. Tumlin K. Ackerman S. Dines D. Garcia R. Williams A. Biasbas S. Sherburne	MTA	08/07/23	07/27/23	07/31/23	4	7/31/23 appeal closed; 7/27/23 - MTA rescinded the future employment restrictions.	N
0259-23-7	7	Requesting a hearin on their future employment restrictions.	12/28/23	12/28/23	J. Tumlin K. Ackerman R. Williams S. Dines	MTA	03/18/24	03/07/24				

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0109-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	05/24/23	05/25/23	J. Tumlin K. Ackerman S. Dines D. Garcia R. Williams A. Biasbas S. Sherburne	MTA	08/07/23	07/27/23	08/07/23	1	8/7/2023 Appeal granted; removed future employment restrictions	N
0057-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	03/27/23	03/29/23	J. Tumlin K. Ackerman S. Dines D. Garcia	MTA	07/03/23	06/22/23	08/07/23	1	8/7/23 Appeal granted; removed future employment restrictions; 6/8/23 - MTA submitted form 13, item be postponed to the meeting of 8/7/23; 5/15/23 MTA will submit report for the meeting of July 3, 23; 5/11/23 Requested status from MTA	N
0170-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	08/17/23	08/18/23	C. Isen K. Howard A. Biasbas S. Sherburne L. Regler	LIB	11/06/23	10/25/23			10/10/23 pending grievance; 8/31/23 LIB requested postponement to the meeting of December 4, 2023.	Y
0075-19-7	7	Requesting a hearing on his future employment restriction with the City and County of San Francisco.	03/18/19	03/19/19	Callahan Gard Howard L. Kim	DPH	06/03/19	05/23/19	09/18/23	1	9/18/23 Modified restrictions to a 10 year citywide ban and evidence of satisfactory employment and rehabilitation; 8/14/23 - HSA believe the response will be ready for 9/18/23 meeting. 5/30/23 - Dept tentatively scheduled for 8/21/23 5/22/23 - CSC reissued appeals at dept request; 4/18/23 HSA acknowledged and will follow-up; 4/7/23 DPH informed that this is an HSA employee under L. Kim's former dept; 3/28/23 Requested status from DPH; 12/13/22 Requested status from DPH; 11/21/22 Requested status from DPH; 9/14/22 Requested status from DPH.	N
0100-21-7	7	Requesting a hearing on his future employability with the City and County of San Francisco.	06/24/21	06/25/21	J. Tumlin K. Ackerman R. Williams JP Ziegler	MTA	09/20/21	09/08/21		1	12/4/23 Denied the appeal; 10/23/23 Postponed to the meeting of 11/20/23; 10/6/23 Scheduled for 11/6/23; 5/15/23 Awaiting arbitration decision; will provide update in June; 5/11/23 Requested status from MTA; 4/18/23 Requested status from MTA; 9/23/22 - MTA Update - case is scheduled for arbitration in Dec 2022. 7/8/21 MTA notified CSC of pending arbitration.	Y
0136-16-7	7	Request for hearing on his future employability with the City & County of San Francisco	03/28/16	03/29/16	Callahan Gard █	█	06/20/16	6/9/2016		1	12/18/23 Denied the appeal; appellant failed to appear; 9/22/23 Scheduled for the meeting of 12/18/23; 5/22/23 - follow-up request sent to █ 9/14/22 - Requested status from DHR ERD; 6/26/18 Contacted DHR for update on status; 04/01/17 Grievance Resolved; dept preparing staff report; 4/01/16 Pending grievance.	Y
0157-22-7	7	█ attorney on behalf of appellant, appealing the department head's decision to place permanent restrictions on their future employability as a █ with the department.	09/21/22	09/22/22	C. Isen J. Buick K. Howard S. Sherburne █ █		12/05/22	11/23/2022			9/12/23 CAT sent a 2nd follow up; 8/15/23 CAT sent follow up with opposing counsel; 7/3/23 Sent agreement to opposing counsel for review; 6/22/23 Requested update from department; 4/18/23 working with CAT on finalizing settlement agreement; 12/5/22 Department informed CSC appeal resolved administratively; waiting for follow-up documentation to officially close this appeal	Y

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0010-21-7	7	Requesting a hearing on his future employability with the City and county of San Francisco.	01/26/21	01/27/21	C. Isen J. Buick K. Howard M. Tugbenyoh S. Ervin D. Menezes	USD	03/15/21	3/4/2021		1	12/18/23 Denied appeal; appellant failed to appear; 10/26/23 Scheduled for meeting of 12/18/23; 9/13/23 Scheduled for the meeting of 10/2/23; 5/9/23 HR returned from leave and preparing report; 10/25/22 Department scheduled hearing for 12/5/22; 10/14/22 Union did not move this item to arbitration; department determining next steps; 10/12/22 Requested status from SFUSD; 4/19/21 - Take the item off calendar until arbitration has been resolved.	Y
0053-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	03/21/23	03/22/23	C. Isen J. Buick K. Howard S. Sherburne L. Kim R. Williams	DPH	06/05/23	5/25/2023			10/24/23 Reviewing staff report; 9/13/23 Requested status from DPH; 8/14/23 Requested status from DPH	N
0136-17-7	7	Request for hearing on her future employability with the City & County of San Francisco	05/08/17	05/10/17	Callahan Gard Kim Ellison	HAS	08/07/17	07/27/17	10/05/23	4	9/26/23 Resolved administratively, settlement agreement; 9/7/23 Due to HSA turnover of staff involved in this case, department has requested postponement to the meeting of 10/16/23; 8/14/23 - HSA believe the response will be ready for 9/18/23 meeting. 5/30/23 - Dept tentatively scheduled for 8/21/23 5/22/23 5/22/23 - CSC reissued appeals at dept request; 4/18/23 HSA acknowledged and will follow-up; 10/12/22 Requested status from HSA; 3/28/19 Department checking on status; 6/26/18 Contacted DHR for update on status	Y
0077-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	04/13/23	04/18/23	J. Tumlin K. Ackerman S. Dines D. Garcia	MTA	07/03/23	06/22/23	08/07/23	1	8/7/23 Denied appeal; appellant was not present; appellant did not contact CSC; 6/22/23 - MTA requesting item be postponed to 8/7/23; 5/15/23 MTA will submit staff report for meeting of 7/3/23; 5/11/23 Requested status from MTA; 4/21/23 - transmitted additional info to MTA. No contact	N
0007-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	01/11/23	01/13/23	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas S. Sherburne L. Kim R. Williams	DPH	04/03/23	03/23/23			10/24/23 Pending litigation; 8/14/23 Requested status from DPH; 4/5/23 L. Brooks Houston - hold in abeyance due to pending discrimination complaint.	Y
DPH	7	Requesting a hearing on her future employability as a 2320 Registered Nurse with the Department of Public Health.	08/22/22	08/24/22	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas L. Kim R. Williams	DPH	11/07/22	10/27/22			10/24/23 Waiting for arbitration decision; 8/14/23 Requested status from DPH; 4/7/23 Pending arbitration scheduled for July 2023; 3/28/23 Requested status from DPH; 12/13/22 Requested status from DPH; 10/18/22 Pending grievance per DHR/DPH	Y

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0005-21-7	7	Requesting a hearing on his future employability with the City and county of San Francisco.	01/25/21	01/25/21	C. Isen J. Buick K. Howard M. Tugbenyoh G. Wagner M. Brown R. Simmons	DPH	03/15/21	03/04/21			10/24/23 Reviewing staff report; 9/13/23 DPH planning for 10/2/23 meeting; 8/14/23 Requested status from DPH; 6/5/23 Requested status of staff report from DPH; 5/30/23 Per CAT, settlement agreement does not cover employment restrictions; 4/7/23 Settlement Agreement, DPH to follow-up with documentation; 3/28/23 Requested status from DPH; 12/13/22 Requested status from DPH; 11/21/22 Requested status from DPH; 9/14/22 Requested status from DPH; DHR informed the CSC that the staff report recommending employment restrictions is on hold until the arbitration has been resolved.	Y
0046-21-7	7	Requesting a hearing on his future employment as a 1426 Sr. Clerk Typist with the CCSF.	3/10/21 (postmark on envelope)	03/30/21	C. Isen J. Buick K. Howard M. Tugbenyoh B. Houston	POL	06/21/21	06/10/21	10/16/23	1	10/16/23 Modified restrictions to only department ban and 5 years of outside employment with satisfactory services; 10/3/23 Appellant requested 2nd postponement and will request before the Commission at the meeting of 10/2/23; 9/17/23 Appellant requested postponement to the meeting of 10/16/23; 8/31/23 Scheduled for 9/18/23; 4/18/23 Reminded department again for staff report; 10/13/22 Requested status update from department; 9/20/22 - Requested status update; 9/29/21 Pending case at DFEH; 7/26/21 Department requesting item be postponed to 10/18/21; 6/8/21 Department requesting item be postponed to the meeting of 8/16/21; 5/11/21 Department requesting item be postponed until after the DFEH complaint has been resolved.	N
0179-20-7	7	Requesting a hearing on his future employability as a 7373 Sr. Stationary Engineer with the City and County of San Francisco.	08/17/20	08/26/20	Callahan J. Buick M. Tugbenyoh J. Hinderliter	PUC	11/16/20	11/05/20	02/15/24	4	2/15/24 - Appeal request resolved administratively by a settlement agreement as a result of arbitration. 9/16/22 - PUC waiting on the arbitrator's decision. 9/1/20 - DHR informed the CSC of Pending Arbitration	Y
0192-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	08/07/23	08/19/23	J. Tumlin K. Ackerman S. Dines D. Garcia R. Williams	MTA	12/18/23	12/07/23				N
0194-21-7	7	Requesting a hearing on his future employability with the Department of Public Works.	11/18/21	11/23/21	C. Isen J. Buick K. Howard M. Tugbenyoh A. Biasbas C. Ikeda S. Vaksberg	DPW	03/07/22	02/24/22	11/06/23	1	11/6/23 Upheld the Department of Public Works' decision to restrict the future employment of ██████████ with the City & County of San Francisco and denied the appeal. The appellant failed to appear.; 9/12/23 DPW requested postponement to 11/6/23 meeting; 9/5/23 After arbitration award, DPW is checking if the appellant still wishes to move forward on the appeal; if yes, DPW requested postponement to the meeting of 11/20/23; 8/31/23 DPW needs more time; 5/22/23 - follow-up request sent to DPW; 10/12/22 Requested status from DPW; 3/7/22 - Postponed the request for hearing to a future meeting pending arbitration.	Y
0125-21-7	7	Requesting a hearing on his future employability as a 2604 Food Service Worker with the City and County of San Francisco.	07/22/21	07/28/21	C. Isen J. Buick K. Howard M. Tugbenyoh L. Kim L. Brooks-Houston	DPH	10/18/21	10/04/21			10/24/23 Reviewing staff report; 9/13/23 DPH planning for 10/2/23 meeting; 8/14/23 Requested status from DPH; 4/7/23 DPH checking with CAT; 3/28/23 Requested status from DPH; 12/13/22 Requested status from DPH; 11/21/22 Requested status from DPH; 9/14/22 Requested status from DPH;	N

Civil Service Commission
Fiscal Year 2021-22 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Dept.	Tentative Date	Report Due Date	Resolved On	No.	Comments	Grievance Arbitration Litigation Settlement Agreement
0254-23-7	7	Future employment restrictions	12/23/23	12/26/23	J. Tumlin K. Ackerman R. Williams S. Dines	MTA	03/21/24	04/01/24				
0235-23-7	7	Requesting a hearing on behalf of [REDACTED] on their future employability with the City and County of San Francisco	11/09/23	11/17/23	J. Tumlin K. Ackerman S. Dines D. Garcia R. Williams	MTA	02/05/24	01/25/24				
0212-23-7	7	Requesting a hearing on their future employability with the City and County of San Francisco.	10/06/23	10/12/23	C. Isen J. Buick A. Biasbas K. Howard S. Sherburne Chief Scott B. Houston	SFPD	02/05/24	01/25/24				
0236-23-7	7	Requesting a hearing on behalf of [REDACTED] on their future employability with the City and County of San Francisco.	11/16/23	11/20/23	C. Isen K. Howard A. Biasbas L. Kim R. Williams S. Sherburne	DPH	02/05/24	01/25/24				
0180-20-7	7	Requesting a hearing on behalf of [REDACTED] on her future employability as a 0932 Manager IV with the City and County of San Francisco.	08/26/20	08/26/20	Callahan J. Buick M. Tugbenyoh C. Ikeda S. Vaksberg A. Degrafinried	DPW	11/16/20	11/05/20	11/06/23	1	11/6/23 Upheld the Department of Public Works' decision to permanently restrict [REDACTED] future employment with the City & County of San Francisco and denied the appeal.; 9/18/23 Appellant requested postponement to meeting of 11/6/23; 8/31/23 DHR reviewing report; 6/28/23 - tentative for 7/17/23 meeting, 5/22/23 - follow-up request sent to DPW; 5/1/23 Informed department that appellant wishes to move forward with the hearing; 4/26/23 CSC contacting appellant if they wish to move forward with their appeal; 9/26/22 ADM requested tentative meeting for early 2023. 10/19/20 - DHR requests postponing the appeal until after EEO investigation is complete.	Y

POSITION BASED TESTING

POSITION BASED TESTING												

Number of Appeals	
Carried Over from FY2022-23	44
Appeals Received in FY2023-24	38
Total Number of Appeals in FY23-24	82

Total Appeals by Category	
Classification (2)	0

Resolutions	
Hearing at CSC (1)	24

Civil Service Commission
Fiscal Year 2021-22 Appeals Log

Register No.	Type	Subject	Date Received	Date Trans	Referred To	Dept.	Tentative Date	Report Due Date	Resolved On	No.	Comments	Grievance Arbitration Litigation Settlement Agreement
		Compensation (3)	0					Untimely (2)	2			
		Examination	26					Not Appealable (3)	0			
		EEO/Discrimination	24					Resolved Administratively (4)	11			
		Future Employment Restrictions	32					Other (5)	2			
		Personal Services Contracts (8)	0					Total Resolved	39			
		Position-Based Tests	0					% Resolved	48%			
		Appealing the decision of the Executive Officer (1)	0									

Fiscal Year 2023-24 Type of Appeals as of December 31, 2023



ATTACHMENT C

Total for 2023-24	38			Total for 2023-24	38
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Totals by Category					
Letter or Email	36	63%	Appointments (1)	6	63%
Phone - Walk in	2		Examinations (2)	1	
Resolved in 60 days	24		Conflict of Interest (3)	0	
			ERO Administrator (4)	0	
			Salary Setting (5)	0	
			Rule Application (6)	1	
			Certification/Selection (7)	18	
			Classification (8)	0	
			Miscellaneous (9)	9	
			Layoffs (10)	0	

Code	Received Date	Letter or Email	Phone Walk in	Requested By	Issue	Job Class	Dept.	Resolution/Remedy	Date Resolved	60 days
7	7/17/2023	1		Whistleblower	Allegation of unfair hiring by ██████████ involving nepotism		DPH	DPH did not respond until 9-12-23 the issue involves a registry, so there is no violation of Rules. - LM	9/15/2023	N
1	7/20/2023	1		Whistleblower	Favoritism and Nepotism in the hiring of 7432 Electrical Line Helper	7432	DT	Received department response and reviewing material LH SE		N
9	8/16/2023	1		redacted	inquiry regarding employment offer being rescinded	6130	DPW	explained offer can be rescinded if dept finds candidate does not meet MQ's - LM	8/16/2023	Y
7	8/16/2023	1		Whistleblower	Allegation that Public Defender has hired ██████████ due to favoritism - LM	1402	PD	TEX appointment - no violations - LM	9/27/2023	Y
7	8/21/2023	1		redacted	Inspection review regarding post-referral selection process for 9102 - LM	9102	MTA	No violations - LM	10/21/2023	Y
7	8/18/2023	1		redacted	Inspection review regarding post-referral selection for 7380	7380	MTA	No violations - LM	9/27/2023	Y
7	8/23/2023	1		redacted	Inspection review on the hiring selection process for class 8216 Sr. Parking Control Officer at MTA.	8216	MTA	MTA corrected error by rescinding conditional job offer to him. No violations. EA	11/7/2023	N
7	8/28/2023	1		redacted	Request to review selection process for 2917	2917	HSA	position was TPV and dept decided to change to PCS - LM	10/17/2023	Y
7	8/29/2023		1	Anonymous	Panelist was biased because they worked with the candidate and did not rate based on the interviewee's response but based on their past work experience with the interviewee; qualified employee was denied reassignment request; MOU violation; retaliation for filing complaint		DPH	Informed of EEO complaint process; DHR decision is appealable; notify union; in the post-referral process, panelists should disclose if they personally know the applicant and if they can remain objective or they can recuse themselves from the selection process to remove any perception of favoritism; SE	8/29/2023	Y
11	8/22/2023	1		redacted	Inspection Service request - 7251 Track Maintenance Supervisor - Cable Car exam	7251	MTA	10/11/23 email sent to MTA and complainant re: cert rule usage - LH	1/4/2024	N
2	8/29/2023	1		rdacted	Requesting an inspection service - 1250 Recruiter Exam	1250	DPH	DPH has not had any recruitments for 1250 Recruiter; 9/1/23 Sent letter to DPH. EA	9/21/2023	Y
7	8/30/2023	1		Whistleblower	Post-Referral Process for Seven (7) Division Director and Supervisor Positions at Adult Probation.		ADP	No violations; selection process conducted in accordance with the Charter, CSC Rules, plicies, procedures, and DHR processes. 9/1/23 Sent letter to ADP. EA	12/13/2023	N

6	9/1/2023	1	redacted		Being questioned after disclosure of additional employment; concerned that department will try to release from probationary period.		HAS	Rule 118 Conflict of Interest; Department's Statement of Incompatible Activities, and Additional Employment Form for Approval; explained the City's responsibility to ensure decision making is not influenced by personal interests and does not affect the employee's ability to perform their work with the City SE	9/1/2023	Y
1	9/5/2023	1	redacted		Misuse of City positions; favoritism in the hiring process by N. Hom and W. Macy		PUC	SE		
7	9/8/2023	1	redacted		Requesting an inspection for H-23 EMS Lieutenant classification with SFFD.	H-23	SFFD	After classification was established, dept. is reviewing classification and considering a change in job description and possibly MQs to create a pathway for underlying classifications. SE	9/25/2023	Y
7	9/8/2023	1	redacted		Requesting an inspection for H-33 Rescue Captain classification with SFFD.	H-33	SFFD	Department conducted selection process for acting assignments. SE	9/20/2023	Y
7	9/11/2023	1	redacted		Post-Referral Process for 5303 Supervisor, Traffic & Signs position at MTA.	5303	MTA	No violations; highest scoring candidate in the post-referral interview was selected for position.	11/8/2023	Y
7	9/12/2023	1	Whistleblower		Allegations that Public Defender is hiring based on favoritism		PDO	Candidates are qualified - LM	11/27/2023	N
7	9/12/2023	1	Whistleblower		Allegations that HR Director hired HR managers based on favoritism		DPH	review pending - LH & LM		
9	9/20/2023	1	redacted		Request review of reassignment process for 2586	2586	DPH	In compliance with MOU and CSC Rules - LM	12/5/2023	N
9	9/25/2023	1	redacted		HSA rescinded offer stating that she was not reachable	1630	HSA	No violation - offer rescinded because candidate not reachable - LM	11/25/2023	Y
9	9/29/2023	1	redacted		Non-disciplinary release from promotive probationary period at MTA	9145	MTA	Employee released from promotive probationary period has reversion rights to their underlying permanent civil service classification from which promoted Rule 117.9.3 and 417.9.3 SE	9/29/2023	Y
9	10/5/2023	1	Whistleblower		Allegations that ██████ does not meet MQ's		DPW	Appointee meets MQ's - position is PEX - LM	12/5/2023	Y
11	10/6/2023	1	redacted		Inspection service request – 2322 Nurse Manager and reversion to 2380	2322	DPH	No violations - LM	1/11/2024	N
11	10/10/2023	1	redacted		Class 2930 - rescinded conditional offer	2930	DPH	Conditional offer was not rescinded; review pending - EA	11/8/2023	Y
1	10/11/2023	1	redacted		Delays in department EEO handling complaints from 11/2022; did not receive opportunity to be interviewed by DHR EEO until March 2023; informed a decision would not be made until 11/2023; 0941 minimum qualifications not reflective of the duties of the 0941 Operations Bureau Superintendent	941	DPW	0941 is an exempt position; although announcement did not describe all essential duties, department provided further explanation on the duties needed for the job which validated the minimum qualification requirements; department will provide further clarification in future management announcements; department confirmed the position was difficult to fill because of the extensive background needed for the high level position. SE	11/15/2023	Y
1	10/10/2023	1	redacted		TEX 1402 recently release because duration ended but was working out-of-class performing work of a 1091/1092	1402	MTA	Management provided documentation to qualify for 1091 exam and now on the eligible list. SE	10/19/2023	Y
9	10/13/2023	1	redacted		Requested review regarding reversion back to 2380 from 2322	2380	DPH	No violations - LM	1/11/2024	N

7	10/19/2023	1	Local 6		Candidates were required to sign nondisclosure of non-civil service hiring process and positions were given to eligibles in lower ranks	7380	MTA	In the post-referral process or exempt selection process, candidates do not have the ability to inspect their scores/ratings; candidates are reminded that discussing the selection process, interview questions and answers are prohibited and can lead to cheating or aiding other candidates SE	10/19/2023	Y
7	10/19/2023	1	Whistleblower		Allegation that ██████ does not meet MQ's for his current position	1070	HSA	Appointee meets MQ's- LM	12/13/2023	Y
9	10/19/2023	1	MEA		Department posted announcement through recruiter but no postings on the department or DHR website	941	AIR	Departments are not required to use a civil service selection process for exempt appointments (Charter Section 10.104) DHR Guidelines for determining minimum qualifications for management positions. SE	10/19/2023	Y
1	10/27/2023	1	redacted		Employee resigned with satisfactory services and was rehired as TEX CAT 16 within 4 years; vacancy for full time position occurred but after 4 years from resignation; position is very hard to fill and human resources is understaffed	3372	ACC	Rule 114.11 and Civil Service Adviser state that reappointment must occur within 4 years of resignation with satisfactory services; dept. may conduct PBT Exam using training and experience and hire the top ranked eligible without having to conduct a post-referral process (CS Policy on Selection from the Certificated List) SE	10/31/2023	Y
9	11/7/2023	1	Whistleblower		Allegation that a 1246 was hired for Laguna Honda and is not qualified	1246	DPH	appointee hired for TEX status and meets MQ's- LM	12/26/2023	Y
9	11/7/2023	1	Whistleblower		Allegation that ██████ - Class1246 was hired for Laguna Honda and is not qualified	1246	DPH	appointee hired for TEX status and meets MQ's- LM	12/26/2023	Y
7	11/8/2023	1	Whistleblower		AIR & REC hiring from an expired 7208 Eligible list.	7208	AIR & REC	No violations, the 7208 eligible list extended until 4/10/24.	11/28/2023	Y
7	12/11/2023	1	redacted		Post-referral selection process for 7346 Painters positions at Laguna Honda Hospital	7246	LHH/ DPH	12/12/2023 sent letter to DPH		

