



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

**LONDON N. BREED  
MAYOR**

**Sent via Electronic Mail**

September 5, 2024

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

Patrice Mack  
[REDACTED]

**SUBJECT: APPEAL BY PATRICE MACK OF THE HUMAN RESOURCES DIRECTOR'S DETERMINATION TO ADMINISTRATIVELY CLOSE MACK'S COMPLAINT OF HARASSMENT.**

Dear Patrice Mack:

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **September 16, 2024, at 2:00 p.m.** You will receive a separate email invite from a Civil Service Commission staff member to join and participate in the meeting.

The agenda will be posted for your review on the Civil Service Commission's website at [www.sf.gov/CivilService](http://www.sf.gov/CivilService) under "Meetings" no later than end of day on Wednesday, September 11, 2024. Please refer to the attached Notice for procedural and other information about Commission hearings. A copy of the department's staff report on your appeal is attached to this email.

In the event that you wish to submit any additional documents in support of your appeal, please submit **one hardcopy 3-hole punch, double-sided and numbered at the bottom of each page to the CSC Office at 25 Van Ness Ave., Suite 720 and email a PDF version to the Civil Service Commission's email at [civilservice@sfgov.org](mailto:civilservice@sfgov.org) by 5:00 p.m. on Tuesday, September 10, 2024**, please be sure to redact your submission for any confidential or sensitive information that is not relevant to your appeal (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

It is important that you or an authorized representative attend the hearing on your appeal. **You will have up to 5 minutes for your presentation.** Should you or a representative not attend, the Commission will rule on the information previously submitted and any testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance. As a reminder, you are to be honest and forthright during all testimony and in all documentation that you provide to the Civil Service Commission.

You may contact me at (628) 652-1100 or at [Lavena.Holmes@sfgov.org](mailto:Lavena.Holmes@sfgov.org) if you have any questions.

CIVIL SERVICE COMMISSION

LAVENA HOLMES  
Deputy Director

Attachment

Cc: Tyrone Jue, Environment Department  
Leo Chyi, Environment Department  
Sana Ahmed, Department of Human Resources  
Carol Isen, Department of Human Resources  
Mawuli Tugbenyoh, Department of Human Resources  
Amalia Martinez, Department of Human Resources  
Jennifer Burke, Department of Human Resources  
Mamta Sharma, Department of Human Resources  
La Torya King, Department of Human Resources  
Commission File  
Commissioners' Binder  
Chron

## **NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**

### **A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is [civilservice@sfgov.org](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/). Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

### **B. Policy Requiring Written Reports**

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

### **C. Policy on Written Submissions by Appellants**

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

### **D. Policy on Materials being Considered by the Commission**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/civilservice> and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

### **E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement**

**A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.**

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

### **F. Policy and Procedure on Hearing Items Out of Order**

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

### **G. Procedure for Commission Hearings**

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

#### **H. Policy on Audio Recording of Commission Meetings**

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/).

#### **I. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take in-person public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

#### **J. Public Comment and Due Process**

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

#### **K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

#### **Information on Disability Access**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email [civilservice@sfgov.org](mailto:civilservice@sfgov.org) to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

#### **Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: [soff@sfgov.org](mailto:soff@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://www.sfgov.org/bdsupvrs/sunshine).

#### **San Francisco Lobbyist Ordinance**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <https://sfethics.org/>.



## **NOTIFICATIONS**

### **Patrice Mack (Appellant)**

[REDACTED]  
[REDACTED]  
[REDACTED]

### **Adam Romoslawski (Respondent)**

[REDACTED]  
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## CIVIL SERVICE COMMISSION REPORT

### MEMORANDUM

TO: Civil Service Commission

THROUGH: Carol Isen, Human Resources Director

THROUGH: Amalia Martinez, EEO and Leave Programs Director

FROM: LaTorya King, EEO Programs Specialist

DATE: September 16, 2024

EEO FILE NO: HRC0004387

REGISTER NO: 0038-24-6

APPELLANT: Patrice Mack

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#### **I. AUTHORITY**

The San Francisco Charter, Section 10.103, and Civil Service Commission (CSC) Rules provide that the Human Resources Director shall review and resolve complaints of employment discrimination. Under CSC Rules, Section 103.3, the CSC shall review and resolve appeals of the Human Resources Director's determinations.

#### **II. BACKGROUND**

Since October 1, 2010, Patrice Mack (Appellant), has worked for the City and County of San Francisco (City) with the Department of Environment (ENV). Since September 17, 2022, the Appellant has been a Permanent Exempt (PEX) 1204 Senior Personnel Clerk. The Appellant routinely interacted with Adam Romoslawski (Romoslawski), a former 1244 Senior Human Resources Analyst with the Department of Human Resources (DHR), who served as the Client Services Human Resources Representative for ENV. The Appellant communicated with Romoslawski regarding personnel matters for various ENV staff and sought clarification on various Permanent Civil Service (PCS) City positions she was interested in applying for. On August 31, 2023, the Appellant reported her allegations against Romoslawski to Leo Chyi (Chyi), a former 0952 Deputy Director, ENV, who reported it to Romoslawski (**Exhibits B and L**). On September 8, 2023, Romoslawski submitted a Department Report of Complaint (DRC) to the Department of Human Resources Equal Employment Opportunity Division (DHR EEO) (**Exhibit A**). On November 15 and 16, 2023, the Appellant had an intake interview with Francisco Isidoro (Isidoro), EEO Programs Specialist, DHR EEO, and on January 26, 2024, the Appellant was issued a closure determination letter (**Exhibit E**). On February 25, 2024, the Appellant submitted an appeal (**Exhibit H**). On October 14, 2023, Romoslawski accepted a promotion to 1246 Principal Human Resources Analyst position with the Department of Homelessness and Supportive Housing (HOM).

**A. Appellant's Complaint, EEO File No. HRC0004387**

The Appellant alleged that between December 2021 and September 2023, Romoslawski subjected her to unwelcome conduct based-on race (Black/Person of Color). The Appellant also alleged that in December 2021, Romoslawski was dismissive towards her during an interview for a Temporary Exempt (TEX) 1632 Senior Account Clerk position. Furthermore, the Appellant alleged that between August 2022 and August 2023, Romoslawski either failed to respond or responded disrespectfully to the Appellant's e-mail inquiries about positions she was interested in. The Appellant also alleged that Romoslawski attempted to micromanage her work and responded with "sorry, not sorry" after the Appellant's concerns were addressed with Romoslawski by management (**Exhibits C and D**).

**III. HUMAN RESOURCES DIRECTOR'S DETERMINATION**

On January 26, 2024, the Human Resources Director sent a determination letter to the Appellant, informing that after reviewing the information, it was determined that the alleged conduct was not related to the Appellant's protected category, and therefore, would not be investigated further (**Exhibit E**). Under the jurisdiction of DHR EEO, an investigation is initiated when the information received demonstrates a connection between alleged conduct and a protected category. The DHR EEO conducted intake interviews with the Appellant (**Exhibit C**) and performed a thorough and exhaustive review of the information received. However, the Appellant failed to provide information connecting the alleged conduct to her protected categories to warrant further investigation under the City's EEO Policy. Nonetheless, the review found that some of the alleged conduct would violate the City's Equitable, Fair, and Respectful Workplace Policy (Respect Policy) and Romoslawski's current department was required to take appropriate action to address the Appellant's concerns (**Exhibits F and G**).

**IV. INVESTIGATIVE STANDARDS AND ANALYSIS**

**A. Investigative Standards**

Harassment Standard

To warrant further investigation, a complaint of harassment in violation of the City's EEO Policy must sufficiently allege all of the following: (1) you were subjected to physical, verbal, or visual conduct on account of your membership in a protected category; and (2) the conduct was unwelcome.

Timeline for Filing

Under the City's internal complaint procedure, complaints of discrimination must be filed within 180 calendar days of the date the alleged discriminatory action took place, or the date the employee would have first become aware of the discriminatory action.

**B. Analysis**

**1. The Appellant's Allegations Were Untimely**

The Appellant alleged that in December 2021, Romoslawski disrespected her during an interview for a TEX 1632 Senior Account Clerk position. However, during the intake interview with DHR EEO, the Appellant stated that she did not know how to explain Romoslawski's



conduct. She stated that Romoslawski responded with “uhuh, oh really?” to one of her responses to the interview questions, which the Appellant interpreted as dismissive of her work experience. Furthermore, the Appellant believed that the interview was unnecessary because she had already been offered the position by the then Deputy Director. Additionally, the Appellant claimed that that between August 2022 and August 2023, Romoslawski was disrespectful approximately eleven times, failing to respond adequately to her inquiries about PCS 1204 positions (**Exhibits C, D, M, N, O, P, and Q**). The review found that some of the allegations were untimely as the incidents occurred more than 180 days before she initially reported it in August 2023, which is beyond the City’s 180-day jurisdictional timeframe. Furthermore, the review concluded that Romoslawski’s inadequate response to her emails regarding the positions she was interested in and Romoslawski’s comment during the interview would not be considered a violation of the City’s EEO Policy, as they are not related to the Appellant’s protected category. Additionally, the Appellant did not suffer an adverse employment action because she was appointed to the 1632 TEX position with ENV on January 31, 2022 (**Exhibits J and K**). As such, the allegations were untimely and did not satisfy the prima facie standard for harassment requiring further investigation under the City’s EEO Policy.

2. The Appellant’s Allegations were Insufficient to Warrant Further Investigation

In April 2023, the Appellant inquired with Romoslawski about the status of a 1204 recruitment; however, Romoslawski ignored the Appellant and began discussing a recent change to his own position. The Appellant felt that Romoslawski was bragging about his own position while she was trying to get information about a position she was interested in (**Exhibits C and D**). However, the alleged conduct was not objectively based on the Appellant’s race and did not meet the harassment standard requiring further investigation under the City’s EEO Policy.

The Appellant further alleged that on August 16, 2023, Romoslawski was disrespectful when he attempted to micromanage her work after the Appellant removed Romoslawski from e-mail communication with an applicant. Subsequently, Romoslawski asked if the Appellant needed more training (**Exhibits C and D**). In September 2023, the Appellant discussed with Mark Brown (Brown), 1824 Principal Administrative Analyst, her belief that Romoslawski was micromanaging her work. A few days later, Romoslawski passed the Appellant’s office and said, “Sorry, not sorry.” (**Exhibits C and D**). The review found that Romoslawski’s comments or conduct was not based on the Appellant’s race. Romoslawski’s role required him to have knowledge of the applicant’s status throughout the recruitment process. As such, Romoslawski had a legitimate business reason to inquire with the Appellant if she needed more training to ensure the Appellant understood her role and expectations in the recruitment process. Furthermore, the Appellant did not suffer an adverse employment action related to this issue. Accordingly, this allegation was not investigated further and was administratively closed. Nonetheless, on January 29, 2024, the alleged conduct was addressed by Romoslawski’s current department, HOM (**Exhibits G and G.1**).

Lastly, the Appellant alleged that on August 30, 2023, the San Francisco Airport contacted her to schedule an interview. When the Appellant inquired about the recruitment with Romoslawski, he replied, “I’m pretty sure the airport contacted you because no one wants to work there.” The Appellant found the response dismissive, and reported her concerns to Chyi and Tyrone Jue (Jue), 0962 Department Head II. The review found that Romoslawski’s conduct was not due to the Appellant’s race, and as a result did not meet the harassment standard requiring further investigation under the City’s EEO Policy because the Appellant did not link the comment to her race.



### 3. Lack of Animus

The Appellant believed that Romoslawski's conduct towards her was due to her race (Black/Person of Color). She based this belief on her knowledge of other coworkers who are persons of color and had experienced similar issues with Romoslawski. However, the Appellant was unable to provide specific examples of Romoslawski's disrespectful conduct towards others, failed to explain how Romoslawski's conduct towards others was based on their protected categories, and confirmed to Isidoro that she had no knowledge or examples of disrespectful conduct by Romoslawski specifically related to race (**Exhibits C and D**). Consequently, there was insufficient information to support the Appellant's claim that Romoslawski had race-based animus and to warrant further investigation and interviews of any witnesses under the City's EEO Policy, and the Human Resources Director's determination was appropriate.

### V. THE APPELLANT'S ISSUES ON APPEAL

On appeal, the Appellant alleges that DHR EEO's review process was unfair because Romoslawski submitted the complaint to DHR EEO instead of recusing himself (**Exhibit H**). According to the DHR EEO's complaint process, employees can initiate their EEO complaint process by reporting conduct to any Supervisor, Department's Personnel, or HR (**Exhibit L**). When Romoslawski learned of the Appellant's complaint, he fulfilled his responsibility by reporting it to DHR EEO. HR professionals are required to initiate the complaint process by sending the complaint to DHR EEO, even when the complaints are filed against them. DHR EEO routinely receives department reports of complaints from department HR liaisons, even if the allegations are against the liaisons. Additionally, in his role as the department's HR liaison, Romoslawski was obligated to submit a report of discrimination to DHR EEO upon learning of any alleged EEO Policy violations. Moreover, Romoslawski's initial submission of the report does not change the fact that DHR EEO's review process is thorough as DHR EEO serves as a neutral party and provides complainants with the opportunity, through a confidential intake interview, to provide all relevant information about their complaint to be considered. The Appellant was afforded this opportunity, and she participated in intake interviews with Isidoro on November 15 and 16, 2023 (**Exhibits I, C, P, and Q**).

Additionally, the Appellant stated that Romoslawski misrepresented her complaint of discrimination as a complaint about not receiving a PCS position (**Exhibit H**). Romoslawski, as the department's HR liaison, was required to report the complaint to DHR EEO. However, regardless of the information in the report, the DHR EEO intake interview process provides a neutral and confidential setting for complainants to provide relevant information for the review and investigation of their complaint. The Appellant had this opportunity and during the intake interview, she clarified to Isidoro that her complaint was not about a PCS position, but instead about Romoslawski's disrespectful interactions with people of color (**Exhibits I, C, P, and Q**).

Lastly, the Appellant questioned why other employees of color allegedly treated unfairly by Romoslawski were not interviewed. She reiterated her belief that Romoslawski has biases towards people of color (**Exhibit H**). However, the Appellant was unable to provide information about Romoslawski's interactions with coworkers and how they were connected to race. The Appellant had also confirmed to Isidoro that she had no knowledge or examples of any disrespectful conduct by Romoslawski that was based on race (**Exhibits C and D**). Since the Appellant failed to connect Romoslawski's conduct to her or others' protected class, an investigation was not warranted due to insufficient information to meet the standards required under the City's EEO Policy. Thus, the Appellant presents no new information on appeal that would warrant further review, and the Human Resources Director's determination should be upheld.

**VI. RECOMMENDATION**

For all the reasons set forth above, the Human Resources Director's decision should be upheld, and the appeal should be denied.

**VII. EXHIBITS**

Exhibit A: Department Report of Complaint, dated September 8, 2023

Exhibit B: Telephone Memo, dated September 12, 2023

Exhibit C: Mack, Patrice –Interview Notes

Exhibit D: Investigative Memo, dated January 2, 2024

Exhibit E: HR Director's Determination Letter to the Appellant, dated January 26, 2024

Exhibit F: HR Director's Department Determination Letter, dated January 26, 2024

Exhibit G: Romoslawski's Acknowledgment of Receipt, dated January 29, 2024

Exhibit G.1: February 27, 2024 E-mail from HOM to DHR EEO

Exhibit H: Appellant's Letter of Appeal, dated February 25, 2024

Exhibit I: November 16, 2023 E-mail to Mack

Exhibit J: 1632 Appointment Documentation, dated January 22, 2022

Exhibit K: January 27, 2022: Email from Mack :1632 Offer Letter

Exhibit L: October 31, 2023 E-mail from DHR EEO

Exhibit M: November 15, 2023 E-mail from Mack to DHR EEO

Exhibit N: November 15, 2023 E-mail from Mack to DHR EEO

Exhibit O: November 15, 2023 E-mail from Mack to DHR EEO

Exhibit P: November 15, 2023 E-mail from Mack to DHR EEO

Exhibit Q: November 16, 2023 E-mail from DHR EEO

**Exhibit A:**

Department Report of Complaint, dated September 8, 2023

**DEPARTMENT REPORT OF EMPLOYMENT DISCRIMINATION COMPLAINT**\* Report Within Five Working Days of Receipt of Complaint \***Return to:** DHR-EEO@sfgov.org1. Department/Worksite: SF Environment Department, 1155 Market, 3rd Floor2. Complainant: Patrice Mack Tel. No. (Work): [REDACTED]Address: [REDACTED] Tel. No. (Cell): [REDACTED]Personal E-mail: [REDACTED] DSW #: [REDACTED]3. Complainant's Current Employment Status (check one): Classification: 1204

PCS	TCS	PV	PE	TE	PROB	NOT A CITY EMPLOYEE	APPLICANT	INTERN	VOLUNTEER	CONTRACTOR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Respondent(s)/Accused: Adam Romoslowski  
DSW #(s): [REDACTED]5. Complaint Filing Date: 9/8/23

6. Basis of Discrimination (specify):

- ☒ Race: Black
- ☒ Color: Black
- ☐ Religion: \_\_\_\_\_
- ☐ Creed: \_\_\_\_\_
- ☐ Sex: \_\_\_\_\_
- ☐ National Origin: \_\_\_\_\_
- ☐ Ethnicity: \_\_\_\_\_
- ☐ Age: \_\_\_\_\_
- ☐ Disability/Medical Condition: \_\_\_\_\_
- ☐ Political Affiliation: \_\_\_\_\_
- ☐ Sexual Orientation: \_\_\_\_\_
- ☐ Ancestry: \_\_\_\_\_
- ☐ Marital or Domestic Partner Status: \_\_\_\_\_
- ☐ Gender Identity: \_\_\_\_\_
- ☐ Parental Status: \_\_\_\_\_
- ☐ Veteran Status: \_\_\_\_\_
- ☐ Retaliation: \_\_\_\_\_
- ☐ Height: \_\_\_\_\_
- ☐ Weight: \_\_\_\_\_
- ☐ Genetic Information: \_\_\_\_\_
- ☐ Association with a member of a protected class: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

7. Issue complained of:

- ☐ Denial of Employment
- ☐ Denial of Training
- ☒ Denial of Promotion
- ☐ Denial of Reasonable Accommodation
- ☐ Termination
- ☐ Lay-off
- ☐ Constructive Discharge
- ☐ Disciplinary Action
- ☐ Harassment
- ☐ Work Assignment
- ☐ Sexual Harassment
- ☐ Compensation
- ☒ Other (please specify):  
Disparate treatment

8. Describe the circumstances of the alleged discrimination: (Attach letter of complaint)

See attached

8a. Date(s) of adverse employment action(s):

See attached.

9. Has the Complainant filed a lawsuit regarding this complaint? Yes ☐ No ☒

10. Has the Complainant filed a grievance? Yes ☐ No ☒

11. Is the Complainant represented by a Union or an Attorney? Yes ☐ No ☒

Name: \_\_\_\_\_ Organization/Firm: \_\_\_\_\_

12. What steps has the department taken to address this complaint?

The Department has provided more information to Complainant regarding the operation and usage of citywide (class based test - CBT) lists. The Department will meet with the Complainant to discuss in detail how Departments use citywide lists for hiring, and how ENV plans to use the list. The Department will also explain to the Complainant based on publicly available information (score report and PCS hire database on DHR's website), how to estimate how many higher ranks have been eliminated from the list.

12a. Name, position, and phone number of person who has taken action or will take action to address this complaint:

\_\_\_\_\_

13. Completed by: Adam Romoslawski Date: 9/8/23

Address: 1 S. Van Ness Ave, 4th Floor Tel. No. \_\_\_\_\_

Narrative for Department Report of Complaint  
Department: Environment  
Date: 9/8/23

On Thursday, August 31, 2023, San Francisco Environment Department (“ENV”) Deputy Director Leo Chyi (“Chyi”, 0952 Deputy Director, DSW [REDACTED]) met with Patrice Mack (“Mack”, 1204 Senior Personnel Clerk, DSW [REDACTED]). On Tuesday, September 5, 2023, Chyi reported the conversation to Adam Romoslawski (“Romoslawski”, 1244 Senior Human Resources Analyst, DSW [REDACTED]). Romoslawski is an employee of the Department of Human Resources on the Client Services Team, and serves the Departmental Personnel Officer for ENV.

As reported to Romoslawski by Chyi, during the meeting between Chyi and Mack, Mack discussed her ongoing efforts to obtain a PCS 1204 Senior Personnel Clerk position at ENV. Mack is currently appointed to a Permanent Exempt, Category 18 position in the 1204, Senior Clerk job class. Mack expressed frustration to Chyi with her interactions with Romoslawski regarding her efforts to obtain PCS status and with other interactions. Mack noted that Romoslawski talked to her in a condescending manner and tone, and was dismissive of her concerns regarding obtaining PCS status. Mack noted that she had faced additional barriers for prior promotions which other employees did not encounter. Mack noted that two other colleagues of color had experienced similar condescending tone and conduct from Romoslawski, and also encountered barriers. Mack noted she observed this pattern with Romoslawski and other employees of color.

For specific instances where Mack stated to Chyi that she was treated differently:

- 1) Mack is on a Class Based Test (CBT) eligible list for the 1204 Senior Personnel Clerk class. The list was adopted in July 2022 and is a Rule of 10 list. Mack previously disclosed to Romoslawski that she scored at rank 40 on the list, that she received many Notice of Inquiry emails, but had not received an invitation to interview despite her friend receiving several invitations to interview. On August 26, 2023, Mack disclosed that she received an invitation to interview at the Airport for a 1204 position. Romoslawski explained that she was likely reachable at rank 40 because working at the Airport requires a long commute for people from the East Bay and therefore other more highly ranked candidates may have declined an interview.
- 2) Mack alleged that Romoslawski was withholding information about the Citywide 1204 eligible list and the future PCS 1204 hiring process at ENV.
- 3) On August 15, 2023, Romoslawski emailed Mack regarding Mack’s efforts to schedule a job applicant for a conviction history review prior to the Department hiring the applicant. Romoslawski requested that Mack not remove him from emails sent by job applicants asking for information, when Romoslawski is cc’d on the email by the applicant. Romoslawski asked that Mack not remove him from her response email so that he can have confirmation that someone from the ENV HR team responded to the applicant’s questions. On August 16, 2023, Romoslawski spoke in person with Mack regarding the same issue. Mack alleges this conversation was condescending.
- 4) On September 2, 2022, the Department conducted an internal, Department-employee only recruitment as a promotional opportunity for Department staff. The Department published a job announcement to existing Departmental staff for a 1204 Senior Personnel Clerk position. Mack applied for the position and was invited to interview with ENV Director Tyrone Jue (0962 Department Head, DSW [REDACTED]) Mack alleges that other white staff members were not required to interview in similar situations.
- 5) Mack alleged that Romoslawski interviewed her for a job after former Deputy Director Jennifer Kass (“Kass”, former 0952 Deputy Director, DSW [REDACTED]) indicated Mack would be hired for the job.
  - a. It’s unclear if Mack was referring to an interview, or referring to Romoslawski asking for information to verify Mack met the minimum qualifications of a position for which Kass indicated Mack would be hired. Romoslawski verified minimum qualifications for the 1204 Senior Personnel Clerk position prior to the position being announced, on August 25, 2022.

**Exhibit B:**  
Telephone Memo, dated September 12, 2023





**MEMORANDUM**

To: Mamta Sharma, DHR, EEO Manager

From: Alexandria Mullins, DHR, EEO Programs Specialist

RE: Leo Chyi - Telephone Memo  
Dept: ENV, DSW: [REDACTED]  
Job Title: 0952 Deputy Director II  
Shift: n/a

Date: September 12, 2023

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Caller's contact information:

Phone number: [REDACTED]

Email: [REDACTED]

Pronouns:

Respondent(s): Adam Romoslawski (DSW: [REDACTED])

Job Title: 1244 Senior Human Resources Analyst

Basis: Race and Color (Black)

Issue: If a complaint of Denial of Promotion and Disparate Treatment was submitted correctly to DHR EEO.

Date of Helpline Voicemail: September 11, 2023, 3:57 p.m., September 13, 2023, 10:37 a.m.

Date of Helpline Call: September 12, 2023, 9:33 a.m., and 10:58 a.m., September 13, 2023, 2:30 p.m.

**Call back history:**

On September 12, 2023, at 7:04 a.m., I checked the voicemail. Deputy Director, Chief Administrative Officer, Leo Chyi (Chyi), asked for a callback at [REDACTED]. Chyi stated they work with Client Services Rep Adam Romoslawski (Romoslawski). An employee brought concerns to his attention about Romoslawski which Chyi believes is possible racial discrimination. Chyi spoke with Romoslawski and they both agreed that Romoslawski would write a report and send it to DHR EEO. This was last Friday (September 8, 2023). Chyi stated the Complainant is feeling uncomfortable. The Complainant shared her concerns with another HR professional and they brought their concerns to Chyi. Chyi wants to be sure we received the complaint, that an investigation will happen, if we need more information, and how to reassure the Complainant

that this is being handled correctly. I discussed the voicemail with Deborah Dulay, Acting EEO Programs Manager.

On September 12, 2023, at 9:33 a.m., I returned Chyi's call, reaching voicemail. I left a message with my name, title, department, and that I wanted to speak with him regarding the message he left on the Helpline yesterday. I stated I would be unavailable from 11:30 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m. today. I asked if he could call the Helpline back and leave a message with good times to call him today and tomorrow. I would do my best to call him back today.

At 10:58 a.m., I left another message for Chyi stating I was making another attempt to speak with him.

On September 13, 2023, 10:37 a.m., Chy left a message stating he received my messages from yesterday; however, he was in an all-day retreat. He stated he would be available today, up to 1:00 p.m. and between 2:30 to 3:00 p.m., which would be a great time to call back because he has a meeting with the Complaint today at 3:00 p.m.

At 2:30 p.m., I returned Leo's call, reaching voicemail. I stated I would call him back at 2:45 p.m.

**Summary of telephone call:**

At 2:34 p.m., I received an incoming call from Chyi. I confirmed the complainant is Patrice Mack (Mack), 1204 Senior Personnel Clerk. I stated DHR EEO did receive a department report for a complaint Romoslawski on September 8, 2023. The report was reviewed by an EEO Manager, and the Manager did e-mail Romoslawski for more information. The Manager also advised that we are making a complaint, and Mack will receive an e-mail with a bookings link from DHR EEO.

**Issue:**

Chyi stated that was good information and he did discuss this with others in HR and confirmed the process. He stated Mack had a concern about Romoslawski submitting the complaint because he is the Respondent. She believes it is awkward and that Romoslawski should have recused himself from submitting the complaint. Mack also spoke with other HR professionals in the department, and they raised the same concern. Mack wants to be sure that the information provided in the report by Romoslawski was fair. Chyi stated he did discuss this with Romoslawski prior to him (Romoslawski) submitting the complaint. Chyi stated he is new, and he wanted to be sure this was an acceptable complaint submission process. I advised Chyi that I would forward this information to the Manager for review. I asked Chyi if he wanted a call back or if he wanted DHR EEO to contact Mack. Chyi asked if I could keep him in the loop and if DHR EEO could contact Mack as reassurance. I asked Chyi if he had a contact number for Mack, and he provided their main number [REDACTED]. He stated Mack does answer this number. He said he does have her personal cell number, but he is not sure if he can give it out. He has a meeting with her today at 3:00 p.m. He will email me her cell number if she agrees to provide it. Once again, I advised Chyi that this information would be reviewed by the Manager first.

Complainant Name

Helpline Call

Page 3 of 3

**Note:** The complaint information was retrieved from the ENV Department Report.

**Exhibit C:**  
Mack, Patrice –Interview Notes



**CONFIDENTIAL**

**DHR EEO INVESTIGATION OF EMPLOYMENT DISCRIMINATION COMPLAINT  
COMPLAINANT INTERVIEW NOTES**

<b>Complainant: Patrice Mack (She/Her)</b>	<b>EEO File No./Dept. ENV/HRC0004387</b>
EEO Investigator: Francisco Isidoro, EEO Programs Specialist	Date & Time: November 15, 2023, 10:00am-11:30am November 16, 2023, 2:30pm-4:00pm
Others Present:	
Location: Via MS Teams	Pages: 5

**I. BACKGROUND INFORMATION**

**A. Complainant Employment Background**

Since October 1, 2010, Patrice Mack (Mack), has worked for the San Francisco City and County (City) with the Department of the Environment (ENV). Since September 17, 2022, Mack has been a Permanent Exempt (PEX) 1204 Senior Personnel Clerk. Mack reports to Claudia Molina (Molina), 1222 Senior Payroll and Personnel Clerk. Mack's work location is 1155 Market Street and her schedule is Monday to Friday from 8:00a.m. to 5:30p.m. Mack functions as a receptionist in her position but also assists Molina with various hiring processes such as onboarding and fingerprinting.

**B. Working Relationship with Adam Romoslawski**

Around 2020, Mack first met Adam Romoslawski (Romoslawski), then 1244 Senior Human Resources Analyst with the Department of Human Resources (DHR). Romoslawski acted as the Client Services Human Resources representative for ENV. Mack interacted with Romoslawski about three times a week when dealing with personnel issues for various ENV staff. Mack also interacted with Romoslawski when she had inquiries regarding the hiring processes for City positions she was personally interested in. Mack described her working relationship with Romoslawski as, "Not harsh" but she would not characterize him as a friend. Mack characterized Romoslawski as smart and that he would never put anything offensive in e-mail or writing. Sometime around the end of 2021, Mack first started having problems with Romoslawski. Mack felt that the way Romoslawski spoke to her was demeaning and she felt that she needed to prove herself to Romoslawski with how he spoke to her during an interview. As of October 14, 2023, Romoslawski was promoted to 1246 Principal Human Resources Analyst with the Department of Homelessness and Supportive Housing (HOM). Since this promotion, Mack no longer works or interacts with Romoslawski. Mack had concerns about Romoslawski promotion, considering her complaint against him. Mack stated

that it was concerning that Romoslawski received a promotion, even after she made her complaint against him. Mack does not socialize with Romoslawski outside of work.

## **II. HARASSMENT ALLEGATIONS**

### **A. December 2021: Disrespectful Conduct**

Around December 2021, Mack alleged that she was subjected to disrespectful conduct from Romoslawski during an interview for a Temporary Exempt (TEX) 1632 Senior Account Clerk position. Mack was eventually assigned to this 1632 position due to staffing shortages. Mack helped to process reimbursements, as well as complete various tasks for the Deputy Director while in this position.

At the time of the interview, Mack was employed with ENV as a PEX 1310 Public Relations Assistant. When Mack was asked for specifics as to what conduct Romoslawski subjected her to during this interview, Mack could not provide specific details. Mack stated that she did not know how to explain to someone how this interaction made her feel slighted. Mack stated that she felt Romoslawski conducted the interview in a way that she needed to prove herself to him. Mack did not recall the questions that Romoslawski asked her during this interview. However, Mack characterized one possible exchange during this interview where Mack told Romoslawski about her experience in working with accounts at Pacific Bell. In response, Romoslawski responded, "Uhuh, Oh Really." Mack felt that her interaction with Romoslawski was indicative of how Romoslawski was dismissive of her work. Mack also felt that the interview was unnecessary, as Jennifer Kass (Kass), then 0952 Deputy Director II, had informed her that she was getting the 1632 position, prior to the interview.

### **B. August 2022-August 2023: Disrespectful Responses to Inquiries**

Between August 2022 and August 2023, Mack alleged that Romoslawski subjected her to disrespectful conduct when, approximately 11 times via e-mail and in-person, he did not adequately respond or responded disrespectfully to her various inquiries about the Permanent Civil Services (PCS) 1204 position. Mack communicated extensively with Romoslawski for this position, as he was the contact point for any human resources questions related to hiring.

On August 2022, Mack took and passed the test for the PCS 1204 Position. Mack informed Romoslawski about her test results and he responded, "Let's see how you got on the list." Mack felt this comment was dismissive of her qualifications and she did not understand why he needed to do more research to see why she was qualified to take the test.

Mack received approximately 40 "Notice of Inquiry" e-mails which informed applicants that a PCS 1204 position was open for recruitment. Of these 40 notices, she forwarded 10 to Romoslawski and corresponded with him via e-mail or in person, asking him about the status of that respective recruitment. On one occasion in April 2023, Mack asked Romoslawski about the position and he responded that the Union made a new classification for his own position, ignoring her inquiry and redirecting her to something that benefitted him. When Romoslawski said this, Mack felt that he was potentially bragging about his position in comparison to Mack's unknown situation with the PCS 1204 position.

On another unspecified date between October 2022 and August 2023, Mack asked about the status of a recruitment and Romoslawski responded, "Everyone is getting these." Mack felt that Romoslawski's response was dismissive of her inquiries and desire to attain a PCS position. Mack also noted that she has a friend, [REDACTED] 1406 Senior Clerk, who was on the same list as Mack for the PCS 1204 position and Mack did not receive a Notice of Inquiry for the position. After Romoslawski told Mack, "Everyone is getting these," she did not approach Romoslawski for a status update until August 30, 2023.

On one final occasion on August 30, 2023, Mack received a call for an interview from the San Francisco Airport (AIR). Mack asked Romoslawski about the recruitment, to which he replied that he would find out where Mack was on the list. Later that day, Romoslawski told Mack, "I'm pretty sure the airport contacted you because no one wants to work there." Mack was again upset with this comment because she felt Romoslawski was being dismissive of her inquiry and did not provide her with any substantive answer. After Romoslawski's comment, Mack reported this issue to Tyrone Jue (Jue), 0962 Department Head II, and Leo Chyi (Chyi), 0952 Deputy Director II. Jue and Chyi asked Mack if she felt comfortable about them having a conversation with Romoslawski about Mack's concerns. Mack stated she was comfortable with this. Mack noted there were no witnesses to these interactions, but she has e-mails which she forwarded to Isidoro.

**C. August 16, 2023- September 2023: Issue with Micromanagement**

On August 16, 2023, Mack alleged that Romoslawski was disrespectful when he attempted to micromanage her work. Romoslawski e-mailed Mack regarding her efforts to schedule a conviction history review for a job applicant. An e-mail invite was previously sent by Mack to this applicant and Romoslawski, notifying the applicant of this appointment, but the applicant did not respond to confirm the appointment. Mack noted that the e-mail could have been sent to the applicant's junk folder, where the applicant did not check. Mack continued to communicate with the applicant via e-mail, and while doing so, took Romoslawski off the e-mails. During the week of August 21, 2023, Romoslawski e-mailed Mack asking if she ever e-mailed the applicant back, which Mack confirmed she had. Romoslawski also sent an e-mail to Molina and spoke to Mack in-person asking if Mack needed training. Mack felt that with this e-mail and conversation labeled Mack as incompetent. Mack confirmed that she did not receive any training, discipline, or reprimand for this issue.

Sometime around September 2023, Mack had a meeting with Mark Brown (Brown), 1824 Principal Administrative Analyst, where she told Brown that she felt Romoslawski was micromanaging her with the e-mail. Brown confirmed Mack's issue and informed her that he would speak to Romoslawski. A few days later, Mack was in her office and Romoslawski walked in front of her door and stated, "Sorry, not sorry." Mack did not respond to this comment, there was no further conversation with Romoslawski about it, and there were no witnesses. Mack felt that this comment was directly related the supposed conversation that Brown had with Romoslawski regarding her issues with Romoslawski. Mack continued that it was not her intent to file a complaint but that the "Sorry, not sorry" comment made her angry and was the final straw.

**D. Animus**

Mack believed that all the conduct described in Section II was due to her race (Person of color/Black). When asked why she believed this, Mack stated that she has knowledge of other people who Romoslawski



has, “Made things easier for” and other people of color who he has not made things easier for. Mack listed [REDACTED]<sup>1</sup>, 5640 Environmental Specialist, as a worker who Romoslawski has not made things easier for. Specifically, [REDACTED], like Mack is also currently not in a PCS position and that [REDACTED] has stated to her that she does, “not care for Romoslawski.” While Mack stated that [REDACTED] would be happy to give a statement regarding her issues with Romoslawski, Mack did not have any specific information to share regarding [REDACTED] alleged issues with Romoslawski.

Mack also listed [REDACTED]<sup>2</sup>, 5642 Senior Environmental Specialist. [REDACTED] told Mack that, through Romoslawski, [REDACTED] had attempted to hire someone to help [REDACTED]. A recruitment and list were generated for this position but Romoslawski prioritized the hiring a request made by [REDACTED]<sup>3</sup>, 5642 Senior Environmental Specialist, despite the fact that [REDACTED] submit her request prior to [REDACTED]

Mack has no knowledge of any disrespectful conduct from Romoslawski that was based on people of color or race that she or other co-workers were subjected to. Mack confirmed that while she did not have examples of conduct based on this protected category, the issues were real and that DHR EEO should speak to the people she listed in her complaint to get a better understanding of Romoslawski’s conduct with various Department personnel.

### **III. IMPACT**

Mack stated that she was vocal but that she could withstand certain issues to a degree. Aside from her race, Mack theorized that Romoslawski’s conduct may be because he was anal, or it may have been personal in nature but she felt her issues were specifically because she was a person of color/Black. Mack continued that it was ok if Romoslawski did not like her, but she just wanted to do her job. Mack did not want to be retaliated against for filing her complaint. Mack stated that the consensus around ENV was that Romoslawski was prejudiced. Mack again clarified that her issue was not with a non-selection for a PCS position by Romoslawski, but rather the disrespectful nature in which he interacts with people of color.

### **IV. REPORTING OF COMPLAINT**

On August 2023, Mack first reported her issues with Romoslawski to ENV management. Mack did not initially report her issues because she considered herself a strong individual with thick skin and felt that Romoslawski’s conduct did not rise to the level of a report until August 2023. Mack took issue with the fact that Romoslawski was the respondent of her complaint and, despite this, he was also responsible for writing the report against himself. Mack stated that Romoslawski mischaracterized and misreported her complaint as one of a denial of promotion, when it was one of disrespectful conduct.

On November 16, 2023, Mack e-mailed Isidoro and stated that she wondered if Isidoro had spoken to or interviewed Romoslawski prior to interviewing Mack. Mack based this theory on the line of questioning that Isidoro presented to Mack. In the completion of the intake interview, Isidoro informed Mack that he

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<sup>1</sup> Per SF People and Pay, [REDACTED] identifies as Hispanic.

<sup>2</sup> Per SF People and Pay, [REDACTED] identifies as Black.

<sup>3</sup> Per SF People and Pay, [REDACTED] identifies as White.

has not contacted Romoslawski, as Isidoro has not completed the intake interview with Mack. Isidoro informed Mack that the questions that he asked Mack were created solely by Isidoro and are directly relevant to the processing of her complaint. Finally, Isidoro reminded Mack that he was a neutral fact-finder and that he did not represent the Complainant, the Respondent, or the Department. Mack confirmed these statements.

Mack has not filed a complaint with the Equal Employment Opportunity Commission (EEOC), the California Civil Rights Department (CRD), or the Union. Mack has not filed a lawsuit. Mack took two Wednesdays off because of the conduct, as she did not want to see Romoslawski in-office. Mack has not incurred any medical expenses as a result of this conduct.

**V. REMEDIES**

Mack wanted Romoslawski to be made aware of his conduct. She wanted him to take implicit bias courses and other trainings, in addition to what regular employees were mandated to take. Mack stated that she did not file her complaint for anyone to lose their job but that Romoslawski was very unprofessional with people of color and he needed to be made aware and trained of this issue.

**Exhibit D:**  
Investigative Memo, dated January 2, 2024



**MEMORANDUM**

To: File

From: Francisco Isidoro, EEO Programs Specialist

RE: Patrice Mack / ENV - EEO File No. HRC0004387

Date: January 2, 2024

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**I. BACKGROUND & ALLEGATIONS**

On October 1, 2010, Patrice Mack (Mack), was hired as a 9916 Public Service Aide for the San Francisco City and County (City) with the Department of the Environment (ENV). Since September 17, 2022, Mack has been a Permanent Exempt (PEX) 1204 Senior Personnel Clerk. Mack reports to Claudia Molina (Molina), 1222 Senior Payroll and Personnel Clerk. Mack's work location is 1155 Market Street and her schedule is Monday to Friday from 8:00a.m. to 5:30p.m. Mack functions as a receptionist in her position but also assists Molina with various hiring processes such as onboarding and fingerprinting.

On September 8, 2023, the Department of Human Resources, Equal Employment Opportunity Division (DHR EEO) received Mack's complaint. On November 15, 2023 and November 16, 2023, Francisco Isidoro (Isidoro), 1233 EEO Programs Specialist, spoke with Mack regarding her complaint. From December 2021 to September 2023, Mack alleged that Adam Romoslawski (Romoslawski), then 1244 Senior Human Resources Analyst with the Department of Human Resources (DHR), subjected her to harassment based on race (Black/Person of Color).

**A. HARASSMENT ALLEGATIONS**

**1. December 2021: Disrespectful Conduct in Interview**

Around December 2021, Mack alleged that she was subjected to disrespectful conduct from Romoslawski during an interview for a Temporary Exempt (TEX) 1632 Senior Account Clerk position. When Mack was asked for specifics as to what conduct Romoslawski subjected her to during this interview, Mack could not provide specific details. Mack stated that she did not know how to explain to someone how this interaction made her feel slighted. Mack stated that she felt Romoslawski conducted the interview in a way that she needed to prove herself to him. Mack did not recall the questions that Romoslawski asked her during this interview. However, Mack characterized one possible exchange during this interview where Mack told Romoslawski about her experience in working with accounts at Pacific Bell. In response, Romoslawski responded, "Uhuh, Oh Really." Mack felt that her interaction with Romoslawski was indicative of how Romoslawski was dismissive of her work. Mack also felt that the interview was unnecessary, as Jennifer Kass (Kass), then 0952 Deputy Director II, had informed her that she was getting the 1632 Senior Account Clerk position prior to the interview.

## **2. August 2022-August 2023: Disrespectful Responses to Inquiries**

Between August 2022 and August 2023, Mack alleged that Romoslawski subjected her to disrespectful conduct when, approximately 11 times via e-mail and in-person, he did not adequately respond or responded disrespectfully to her various inquiries about the Permanent Civil Services (PCS) 1204 Senior Personnel Clerk position.

On August 2022, Mack took and passed the test for the PCS 1204 Senior Personnel Clerk. Mack informed Romoslawski about her test results and he responded, "Let's see how you got on the list." Mack felt this comment was dismissive of her qualifications and she did not understand why he needed to do more digging to see why she was qualified to take the test.

On another occasion in April 2023, Mack asked Romoslawski about the position and he responded that the Union made a new classification for his own position, ignoring her inquiry and redirecting her to something that benefitted him. When Romoslawski said this, Mack felt that he was potentially bragging about his position in comparison to Mack's unknown situation with the PCS 1204 Senior Personnel Clerk position.

On another unspecified date between October 2022 and August 2023, Mack asked about the status of a recruitment and Romoslawski responded, "Everyone is getting these." Mack felt that Romoslawski's response was dismissive of her inquiries and desire to attain a PCS position.

Finally, on August 30, 2023, Mack received a call for an interview from the San Francisco Airport (AIR). Mack asked Romoslawski about the recruitment, to which he replied that he would find out where Mack was on the list. Later that day, Romoslawski told Mack, "I'm pretty sure the airport contacted you because no one wants to work there." Mack was again upset with this comment because she felt Romoslawski was being dismissive of her inquiry and did not provide her with any substantive answer.

## **3. August 16, 2023-September 2023: Issues With Micromanagement**

On August 16, 2023, Mack alleged that Romoslawski was disrespectful when he attempted to micromanage her work. Romoslawski e-mailed Mack regarding her efforts to schedule a conviction history review for a job applicant. An e-mail invite was previously sent by Mack to this applicant and Romoslawski, notifying the applicant of this appointment. However, the applicant did not respond to confirm the appointment. Mack noted that the e-mail could have been sent to the applicant's junk folder where the applicant did not check. Mack continued to communicate with the applicant via e-mail, and while doing so, took Romoslawski off the e-mails. During the week of August 21, 2023, Romoslawski e-mailed Mack asking if she ever e-mailed the applicant back, which Mack confirmed she had. Romoslawski also sent an e-mail to Molina and spoke to Mack in-person asking if Mack needed training. Mack felt that Romoslawski's e-mail to Molina and Romoslawski's conversation with Mack labeled Mack as incompetent. Mack confirmed that she did not receive any training, discipline, or reprimand for this issue.

Sometime around September 2023, Mack had a meeting with Mark Brown (Brown), 1824 Principal Administrative Analyst, where she told Brown that she felt Romoslawski was micromanaging her with the above August 2023 issue. Brown confirmed Mack's issue and informed her that he would speak to

Romoslawski. A few days later, Mack was in her office and Romoslawski walked in front of her door and stated, "Sorry, not sorry." Mack did not respond to this comment, there was no further conversation with Romoslawski about it, and there were no witnesses. Mack felt that this comment was directly related to the supposed conversation that Brown had with Romoslawski regarding her issues with Romoslawski.

Mack had no knowledge of any disrespectful conduct from Romoslawski that was based on people of color or race.

## **II. ANALYSIS & FINDINGS**

### **A. Harassment Allegations**

To warrant further investigation, a complaint of harassment in violation of the City's EEO Policy must sufficiently allege all of the following: (1) complainant was subjected to physical, verbal, or visual conduct on account of your membership in a protected category; and (2) the conduct was unwelcome.

Mack is a member of a protected category due to her race (Black/Person of Color). While Mack believes that Romoslawski's conduct was due to her race, which made her feel uncomfortable, a review of the information provided by Mack does not support the fact that Romoslawski's conduct towards Mack was objectively based on her race. Additionally, Mack did not provide any information to connect any conduct by Romoslawski to her race. Based on the forgoing, Mack's allegations will not be investigated further.

**Exhibit E:**

HR Director's Determination Letter to the Appellant, dated January 26, 2024





**CONFIDENTIAL**

January 26, 2024

Patrice Mack  
[REDACTED]

Via E-mail  
[REDACTED]

RE: EEO Complaint – DHR EEO File No. HRC0004387

Dear Patrice Mack:

The San Francisco Charter, Section 10.103, Civil Service Rule 103 provide that the Human Resources Director shall review and resolve complaints of employment discrimination. The Charter defines discrimination as a violation of civil rights on account of race, religion, disability, sex, age, or another protected category. The City and County of San Francisco (City) considers all allegations of discrimination a serious matter.

The City reviewed your complaint alleging that Adam Romoslawski (Romoslawski), then 1244 Senior Human Resources Analyst with the Department of Human Resources (DHR), subjected you to unwelcome conduct due to race (Black/Person of Color). More specifically, you alleged that Romoslawski was disrespectful during your job interview for the 1632 Senior Accounts Clerk position, was dismissive to your inquiries about the Permanent Civil Service (PCS) 1204 Senior Personnel Clerk position, attempted to micromanage your work, and told you, "Sorry not sorry," after management addressed your complaint against Romoslawski. While you found Romoslawski's conduct unwelcome, based on the information you provided, the alleged conduct was not due to your protected category. Therefore, it does not violate the City's EEO policy and will not be investigated further. However, some of the conduct would violate the City's Equitable, Fair, and Respectful Workplace Policy and appropriate action will be taken to address your concerns.

Thank you for your cooperation in this matter. The review of your complaint is now considered closed. My determination is final, unless appealed to the Civil Service Commission and is reversed or modified. A request for appeal must be received by the Civil Service Commission at 25 Van Ness Avenue, Room 720, San Francisco, CA 94102, within 30 calendar days of the date of the e-mail sending this letter.

For your information, you may file a complaint of employment discrimination, harassment or retaliation, with the California Civil Rights Department, or the United States Equal Employment Opportunity Commission. Please contact those agencies directly for filing requirements and deadlines. Please feel free to contact Amalia Martinez, EEO Director, Department of Human Resources, at (415) 557-4932, should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Carol Isen", with a long horizontal flourish extending to the right.

Carol Isen  
Human Resources Director

Encl.: City's EEO Policy  
City's Equitable, Fair, and Respectful Workplace Policy (Updated Respect Policy)

c: Shireen McSpadden, Director, HOM  
Gigi Whitley, Deputy Director, Administration and Finance, HOM  
Melanie Laman, Human Resources Manager, HOM  
Amalia Martinez, EEO Director, DHR

**Exhibit F:**

HR Director's Department Determination Letter, dated January 26, 2024



**CONFIDENTIAL**

January 26, 2024

Shireen McSpadden  
Director  
Department of Homelessness and Supportive Housing  
440 Turk Street  
San Francisco, CA 94102

Via E-mail  
*Shireen.Mcspadden@sfgov.org*

RE: EEO Complaint Filed by Patrice Mack, EEO File No. HRC0004387

Dear Director McSpadden:

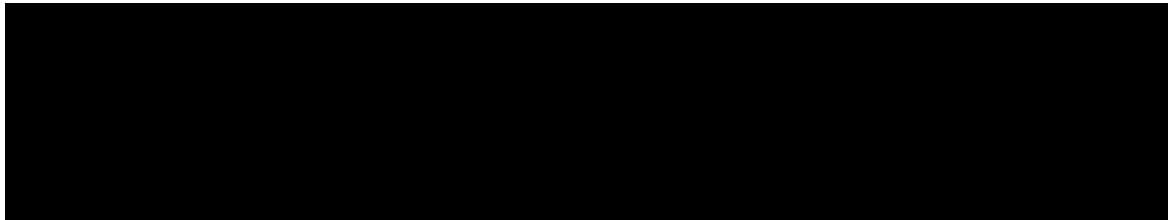
On September 8, 2023, the Department of Human Resources, Equal Employment Opportunity Division (DHR EEO) received a Department Report of Complaint made by Patrice Mack (Mack), 1204 Senior Personnel Clerk with the Department of the Environment (ENV), against Adam Romoslawski (Romoslawski), then 1244 Senior Human Resources Analyst with the Department of Human Resources (DHR). Mack alleged that Romoslawski subjected her to harassment based on race (Black/Person of Color) when Romoslawski was disrespectful during a job interview, provided insufficient or disrespectful responses to inquiries about a job posting, and made disrespectful comments to Mack after Mack reported that Romoslawski micromanaged her work.

DHR EEO is not further investigating Mack's complaint as Mack did not sufficiently allege a complaint of harassment based on race. However, some of the conduct would violate the City's Equitable, Fair, and Respectful Workplace Policy.

Accordingly, DHR EEO recommends the following appropriate actions:

**A. Adam Romoslawski**

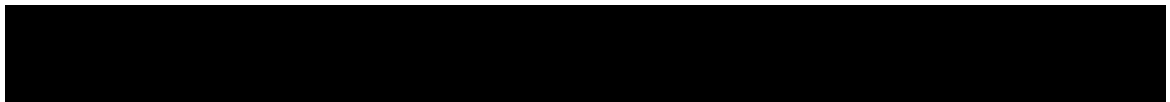
1.



2.



3.



4.

Please provide a report of completion of corrective actions taken, addressed to Amalia Martinez, EEO Director, DHR, c/o Mamta Sharma, EEO Programs Manager, at Mamta.Sharma@sfgov.org, and copy Ruth Mercado, EEO Assistant, at Ruth.Mercado@sfgov.org, by **February 9, 2024.**

Thank you for your attention to these matters. Please feel free to contact Amalia Martinez, EEO Director, at (415) 557-4932 should you have any questions.

Sincerely,



Carol Isen  
Human Resources Director  
Department of Human Resources

Encl.: January 26, 2024 Letter from Carol Isen to Patrice Mack  
City's Equal Employment Opportunity (EEO) Policy  
City's Equitable, Fair, and Respectful Workplace Policy (Updated Respect Policy)  
Acknowledgment of Receipt Form

c: Shireen McSpadden, Director, HOM  
Gigi Whitley, Deputy Director, Administration and Finance, HOM  
Melanie Laman, Human Resources Manager, HOM  
Amalia Martinez, EEO Director, DHR

**Exhibit G:**

Romoslawski's Acknowledgment of Receipt, dated January 29, 2024



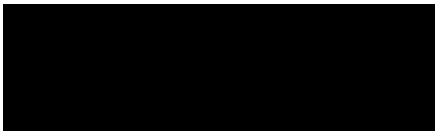
**ACKNOWLEDGMENT OF RECEIPT OF CCSF POLICIES**

I, Adam Romoslowski, acknowledge that I have read and received a copy of:

- City and County of San Francisco's Equal Employment Opportunity (EEO) Policy; and
- City's Equitable, Fair, and Respectful Workplace Policy (Updated Respect Policy)

I further acknowledge that a copy of this acknowledgement will be placed in my Official Personnel File.

This signed acknowledgement is only to serve as a reminder of the policy. This form is not to be construed as any type of discipline.

—  —

1/29/24

Date



**Exhibit G.1:**

February 27, 2024 E-mail from HOM to DHR EEO

**From:** [Sharma, Mamta \(HRD\)](#)  
**To:** [Laman, Melanie \(HOM\)](#)  
**Subject:** RE: Mack, Patrice - Determination Letter & Department Determination Letter  
**Date:** Tuesday, February 27, 2024 3:40:23 PM  
**Attachments:** [image001.png](#)  
[image002.jpg](#)  
[image003.png](#)

---

Hi Melanie,

Received; thank you so much!

**DHR-6@1**



**Mamta Sharma, EEO Programs Manager**  
*(She, her, hers)*  
Department of Human Resources  
One South Van Ness Ave., 4<sup>th</sup> Floor  
San Francisco, CA 94103  
Website: [www.sfdhr.org](http://www.sfdhr.org)

---

**From:** Laman, Melanie (HOM) <[melanie.laman@sfgov.org](mailto:melanie.laman@sfgov.org)>  
**Sent:** Tuesday, February 27, 2024 3:38 PM  
**To:** Sharma, Mamta (HRD) <[mamta.sharma@sfgov.org](mailto:mamta.sharma@sfgov.org)>; McSpadden, Shireen (HOM) <[shireen.mcspadden@sfgov.org](mailto:shireen.mcspadden@sfgov.org)>  
**Cc:** Whitley, Gigi (HOM) <[gigi.whitley@sfgov.org](mailto:gigi.whitley@sfgov.org)>  
**Subject:** RE: Mack, Patrice - Determination Letter & Department Determination Letter

Hi,

Thank you for following up. I met with Adam in Jan. Please see attached.

Thank you,

Melanie



**Melanie Laman**

Human Resources and Operations Director  
San Francisco Department of Homelessness & Supportive Housing  
[melanie.laman@sfgov.org](mailto:melanie.laman@sfgov.org) | o: 628.652.7785 | c: 415.930.1516 |  
f: 628.652.8045

Learn: [hsh.sfgov.org](http://hsh.sfgov.org) | Follow: [@SF\\_HSH](#) | Like: [@SanFranciscoHSH](#)

CONFIDENTIALITY NOTICE: This e-mail is intended for the recipient only. If you receive this e-mail in error, notify the sender and destroy the e-mail immediately. Disclosure of the Personal Health Information (PHI) contained herein may subject the discloser to civil or criminal penalties under state and federal privacy laws.

---

**From:** Sharma, Mamta (HRD) <[mamta.sharma@sfgov.org](mailto:mamta.sharma@sfgov.org)>  
**Sent:** Tuesday, February 27, 2024 3:36 PM  
**To:** McSpadden, Shireen (HOM) <[shireen.mcspadden@sfgov.org](mailto:shireen.mcspadden@sfgov.org)>  
**Cc:** Whitley, Gigi (HOM) <[gigi.whitley@sfgov.org](mailto:gigi.whitley@sfgov.org)>; Laman, Melanie (HOM) <[melanie.laman@sfgov.org](mailto:melanie.laman@sfgov.org)>  
**Subject:** Fw: Mack, Patrice - Determination Letter & Department Determination Letter

Good afternoon,

I just wanted to follow up on the corrective action for this matter that DHR EEO asked for on 1/262/2024. Please update me if they are completed and provide the signed Acknowledgment Of Receipt (AOR).

Thank you.

---

**Mamta Sharma, EEO Programs Manager**  
*(She, her, hers)*

DHR-6@1

Department of Human Resources

One South Van Ness Ave., 4<sup>th</sup> Floor

San Francisco, CA 94103

Website: [www.sfdhr.org](http://www.sfdhr.org)

---

**From:** Mercado, Ruth (HRD) <[ruth.mercado@sfgov.org](mailto:ruth.mercado@sfgov.org)>

**Sent:** Friday, January 26, 2024 12:27 PM

**To:** McSpadden, Shireen (HOM) <[shireen.mcspadden@sfgov.org](mailto:shireen.mcspadden@sfgov.org)>

**Cc:** Whitley, Gigi (HOM) <[gigi.whitley@sfgov.org](mailto:gigi.whitley@sfgov.org)>; Laman, Melanie (HOM) <[melanie.laman@sfgov.org](mailto:melanie.laman@sfgov.org)>; Martinez, Amalia (HRD) <[amalia.martinez1@sfgov.org](mailto:amalia.martinez1@sfgov.org)>; Sharma, Mamta (HRD) <[mamta.sharma@sfgov.org](mailto:mamta.sharma@sfgov.org)>; Isidoro, Francisco (HRD) <[francisco.isidoro@sfgov.org](mailto:francisco.isidoro@sfgov.org)>

**Subject:** Mack, Patrice - Determination Letter & Department Determination Letter

Dear Director McSpadden,

Please see the attached letters (letter to the complainant and department letter) from Carol Isen, Human Resources Director, regarding the above-referenced complaint of discrimination. The determination letter has been sent to the complainant via E-mail. **Please note that the department is required to report back to Amalia Martinez regarding completion of corrective actions.** Feel free to contact our office should you have any questions.

Kindly,



Connecting People with Purpose

**Ruth Mercado, EEO Assistant  
(she/her/hers)**

Department of Human Resources

One South Van Ness Ave., 4<sup>th</sup> Floor

San Francisco, CA 94103

Phone: (415) 557-4816

Website: [www.sfdhr.org](http://www.sfdhr.org)

**Exhibit H:**  
Appellant's Letter of Appeal, dated February 25, 2024

February 25, 2024

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

CIVIL SERVICE COMMISSION REGISTER NUMBER <u>24-6</u>
--

X' C Isen  
K. Howard  
A. Martinez

RE: Letter Of Appeal for EEO Complaint No. HRC0004387


Dear Civil Service Commission:

My name is Patrice Mack. I'm writing this letter to appeal against the decision made by Carol Isen in my complaint of racial discrimination. My initial complaint was made in September 2023. The complaint number is listed above. I want to first start off by saying I feel like this process was flawed from the beginning and I don't think it was truly investigated. During this time the person that I was making the complaint against Adam Romoslawski was allowed to start the process, instead of recusing himself. My complaint was that Mr. Romoslawski has biases toward people of color, however due to the fact that he worked for DHR, he was able to file the claim and create the narrative that I was upset about not getting a PCS position. (LIES) I provided Francisco Isidoro, EEO Specialist with contact information for other employees (all people of color) that Adam has treated unfairly, as I confirmed none of them were contacted.

While the incidents on their own may look like microaggressions falling under the City's Equitable, Fair and Respectful Workplace Policy, the fact that there is pattern of such behavior impacting multiple staff of color shows that there is discrimination.

I respectfully asked for my claim to be taken more seriously and for The Civil Service Commission to review this case.

Thank you,

Patrice Mack  


RECEIVED  
2024 FEB 26 11:40:20  
EXECUTIVE OFFICER  
CIVIL SERVICE COMMISSION  
SAN FRANCISCO

**Exhibit I:**  
November 16, 2023 E-mail to Mack

## King, Latorya (HRD)

---

**From:** Isidoro, Francisco (HRD)  
**Sent:** Thursday, November 16, 2023 5:28 PM  
**To:** [REDACTED]  
**Subject:** EEOC/CRD Contact Info for Patrice Mack

Good afternoon Patrice,

Thank you for taking the time to speak with me today. Per that conversation, here are the contact points for the EEOC and the CRD. Let me know if you have any questions or concerns. I will contact you if I need any additional information. Thanks and have a good day.

California Civil Rights Department  
<https://calcivilrights.ca.gov/complaintprocess/>  
800-884-1684

Equal Employment Opportunity Commission  
<https://www.eeoc.gov/filing-charge-discrimination>  
800-669-4000

Best,



**Francisco Isidoro, EEO Programs Specialist**  
**(he, him, his)**  
Department of Human Resources  
One South Van Ness Ave., 4<sup>th</sup> Floor  
San Francisco, CA 94103  
Phone: (415) 557-4839  
Website: [www.sfdhr.org](http://www.sfdhr.org)

**Exhibit J:**  
1632 Appointment Documentation, dated January 22, 2022





## Important instructions for completing this form

The form you requested follows this page. Please complete it on your computer and submit it online for fast, easy transmission to the appropriate City & County of San Francisco department.

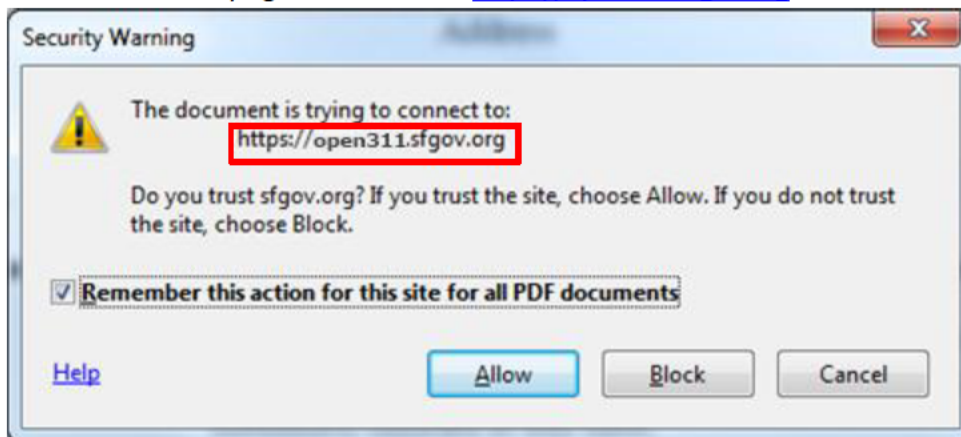
Follow these steps to complete your form:

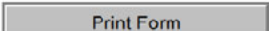
1. Scroll down and type the requested information in the corresponding field.
  - You can move among the fields by using your mouse or the "Tab" key.
2. When you've completed the form, you must check the terms and conditions checkbox

☒ I have chosen to submit this form electronically. I am certifying that I have read, understand, and agree to the terms and conditions outlined in this form.

in order to click the  button.

3. Once you submit the form, you may see a warning like the one below. Verify that the address the document is trying to connect to is <https://open311.sfgov.org> and click on Allow



4. Once you submit the form, if you would like to print a copy of your completed form you can click on the  button which will appear after clicking the Submit button.

*Please note: Adobe Reader does not allow you to save your work. It's very important for you to print out your form if you would like a copy for your records.*

5. Once you submit the form, please click on the  button if you have files or documents to attach.



CH Clearance Number: \_\_\_\_\_

Instructions: An Appointment Processing Form is required to validate a new hire/rehire or to process a data change for current employees in eMerge PeopleSoft.

Date of Request: 1/27/2022 Request Type: Data Change (Current City Employee)  
Department Contact: Claudia Molina Email: claudia.molina@sfgov.org Phone: \_\_\_\_\_

**SECTION I: PERSONAL INFORMATION**

Employee Legal Name: Patrice E. Mack Chosen Name: \_\_\_\_\_  
DSW # or POI #: \_\_\_\_\_ National ID (For New Hire/Rehire): \_\_\_\_\_

**SECTION II: NEW WORK LOCATION/JOB INFORMATION**

Effective Date (Start Work Date): 1/31/2022 Full/Part: Full Time  
Employment Type: Promotion (Non-PCS to Non-PCS) Standard Hours: 40  
Position Number: 01124370 Dept Code: ENV Exempt Cat: 17 Substitutes for EE on Leave  
Job Code: 1632 Empl. Class: TEX Job Title: Senior Account Clerk

**SECTION III: CCSF JOB INFORMATION**

Certification Date: \_\_\_\_\_ Citywide Seniority Date: \_\_\_\_\_ Appointment Date: \_\_\_\_\_  
Department Seniority Date: \_\_\_\_\_ Eligible List #: \_\_\_\_\_ Cert List #: \_\_\_\_\_ Rank #: \_\_\_\_\_  
Medical Date: \_\_\_\_\_ Fingerprint Date: 10/30/2019 Merit Increase Date: \_\_\_\_\_

**SECTION IV: CURRENT OR PRIOR JOB INFORMATION** (A [Separation Report](#) must be attached for current employees)

Is this person currently an active CCSF employee (EE)? ☒ Yes ☐ No  
If Active, is EE on leave\* from a PCS? ☐ Yes ☒ No (\*Leave must be current & approved pursuant to CSC Rule 120.31)  
If Inactive, provide EE's previous CCSF job information and last date of employment: 1/31/2022  
Job Code: 1310 Empl Class: PEX Department Code: ENV

**SECTION V: PAYROLL**

Roster code: ENVA3\_SS Combination Code: \_\_\_\_\_ Project ID: \_\_\_\_\_ Activity ID: \_\_\_\_\_

**SECTION VI: SALARY PLAN**

Is this salary entry at Step 1? ☐ Yes ☒ No If No, please provide Step Number: 5

For salary entry other than Step 1, please select from one of the following:

☐ Appointment above entrance (select all that apply below):

- ☐ Reappointment/C2-Retiree
- ☐ Loss of Compensation
- ☐ Recruitment and Retention Issues
- ☐ Special Experience, Qualifications, Skills

☒ Promotive Appointment

☐ Non-Promotive Appointment

☐ Salary Grade: (SFFD Only)

☐ Admin

☐ Suppression

☐ Other: \_\_\_\_\_

If 9910, please enter the following information:

Hourly Rate: \_\_\_\_\_

(The hourly rate of pay must be \$16.50 an hour effective July 1, 2019.)

Pay Criteria:

Please explain criteria:

If MCCP, please enter the following information:

\*Range: ☐ A ☐ B ☐ C Hourly Rate: \_\_\_\_\_

\*For Range B or C, you must attach copy of the MCCP Salary Assignment and the Class and Compensation Manager's approval.

**SECTION VII: COMPENSATION** (To be entered by department post-appointment validation)

For any additional components of pay, please select one of the following: (Select One)

Effective date of pay component: \_\_\_\_\_

Delete old hourly rate and/or pay component (For Rehires and Recalls)? ☐ Yes ☐ No

**SECTION VIII: EMPLOYMENT DATA** (For ALL Appointment Types)

Company Seniority Date: 1/12/2010 Vacation Anniversary Date: 1/12/2010

Sick Anniversary Date: 1/12/2010

**SECTION IX: OTHER**

Does this person need a DSW Badge created or updated? ☐ Yes ☒ No

If Yes, does this position require access to one of the following? ☐ City Hall ☐ Smart Card

Pre-employment Checklist:

☐ Restrictions Check ☒ Internal Employment Check ☐ Education Check  
☒ \*Conviction History Review ☐ External Employment Checks ☐ Reference Check

Additional Pre-employment checks (if applicable):

☐ Medical Examination ☐ Drug Screening  
☐ Other: \_\_\_\_\_

**SECTION X: DEPARTMENT CERTIFICATION**

The Appointing Officer/Authorized Designee named below hereby certifies that the information provided on this Appointment Processing document is accurate, complete, and in compliance with applicable CCSF rules and policies.

Deborah O. Raphael	1/27/2022
Appointing Officer/Authorized Designee Name	Signature
Patrice E. Mack	1/27/2022
Appointee Name	Signature
	Date

Instructions: Upon receipt of confirmation of DHR validation, print out AP Form and have the Appointing Officer/Authorized Designee and Appointee sign. If applicable, provide ORIGINAL to the Appointee to confirm completion of Health Service System and Retirement System benefits enrollment, and file AP Form in Appointee's personnel file.

**FOR DEPARTMENT USE ONLY**

Health Service System - Completed: \_\_\_\_\_ Retirement System - Completed: \_\_\_\_\_  
Initial/Date Initial/Date

**FOR DHR USE ONLY**

Employment Type: Promotion (Non-PCS to Non-PCS) DSW Badge #: XXXXXXXXXX  
Action/Reason Code: DTA\_JCC (Job Code Change)

**DHR VALIDATION**

Elisabeth Hronec 2/1/2022  
DHR Authorized Name



Submit

**Exhibit K:**

January 27, 2022: Email from Mack :1632 Offer Letter

## King, Latorya (HRD)

---

**From:** Mack, Patrice (ENV)  
**Sent:** Thursday, January 27, 2022 1:15 PM  
**To:** Salem, Joseph (ENV)  
**Cc:** Molina, Claudia (ENV); Romoslawski, Adam (HOM); Brown, Mark (ENV)  
**Subject:** Re: ACTION: 1632 Offer Letter

Hello, I'm so excited to try something new! Thank you all so much for giving me this opportunity. I'm not sure what the next steps are, but I'm sure Mark or Claudia will let me know. Thanks again

Sent from my iPhone

> On Jan 27, 2022, at 12:52 PM, Salem, Joseph (ENV) <joseph.salem@sfgov.org> wrote:  
>  
>  
> Hi Patrice,  
>  
> Congratulations! Attached is the Offer Letter for the 1632 Senior Account Clerk position. We look forward to working with you in your new capacity!  
>  
> Best,  
>  
>  
> Joe Salem  
> Program Manager, Finance and Administration San Francisco Department  
> of the Environment  
> 1155 Market Street, 3rd Floor, San Francisco, CA 94103  
> Joseph.Salem@sfgov.org<mailto:Joseph.Salem@sfgov.org> T: (415)  
> 355-3721 [cid:image001.png@01D8137C.755C8620]  
> SFEnvironment.org<http://sfenvironment.org/>  
> Facebook<http://www.facebook.com/SFEnvironment> |  
> Twitter<http://twitter.com/sfenvironment>  
> Newsletter<http://sfenvironment.org/>  
>  
> Please consider the environment before printing this email.  
>  
>  
>

**Exhibit L:**  
October 31, 2023 E-mail from DHR EEO

**From:** [Sharma, Mamta \(HRD\)](#)  
**To:** [Chyi, Leo \(ENV\)](#)  
**Subject:** Re: Department Report of Complaint - SF Environment  
**Date:** Tuesday, October 31, 2023 3:42:23 PM  
**Attachments:** [image001.png](#)  
[Outlook-DHR-6@1.png](#)

---

Good afternoon Leo,

Thank you for your email.

I understand Patrice's concerns about Adam sending the initial information of her complaint. It is not uncommon for the Department of Human Resources EEO to receive complaints from the departments and their HR personnel who are listed as respondents by the complainants. DHR EEO uses this as an initial contact or report and contacts the complainant if the issues and bases of the complaints are timely and within the jurisdiction of the City's EEO Policies.

DHR EEO sent confirmation of receipt of the complaint and a link for the complainant to book an intake interview on September 14, 2023. Please be assured that every complaint is important to us and we work hard to ensure that complaints are reviewed as soon as possible to determine if the complaints are timely and within the jurisdiction of the City's EEO Policies. While we appreciate your feedback and concerns about delay, we cannot immediately conduct an intake interview with a complainant. Our standard process involves sending a bookings link to the complainant for self-scheduling an intake interview. An investigator will conduct an intake interview with her to gather details about her complaint and review it with a manager to determine the next steps.

Are you requesting a copy of the documents the complainant or Adam shared with us? We cannot share any documents during an ongoing case review.

If you have any questions, please don't hesitate to contact me.

Thank you.

<!--[if !vml]-->

DHR-6@1



<!--[endif]-->

**Mamta Sharma, EEO Programs Manager**  
*(She, her, hers)*  
Department of Human Resources  
One South Van Ness Ave., 4<sup>th</sup> Floor  
San Francisco, CA 94103  
Website: [www.sfdhr.org](http://www.sfdhr.org)

---

**From:** Chyi, Leo (ENV) <leo.chyi@sfgov.org>  
**Sent:** Tuesday, October 31, 2023 2:46 PM  
**To:** Sharma, Mamta (HRD) <mamta.sharma@sfgov.org>  
**Cc:** Mullins, Alexandria (HRD) <alexandria.mullins@sfgov.org>



**Subject:** RE: Department Report of Complaint - SF Environment

Dear Mamta-

I am circling back on this issue from September. I wanted to let you know that I did just speak with Patrice, and she's been disappointed with this process, and I'm concerned as well.

She did get an initial email about whether she would like to pursue the complaint, but she was not contacted via phone until recently, something like in the last 2 weeks. She had been concerned about Adam from DHR being the person to raise the complaint when it was about him, and because I thought that DHR would contact her right away to understand the situation and get her perspective, it didn't seem like the conflict of interest concern would be that noteworthy since she would get to tell her side of what happened.

Now, her meeting with DHR is 11/15/23, the first date available which I believe she reserved when the email was sent. This seems like a long time to wait, and the initial call she got about this in the past 2 weeks made her more concerned about the overall issues; she felt like Adam was able to frame the complaint in a way that made it only about not being promoted rather than other issues she wanted to highlight including more global bias concerns. While I understand that DHR may be backlogged, it seems like we are inviting problems when staff are in this unresolved status with colleagues for such a long time.

I wanted to pass this feedback to you so that we can try to improve processes and bring more trust into the process.

Also, I don't believe I ever received a copy of the complaint that was filed. May I request a copy at this time since it was on behalf of our department?

Thank You,

Leo

**Leo Chyi**

**Deputy Director | Chief Administrative Officer**

San Francisco Environment Department

P: (415) 355-3762 | C: (415) 866-3030

---

**From:** Sharma, Mamta (HRD) <mamta.sharma@sfgov.org>

**Sent:** Thursday, September 14, 2023 8:22 PM

**To:** Chyi, Leo (ENV) <leo.chyi@sfgov.org>

**Subject:** Re: Department Report of Complaint - SF Environment

Hi Leo,

Thank you for the email. Someone from DHR EEO will reach out to her by email or phone and send the information about the next steps.

**DHR-6@1**



**Mamta Sharma, EEO Programs Manager**  
**(She, her, hers)**

Department of Human Resources

One South Van Ness Ave., 4<sup>th</sup> Floor

San Francisco, CA 94103

Website: [www.sfdhr.org](http://www.sfdhr.org)

---

**From:** Chyi, Leo (ENV) <[leo.chyi@sfgov.org](mailto:leo.chyi@sfgov.org)>

**Sent:** Thursday, September 14, 2023 5:29 PM

**To:** Sharma, Mamta (HRD) <[mamta.sharma@sfgov.org](mailto:mamta.sharma@sfgov.org)>

**Subject:** Re: Department Report of Complaint - SF Environment

Thanks, Mamta. I shared the info with Patrice, and I reiterated that she should expect to hear from EEO within 10 days. She knows there will be an email coming to her, but if you or Alexandria were able to reach out to her on the phone as well, I think she would feel more comfortable about the investigation proceeding fairly.

**Leo Chyi**

**Deputy Director | Chief Administrative Officer**

San Francisco Environment Department

P: (415) 355-3762 | C: (415) 866-3030

---

**From:** Sharma, Mamta (HRD) <[mamta.sharma@sfgov.org](mailto:mamta.sharma@sfgov.org)>

**Sent:** Wednesday, September 13, 2023 9:00 PM

**To:** Chyi, Leo (ENV) <[leo.chyi@sfgov.org](mailto:leo.chyi@sfgov.org)>

**Subject:** Fw: Department Report of Complaint - SF Environment

Hello Leo,

I received information from Alexandria Mullins, an investigator and EEO Programs analyst at DHR EEO, regarding your phone call and conversation with her regarding Patrice Mack's complaint. Please refer to the email thread from Adam Romoslawski below. This message serves as confirmation that DHR EEO received a DRC (Department Report) of Mack's complaint and will begin a new complaint process for Mack, following the appropriate steps.

Please feel free to contact me for any questions or concerns or if you want to discuss this matter further.

Thank you.

**DHR-6@1**



**Mamta Sharma, EEO Programs Manager**

*(She, her, hers)*

Department of Human Resources

One South Van Ness Ave., 4<sup>th</sup> Floor

San Francisco, CA 94103

Website: [www.sfdhr.org](http://www.sfdhr.org)

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**From:** Sharma, Mamta (HRD)

**Sent:** Monday, September 11, 2023 9:50 AM

**To:** Romoslawski, Adam (HRD) <[Adam.Romoslawski@sfgov.org](mailto:Adam.Romoslawski@sfgov.org)>

**Subject:** RE: Department Report of Complaint - SF Environment

Sounds good, thank you.

**DHR-6@1**



**Mamta Sharma, EEO Programs Manager**

*(She, her, hers)*

Department of Human Resources

One South Van Ness Ave., 4<sup>th</sup> Floor

San Francisco, CA 94103

Website: [www.sfdhr.org](http://www.sfdhr.org)

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**From:** Romoslawski, Adam (HRD) <[adam.romoslawski@sfgov.org](mailto:adam.romoslawski@sfgov.org)>

**Sent:** Monday, September 11, 2023 9:47 AM

**To:** Sharma, Mamta (HRD) <[mamta.sharma@sfgov.org](mailto:mamta.sharma@sfgov.org)>

**Subject:** RE: Department Report of Complaint - SF Environment

Hi Mamta,

Thanks for the follow-up questions. My understanding is that Deputy Director Leo Chyi spoke with the Complainant about the Class Based Test process in a general/overview context, and will be

meeting with her again to follow up in more detail about the publicly available information for the 1204 Class Based Test.

I will check with Leo about what information was emailed or will be emailed to the Complainant.  
Thanks,



Connecting People with Purpose

**Adam Romoslawski, Senior HR Consultant** (he, him, his)

Department of Human Resources

One South Van Ness Ave., 4<sup>th</sup> Floor

San Francisco, CA 94103

Phone: (415) 557-4869

Website: [www.sfdhr.org](http://www.sfdhr.org)

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**From:** Sharma, Mamta (HRD) <[mamta.sharma@sfgov.org](mailto:mamta.sharma@sfgov.org)>

**Sent:** Monday, September 11, 2023 9:28 AM

**To:** Romoslawski, Adam (HRD) <[adam.romoslawski@sfgov.org](mailto:adam.romoslawski@sfgov.org)>

**Subject:** Fw: Department Report of Complaint - SF Environment

Received; thank you. DHR EEO will open a new complaint.

Please provide us copies of emails/information that was provided to the complainant per DRC (about CBT, citywide lists used for hirings, how can complainant use the publicly available information including score report and PCS hire database on DHR's website, and how to estimate how many higher ranks have been eliminated from the list)

Thank you.

**DHR-6@1**



**Mamta Sharma, EEO Programs Manager**  
(She, her, hers)

Department of Human Resources

One South Van Ness Ave., 4<sup>th</sup> Floor

San Francisco, CA 94103

Website: [www.sfdhr.org](http://www.sfdhr.org)

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**From:** DHR-EEO <[DHR-EEO@sfgov.org](mailto:DHR-EEO@sfgov.org)>

**Sent:** Monday, September 11, 2023 8:06 AM

**To:** Sharma, Mamta (HRD) <[mamta.sharma@sfgov.org](mailto:mamta.sharma@sfgov.org)>

**Cc:** Mercado, Ruth (HRD) <[ruth.mercado@sfgov.org](mailto:ruth.mercado@sfgov.org)>

**Subject:** FW: Department Report of Complaint - SF Environment

Good Morning,

Forwarding this new complaint from the general inbox.

Best Regards,



Connecting People with Purpose

**Mick Grealish, Junior Management Assistant**  
(him/he/his)

Department of Human Resources

One South Van Ness Ave., 4<sup>th</sup> Floor

San Francisco, CA 94103

Website: [www.sfdhr.org](http://www.sfdhr.org)

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**From:** Romoslawski, Adam (HRD) <[adam.romoslawski@sfgov.org](mailto:adam.romoslawski@sfgov.org)>

**Sent:** Friday, September 8, 2023 2:59 PM

**To:** DHR-EEO <[DHR-EEO@sfgov.org](mailto:DHR-EEO@sfgov.org)>

**Subject:** Department Report of Complaint - SF Environment

Hi DHR-EEO,

Attached is a Department Report of Complaint for SF Environment (ENV).

Please let me know if you have any questions or need more information.

Thanks,



Connecting People with Purpose

**Adam Romoslawski, Senior HR Consultant** (he, him, his)

Department of Human Resources

One South Van Ness Ave., 4<sup>th</sup> Floor

San Francisco, CA 94103

Phone: (415) 557-4869

Website: [www.sfdhr.org](http://www.sfdhr.org)

**Exhibit M:**

November 15, 2023 E-mail from Mack to DHR EEO

**From:** [Mack, Patrice \(ENV\)](#)  
**To:** [Isidoro, Francisco \(HRD\)](#)  
**Subject:** FW: Class 1204 Senior Personnel Clerk - Referral ID 589 – SFMTA Job Opportunity HR Division  
**Date:** Wednesday, November 15, 2023 3:37:03 PM  
**Attachments:** [1204 Job Description SFMTA - HR \(PCOS\).pdf](#)

---

**Patrice Mack**  
**Senior Personnel Clerk**

*Please note our new address:*

San Francisco Department of the Environment

1155 Market Street, 3<sup>rd</sup> Floor

San Francisco, CA 94103

[patrice.mack@sfgov.org](mailto:patrice.mack@sfgov.org)

P: (415) 355-3700

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**From:** Mack, Patrice (ENV)

**Sent:** Friday, January 20, 2023 3:15 PM

**To:** Romoslawski, Adam (HRD) <[Adam.Romoslawski@sfgov.org](mailto:Adam.Romoslawski@sfgov.org)>

**Subject:** FW: Class 1204 Senior Personnel Clerk - Referral ID 589 – SFMTA Job Opportunity HR Division

Hi Adam,

I would like to know my status on the list. I'm also asking because I have a friend that just interviewed for a job, and she was below me in ranking.

Thanks for your help

---

**From:** Qihong Feng from City and County of San Francisco <[notifications@careers.sf.gov](mailto:notifications@careers.sf.gov)>

**Sent:** Friday, January 20, 2023 2:29 PM

**To:** Mack, Patrice (ENV) <[patrice.mack@sfgov.org](mailto:patrice.mack@sfgov.org)>

**Subject:** Class 1204 Senior Personnel Clerk - Referral ID 589 – SFMTA Job Opportunity HR Division

Dear Candidate,

The San Francisco Municipal Transportation Agency (SFMTA) HR Division has a permanent 1204 position(s) available that we are looking to fill. Your name and rank have been referred from an eligible list for consideration.

Note this is not an offer of employment.

If you are interested in participating in the candidate review process for the current, open position(s), please respond using the link below by the deadline:

Response Link: [Candidate Interest Form](#)

Deadline: **01/27/2023**

You are not required to respond if you are not interested in being considered for the current, open position(s). There is no penalty for not participating.

**In order to be considered for the position(s), you must respond by doing the following:**

1. Click on the Response Link listed above; **AND**

2. Complete the Candidate Interest Form **AND**

3. Complete the Referral Supplement Questionnaire Form by click on the Link: [Referral Supplemental Questionnaire Form](#)

Please note that an "Interested" response does not guarantee that you will advance to the next step of the hiring process. "Interested" responses will only be accepted before the response deadline. If you do not respond by the stated deadline, you will be considered "Not Interested" for the position(s).

Thank you for your continued interest in careers with the San Francisco Municipal Transportation Agency.

Regards,

Qihong Feng

[qihong.feng@sfmta.com](mailto:qihong.feng@sfmta.com)

San Francisco Municipal Transportation Agency

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**Job description:**

1204 Senior Personnel Clerk

**Exhibit N:**

November 15, 2023 E-mail from Mack to DHR EEO



**From:** [Mack, Patrice \(ENV\)](#)  
**To:** [Isidoro, Francisco \(HRD\)](#)  
**Subject:** FW: Update from the City and County of San Francisco - I have a position you may be interested in  
**Date:** Wednesday, November 15, 2023 3:38:23 PM

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**Patrice Mack**  
**Senior Personnel Clerk**  
*Please note our new address:*  
San Francisco Department of the Environment  
1155 Market Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103  
[patrice.mack@sfgov.org](mailto:patrice.mack@sfgov.org)  
P: (415) 355-3700

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**From:** Mack, Patrice (ENV)  
**Sent:** Tuesday, June 13, 2023 2:10 PM  
**To:** Romoslawski, Adam (HRD) <[Adam.Romoslawski@sfgov.org](mailto:Adam.Romoslawski@sfgov.org)>  
**Subject:** FW: Update from the City and County of San Francisco - I have a position you may be interested in

Hi Adam,  
Please see below. Is this just a standard email?

**Patrice Mack**  
**Senior Personnel Clerk**  
*Please note our new address:*  
San Francisco Department of the Environment  
1155 Market Street, 3<sup>rd</sup> Floor  
San Francisco, CA 94103  
[patrice.mack@sfgov.org](mailto:patrice.mack@sfgov.org)  
P: (415) 355-3700

---

**From:** Lisa Contreras from City and County of San Francisco <[notifications@careers.sf.gov](mailto:notifications@careers.sf.gov)>  
**Sent:** Tuesday, June 13, 2023 2:07 PM  
**To:** Mack, Patrice (ENV) <[patrice.mack@sfgov.org](mailto:patrice.mack@sfgov.org)>  
**Subject:** Update from the City and County of San Francisco - I have a position you may be interested in

Greetings from the City and County of San Francisco,

Your name and rank have been referred from a 1204 Senior Personnel Clerk eligible list, we have multiple vacancies with the Dept. of Public Health.

This is not an offer of employment. We are just reaching out to see if you are interested in participating in the candidate review process for these positions. Please respond using the link below by the deadline:

Response Link: [Candidate Interest Form](#)  
Deadline: **June 21, 2023.**

You are not required to respond if you are not interested in being considered for these positions. There is no penalty for not participating.

In order to continue to be considered for these positions, you must respond by doing the

following:

1. Click on the Response Link listed above;
2. Answer the questions

Please note that an "Interested" response does not guarantee that you will advance to the next step of the hiring process. "Interested" responses will only be accepted before the response deadline. If you do not respond by the stated deadline you will be considered "Not Interested" for these particular positions.

Thank you for your continued interest in careers with the City and County of San Francisco.

Regards,

Dept. of Public Health

Referral and Validation Unit

Lisa Contreras, Principal HR Analyst

[Lisa.contreras@sfdph.org](mailto:Lisa.contreras@sfdph.org) 628/206-8775

City and County of San Francisco

**Exhibit O:**

November 15, 2023 E-mail from Mack to DHR EEO

**From:** [Mack, Patrice \(ENV\)](#)  
**To:** [Isidoro, Francisco \(HRD\)](#)  
**Subject:** FW: Update from the City and County of San Francisco - Notice of Certification  
**Date:** Wednesday, November 15, 2023 3:38:12 PM

---

Examples of emails that I forward with little or no reply.

**Patrice Mack**

**Senior Personnel Clerk**

*Please note our new address:*

San Francisco Department of the Environment

1155 Market Street, 3<sup>rd</sup> Floor

San Francisco, CA 94103

[patrice.mack@sfgov.org](mailto:patrice.mack@sfgov.org)

P: (415) 355-3700

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**From:** Mack, Patrice (ENV)

**Sent:** Friday, October 28, 2022 8:46 AM

**To:** Romoslawski, Adam (HRD) <Adam.Romoslawski@sfgov.org>

**Subject:** FW: Update from the City and County of San Francisco - Notice of Certification

Hi Adam,

Please see email below. How can we tell when I'm reachable on the 1204 list?

---

**From:** SmartRecruiters <[notifications@careers.sf.gov](mailto:notifications@careers.sf.gov)>

**Sent:** Friday, October 28, 2022 8:42 AM

**To:** Mack, Patrice (ENV) <[patrice.mack@sfgov.org](mailto:patrice.mack@sfgov.org)>

**Subject:** Update from the City and County of San Francisco - Notice of Certification

Dear Patrice Mack,

We know that you may get many of these letters, but we thought that it was important to let you know that we have a permanent 1204-Senior Personnel Clerk position that we are looking to fill. As an eligible candidate for this job classification we are letting you know that your name has been sent to the hiring team for consideration as part of an eligible list.

The hiring team has many options to review and select individuals with the most relevant qualifications from the hiring list. If you are chosen to continue in the selection process, someone from the department may contact you with additional information or updates.

**This is not an offer of employment or guarantee that you will be selected for the interview process. However, to ensure that we can get in touch with you, please take a moment to ensure that your contact information is up-to-date in your Smartr profile.**

**Please don't reply to this email--this email account is not monitored.**

Best,

Department of Human Resources - City and County of San Francisco

**Exhibit P:**

November 15, 2023 E-mail from Mack to DHR EEO

**From:** [REDACTED]  
**To:** [Isidoro, Francisco \(HRD\)](#)  
**Subject:** Interview Question  
**Date:** Thursday, November 16, 2023 9:19:32 AM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good morning,

I've been going over one of the questions that you asked me yesterday. The more I think about it, the more bothered I become. I'm wondering if Adam Romoslawski was spoken to or interviewed before I was. It certainly feels like someone has created the narrative that my complaint was or is about a classification issue. Let me clear that this was not the basis of my complaint. I clearly stated that I believe Adam to have some kind of Bias towards people of color. I just want to clarify that this was and still is my initial complaint.

Thank you,  
Patrice

**Exhibit Q:**

November 16, 2023 E-mail from DHR EEO

**From:** [Isidoro, Francisco \(HRD\)](#)  
**To:** [REDACTED]  
**Subject:** RE: Interview Question  
**Date:** Thursday, November 16, 2023 12:51:06 PM  
**Attachments:** [image001.png](#)

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Good afternoon Patrice,  
Confirming receipt of your four e-mails and your statement below, which will be added to your complaint. I will speak to you later today for the conclusion of our intake interview at 2:30pm. Have a good day.

Best,



**Francisco Isidoro, EEO Programs Specialist**  
**(he, him, his)**  
Department of Human Resources  
One South Van Ness Ave., 4<sup>th</sup> Floor  
San Francisco, CA 94103  
Phone: (415) 557-4839  
Website: [www.sfdhr.org](http://www.sfdhr.org)

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**From:** Patrice Mack [REDACTED]  
**Sent:** Thursday, November 16, 2023 9:19 AM  
**To:** Isidoro, Francisco (HRD) <[francisco.isidoro@sfgov.org](mailto:francisco.isidoro@sfgov.org)>  
**Subject:** Interview Question

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good morning,  
I've been going over one of the questions that you asked me yesterday. The more I think about it, the more bothered I become. I'm wondering if Adam Romoslawski was spoken to or interviewed before I was. It certainly feels like someone has created the narrative that my complaint was or is about a classification issue. Let me clear that this was not the basis of my complaint. I clearly stated that I believe Adam to have some kind of Bias towards people of color. I just want to clarify that this was and still is my initial complaint.

Thank you,  
Patrice