

*To establish, ensure and maintain an equitable and credible merit system for public service for the citizens of San Francisco. As such, the Commission vision is that the San Francisco Civil Service Commission sets the new national standard for excellence in personnel management through an effective, fair and modern system that recognizes and builds on the diversity, skills and dedication of public employees, and consistently provides the best-qualified candidates for public service in a timely and cost-effective manner.*

## MERIT PRINCIPLES

### PERFORMANCE AND CAREER DEVELOPMENT

# Civil Service Adviser

The Civil Service Commission has established the Civil Service Adviser to enhance delivery of information on important employment issues and policies affecting the merit system of the City and County of San Francisco. As the Commission approaches its 100th year in serving the citizens of San Francisco, the Commission reaffirms its mission to ensure and maintain an equitable and credible merit system for public service. As such, the Commission envisions a new national standard for excellence in personnel management through an effective, fair and modern merit system that recognizes and builds a foundation on the well-developed skills and knowledge of a dedicated and diverse work force of public employees.

Employee opportunities for training and advancement — as well as regular performance appraisals — are essential steps in reaching the Commission’s goals for high-quality public service.

The merit principle of the City’s personnel system is based on competition so that all candidates for appointment or promotion have equal opportunity for a job or for advancement. The Civil Service Commission is reminding each manager of its long-standing policy to:

- Provide information on improving current job skills.
- Include a career development discussion in the performance appraisal process.
- Encourage employee initiative in obtaining additional education and training to improve current job performance and enhance promotional opportunities.
- Advise of tuition reimbursement programs covered by a Collective Bargaining Agreement for certain classifications.
- Encourage involvement in appropriate educational and/or professional associations.

Thank you for your assistance and cooperation. Please call Kate Favetti at 252-3247 if you have questions or need additional information.



**The San Francisco Civil Service Commission**

- Adrienne Pon, President
- A. Lee Munson, Vice President
- Karen Clopton, Member
- George Kosturos, Member
- Rosabella Safont, Member
- Kate Favetti, Executive Officer