



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

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

October 24, 2024

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: APPEAL BY IBEW LOCAL 6 APPEALING THE HUMAN RESOURCES DIRECTOR'S DECISION TO DENY IBEW LOCAL 6'S REQUEST TO USE CERTIFICATION RULE, RULE OF THREE SCORES FOR THE 9240 AIRPORT ELECTRICIAN EXAMINATION (CBT-9240-A00010).

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 **November 4, 2024, at 2:00 p.m.**

This item will appear on the Regular Agenda. Please refer to the attached notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is recommended. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

LAVENA HOLMES
Deputy Director

Attachments

Cc: Osha Ashworth, IBEW, Local 6
Carol Isen, Department of Human Resources
Kate Howard, Department of Human Resources
Anna Biabas, Department of Human Resources
Lisa Pigula, Department of Human Resources
John Kraus, Department of Human Resources
Jennifer Bushman, Department of Human Resources
Ardis Graham, Department of Human Resources
Claire McCaleb, 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 and the web address is 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 (4th) 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/.

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

*** Temporary Wheelchair-accessible entrances are located on Van Ness Avenue and Grove Street. Please note the wheelchair lift at the Goodlett Place/Polk Street is temporarily not available. After multiple repairs that were followed by additional breakdowns, the wheelchair lift at the Goodlett/Polk entrance is being replaced for improved operation and reliability.**

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 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: sotf@sfgov.org, or on the City's website at 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/>.




CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of
Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: 0172 - 24 - 4
2. For Civil Service Commission Meeting of:
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda X
 Human Resources Directors Report
4. Subject: IBEW Local 6 appealing the Human Resources Director's decision to deny IBEW Local 6's request to use Certification Rule, Rule of Three Scores for the 9240 Airport Electrician Examination (CBT-9240-A00010)
5. Recommendation: Adopt the report and deny the appeal submitted by IBEW.
6. Report prepared by: Anna Biasbas Telephone number: (415) 557-4806
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:

 Human Resources Director: 

 Date: 10/23/24
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)

CSC RECEIPT STAMP

NOTIFICATIONS

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Claire McCaleb
Director of Employee Relations
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
Claire.McCaleb@sfgov.org



DATE: October 24, 2024

TO: The Civil Service Commission

THROUGH: Carol Isen, Human Resources Director

FROM: Anna Biasbas, Employment Services Director, DHR

RE: IBEW Local 6 Appealing the Human Resources Director's decision to deny IBEW Local 6's request to use Certification Rule, Rule of Three Scores for the 9240 Airport Electrician Examination (CBT-9240-A00010)

Executive Summary

This report is in response to the International Brotherhood of Electrical Workers, Local 6 (IBEW) appeal of the Human Resources Director's decision to deny their appeal for the use of the Rule of the List as the certification rule for the entry-level 9240 Airport Electrician examination (CBT-9240-A00010). The appeal was filed by IBEW after the 013 Certification of Eligibles rules were amended and adopted to allow the use of Rule of the List as the default certification rule for all entry-level and continuous testing eligible lists without having to reach mutual agreement between the City and the employee organizations, unless otherwise directed by the Human Resources Director.

Background

At the Regular Civil Service Commission (CSC) Meetings of October 2, 2023, and October 16, 2023, the Human Resources Director and Director of Transportation proposed amendments to Rule Series 002 Definitions, 009 Position Classification, 013 Certification of Eligibles, 014 Appointments, 020 Leaves of Absence, and 021 Layoffs. The proposed amendments to Rule Series 013 Certification of Eligibles involved changing from a default Rule of Three Scores to a default Rule of the List for all entry-level and continuous testing eligible lists, unless otherwise directed by the Human Resources Director.

At the Regular CSC Meeting of October 16, 2023, CSC approved the proposed amendments with recommendations from the Commission for posting.

On October 20, 2023, the proposed Rule amendments were emailed to stakeholders and posted on the CSC website, informing departments and unions that the Department of Human Resources (DHR) and the Municipal Transportation Agency (MTA) will schedule informational meetings with the City's labor partners on the proposed amendments.

On October 23, 2023, and October 30, 2023, the Employee Relations Division (ERD) sent labor notices of the proposed Civil Service Rule amendments to seniority and Rule of the List for entry-level and continuous class-based examinations to Labor. The notices included redlines for the proposed Civil Service Rule amendments. The October 30, 2023 notice also included the staff reports describing the changes (Attachments A & B).

On November 13, 2023, DHR, CSC, and MTA met with various union representatives via Zoom to discuss the proposed amendments to Civil Service Rules Volumes I and IV. The meeting was held as a question and answer (Q&A) session. IBEW was present at this meeting.

On December 12, 2023, ERD issued a summary memo of the discussion held on November 13, 2023, including responses to Labor's questions. Included in the memo was the definition of an entry-level classification and confirmation that Rule of List will apply to all initial classifications in a job series. In addition, a list of all entry-level classifications defined as "the first classification in a series or a stand-alone classification" was attached, which included the 9240 Airport Electrician (Attachment C). The memo was sent to all union representatives who attended the meeting and provided them the opportunity to have a subsequent meeting to further discuss the proposed rule amendments.

On January 10, 2024, ERD issued a closeout memo to the unions that attended the November 13, 2023 informational meeting. The memo provided them with a final opportunity to raise concerns or questions with a January 19, 2024, response deadline (Attachment D). IBEW provided no response on the matter.

At the Regular CSC Meeting of July 1, 2024, the CSC unanimously adopted the proposed Rule amendments to Rules Series 013 Certification of Eligibles (Attachment E).

On August 12, 2024, the San Francisco Airport posted the entrance job ad for 9240 Airport Electrician (CBT-9240-A00010). The certification rule is Rule of the List (Attachment F).

On August 16, 2024, IBEW filed an appeal with the Human Resources Director disputing the use of the Rule of the List as the certification rule for the CBT-9240-A00010 Airport Electrician recruitment. In the appeal, IBEW cites the previous version of CSC Rule 113.7.2 prior to the amendment while underlining the portion that states, "*If parties fail to reach mutual agreement, the Rule of Three Scores shall be used.*" (Attachment G).

On August 20, 2024, DHR responded to IBEW denying the appeal and informing them that CSC Rule 113.7.2 was amended and adopted on July 1, 2024 to reflect that entry-level classifications (such as the 9240) can use Rule of the List as a certification rule without having to reach mutual agreement between the City and representatives from the employee organization (Attachment H).

On August 26, 2024, IBEW filed an appeal of the Human Resources Director's decision with the CSC (Attachment I).

Issue

Did the Human Resources Director inappropriately deny IBEW's appeal?

Authority/Standards

Civil Service Commission Rules

CSC Rule 113.7.2 Expansion of Certification Rule

- 1) Unless otherwise directed by the Human Resources Director, the certification rule for Entry (E) and continuous testing eligible lists shall be Rule of the List.

- 2) Notwithstanding any other provisions of these Rules, the Human Resources Director is authorized to meet and confer with representatives of employee organizations to reach mutual agreement over the Certification Rule applicable to each of these classes covered by this Section except unless otherwise directed by the Department of Human Resources those eligible lists in classes designated Entry (E) and continuous testing by the Human Resources Director. If the parties fail to reach mutual agreement, the Rule of Three Scores shall be used.
- 3) The agreed-upon Certification Rule shall be promulgated as a term of the examination announcement and the agreed-upon Certification Rule shall not be appealable to the Civil Service Commission.

Findings

CSC Rule 113.7.2 Expansion of Certification Rule has been amended and adopted on July 1, 2024 to reflect that entry-level classifications can use Rule of the List as a certification rule without having to reach mutual agreement between the City and representatives from the employee organization.

Entry-level is defined as the first classification in a series or a stand-alone classification. Class 9240 Airport Electrician is defined as an entry-level classification because it is the first classification in its series.

Analysis

CSC Rule 113.7.2, as amended and adopted, designates that entry-level classifications use Rule of the List as the default certification rule. Therefore, the rule was followed.

Conclusion

Based on the above, the Human Resources Director's decision to deny IBEW's appeal was appropriate.

Recommendation

DHR respectfully requests that the Commission adopt this report and deny the appeal submitted by IBEW.

Attachments

Attachment A: 10/23/2023 ERD All Labor Notice – Civil Service Rule Changes Volumes I and IV

Attachment B: 10/30/2023 ERD All Labor Notice – Civil Service Rule Changes Volumes I and IV

Attachment C: 12/12/2023 ERD Post Meeting Summary Proposed CSC Rule Changes Seniority and Rule of List Vol I & IV

Attachment D: 1/10/2024 ERD Closeout Memo Proposed CSC Rule Changes Seniority and Rule of List Vol I & IV

Attachment E: 7/1/2024 CSC Minutes

Attachment F: 8/12/2024 9240 Airport Electrician Job Announcement

Attachment G: 8/16/2024 IBEW Appeal to DHR

Attachment H: 8/20/2024 DHR Response to IBEW's appeal

Attachment I: 8/27/2024 IBEW Appeal to CSC

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

Via Email

DATE: October 23, 2023

TO: All Labor

FROM: Ardis Graham, Employee Relations Director
Shana Dines, Sr. Employee & Labor Relations Manager, MTA

CC: Carol Isen, Human Resources Director
Kimerbly Ackerman, Director of Human Resources, MTA
Sandra Eng, Executive Director, CSC
Kate Howard, Managing Deputy Director, DHR
Mawuli Tugbenyoh, Chief of Policy, DHR
Anna Biasbas, Director Employment Services, DHR
David Huebner, Director, HR Modernization Program, DHR
Jonathan Wright, Employee Relations Manager, DHR
Claire McCaleb, Senior Employee Relations Representative, DHR
Caitlin Kirke, Employee Relations Representative, DHR

RE: Notice on Proposed Civil Service Rule Changes, Volumes I and IV

Dear Labor Partners,

On October 20, 2023, the Civil Service Commission posted proposed Civil Service Rule amendments presented by the Civil Service Commission, Department of Human Resources, and San Francisco Municipal Transportation Agency to Civil Service Rules Volumes I and IV to modernize processes and expedite hiring. These proposed rule changes cover seniority and certification of eligibles for entry-level and continuous class-based civil service examinations. Attached are the redlines of the proposed Civil Service Rule modifications.

If Labor wishes to meet to discuss the proposed amendments, the City is available to meet on November 8, 2023 at 1:00 pm. Please contact Caitlin Kirke at caitlin.kirke@sfgov.org to confirm your attendance and to receive the meeting details.

If you would like to meet, and the proposed date and time does not work for your organization, please contact Caitlin Kirke by Friday, October 27, 2023.

Thank you for your ongoing partnership to improve hiring in the City and County of San Francisco.

Attachment: 2023.10.20 REDLINE Civil Service Rules Volume I
2023.10.20 REDLINE Civil Service Rules Volume IV

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

Via Email

DATE: October 30, 2023

TO: All Labor

FROM: Ardis Graham, Employee Relations Director
Shana Dines, Sr. Employee & Labor Relations Manager, MTA

CC: Carol Isen, Human Resources Director
Kimerbly Ackerman, Director of Human Resources, MTA
Sandra Eng, Executive Director, CSC
Kate Howard, Managing Deputy Director, DHR
Mawuli Tugbenyoh, Chief of Policy, DHR
Anna Biasbas, Director Employment Services, DHR
David Huebner, Director, HR Modernization Program, DHR
Jonathan Wright, Employee Relations Manager, DHR
Claire McCaleb, Senior Employee Relations Representative, DHR
Caitlin Kirke, Employee Relations Representative, DHR

RE: Labor Notice on Proposed Civil Service Rule Changes, Volumes I and IV – Seniority and Rule of the List for Entry-Level and Continuous Class-Based Examinations

Dear Labor Partners,

On October 20, 2023, the Civil Service Commission posted proposed Civil Service Rule amendments presented by the Civil Service Commission, Department of Human Resources, and San Francisco Municipal Transportation Agency to Civil Service Rules Volumes I and IV to modernize processes and expedite hiring. The proposed rule changes being considered cover citywide seniority and certification of eligibles for entry-level and continuous class-based civil service examinations.

The proposed changes to citywide seniority will use appointment date instead of date of certification for setting citywide seniority. The proposed changes to certification of eligibles changes from a default Rule of Three certification rule to a default Rule of List for all entry-level and continuous class-based examinations, unless otherwise directed by the Human Resources Director. Attached are the redlines of the proposed Civil Service Rule modifications as well as the Staff Reports describing the changes.

If Labor wishes to meet to discuss the proposed amendments, the City is available to meet on Monday, November 13th at 3 p.m. Please contact Caitlin Kirke at caitlin.kirke@sfgov.org to confirm your attendance and to receive the meeting details.

If you would like to meet, and the proposed date and time does not work for your organization, please contact Caitlin Kirke by November 13th. If we do not hear from you, we will assume that your Union does not wish to meet and we will proceed accordingly.

Thank you for your ongoing partnership to improve hiring in the City and County of San Francisco.

Attachment: 2023.10.20 REDLINE Civil Service Rules Volume I
 2023.10.20 REDLINE Civil Service Rules Volume IV
 2023.09.21 DHR Staff Report – Proposed Changes ROL CCT
 2023.09.21 DHR Staff Report – Proposed Changes to Seniority
 2023.10.05 SFMTA Staff Report – Proposed Changes ROL CCT
 2023.10.05 SFMTA Staff Report – Proposed Changes to Seniority

City and County of San Francisco

Carol Isen
Human Resources Director



Department of Human Resources

Connecting People with Purpose
www.sfdhr.org

Via Email

DATE: December 12, 2023

TO: Oumar Fall, Field Director, SEIU Local 1021
Audrey Garza, Business Representative, IFPTE Local 21
Ken Lomba, President, Deputy Sheriff's Association
Dan Koontz, Union Counsel, Deputy Sheriff's Association
John Chiarenza, Business Agent, UA Local 38
Osha Ashworth, Assistant Business Manager, IBEW Local 6
Pedro Mendez, Field Representative, Carpenters Local 22
Devon Anderson, Vice President, TWU Local 200

FROM: Claire McCaleb, Senior Employee Relations Representative

CC: Anna Biasbas, Director of Employment Services, DHR
Shawn Sherburne, Assistant Director of Employment Services, DHR
Dave Johnson, Assistant Director of Employment Services, DHR
David Huebner, Director, HR Modernization Program, DHR
Sandra Eng, Executive Director, CSC
Shana Dines, Sr. Employee & Labor Relations Manager, MTA
William Miles II, Talent Acquisition Manager, MTA
Ardis Graham, Employee Relations Director
Jonathan T. Wright, Employee Relations Manager
Caitlin Kirke, Employee Relations Representative

**RE: Post Meeting Memo Proposed Civil Service Rule Changes,
Seniority and Rule of List Volumes I & IV**

On Monday, November 13, 2023, the City and County of San Francisco (City) and the Municipal Transit Agency (MTA) met with IFPTE Local 21 (Local 21), SEIU Local 1021 (SEIU), IBEW Local 6 (Local 6), Deputy Sheriff's Association (DSA), TWU Local 200 (Local 200), Plumbers, Local 38 (Local 38) and Carpenters, Local 22 (Local 22) via Zoom to discuss the Civil Services Commission (CSC) proposed amendments to Civil Service Rules Volumes I and IV which were posted by the Commission on October 20, 2023.

The Department of Human Resources (DHR) and MTA presented and explained the proposed rule amendments which are intended to modernize hiring and recruitment processes and reduce the time to hire. The proposed rule changes cover seniority and certification of eligibles for entry-level and continuous class-based civil service examinations.

The Unions raised several questions and concerns regarding the proposed rule changes. Below are the City's responses to the Union's questions. The specific rules are cited from Volume I, but the same rules are listed in Volume IV and the rule numbers are also referenced.

Seniority

Question: **Where is Departmental Seniority defined?**

Answer: Departmental Seniority is defined in Section 102.27.3 of Volume I of the Civil Service Rules (Sec. 402.26.4 of Volume IV).

Sec. 102.27.3 Departmental

Seniority for shift and work assignments, vacation or holiday schedule is determined by the appointing officer and is not within the authority of the Civil Service Commission or the Department of Human Resources.

Question: **What is the definition of Certification Date?**

Answer: Certification Date is defined in Section 113.3 of Volume I of the Civil Service Rules (Sec. 302.5 of Volume IV).

Sec. 113.3 Certification Date

The Certification Date is the date on which the Department of Human Resources certifies to the appointing officer the names of eligibles available for appointment in accordance with the established certification rule as provided under this Article II.

Question: **Does Reinstatement result in a new Citywide Seniority Date?**

Answer: Employees who are reinstated to a previously held position do not have a break in city service. Reinstatement typically occurs when an employee takes a promotive opportunity and then requests Reinstatement in their previous class. In this instance, the employee would reinstate with the seniority date associated with their prior appointment.

This differs from Reappointment, which allows employees who have resigned with satisfactory City service to request to return to a previous appointment within four years. In this instance, the resignee would receive a new citywide seniority date upon appointment.

Question: **Is the Reappointment language referenced in the rules a change or existing language?**

Answer: The Reappointment language (Sec. 114.11 of Volume I) is existing and there are no proposed changes to the reappointment process.

Question: **Rule 414.29.2 [Volume IV] states the resignee may be appointed ahead of eligibles. Is it possible to be reappointed when there is no active eligible list?**

Answer: There does not need to be an active list for a resignee to request reappointment. Please note, there is one scenario in which reappointments are not appointed ahead of eligible which is when there is an active holdover list.

Question: **Are there any measures being taken to accommodate the different lengths it takes departments to complete the Post Referral Selection Process (PRSP), which would affect employee's citywide seniority date?**

Answer: The City anticipates the main source of differences in seniority dates for prospective employees to be their availability to start work with the City.

The Commission and DHR have been working on expediting the PRSP process. Recent rule changes advise departments to reduce the PRSP timeline from 60 calendar days to 20 business days, and to provide an explanation if the timeline cannot be met.

Question: Section. 121.4 references Seniority Roster. This term is then struck out. Is the term seniority roster still applicable if it's been stricken out?

Answer: There are no changes being sought to Seniority Rosters. The proposed Rule amendments address outdated process language that instructs individual departments to produce Seniority Rosters when implementing layoffs. To ensure consistency and accuracy, Seniority Rosters are produced by the DHR. Accordingly, this section of the Rule amendments simply brings the Rules into alignment with the City's process.

Rule of List

Question: What does an entry level classification mean? Will this apply to all initial classifications in a series?

Answer: An entry-level classification is defined as either: The first job classification in a series or a stand-alone job classification. Rule of List will apply to all initial classifications in a job series. Please see attached a list of all Entry level classifications citywide.

Question: Can you explain Rule of Three?

Answer: Rule of Three Scores is defined in Section 113.2.1 of Volume I of the Civil Service Rules (Sec. 313.3.1 of Volume IV).

Sec. 113.2 Certification Rules 113.2.1 Rule of Three Scores

The Department of Human Resources shall certify to the appointing officer the names of eligibles with the three (3) highest scores on the list of eligibles for the position who are available for appointment.

To fill more than one vacancy, the Referral Unit considers the number of vacancies plus two (2) ranks, so if there are two (2) vacancies, the hiring manager would receive the top four (4) ranks.

Question: Please define Promotive.

Answer: Promotive eligible lists are used for positions that may only be filled by a promotion from a classification in the City. These lists are not used for entry-level recruitments. These lists are not commonly used. There are also combined promotive and entry eligible lists for recruitments which can be filled by promotive candidates from within the City and external candidates. Promotive refers to classifications where permanent City employees are given additional points for service time.

Question: For all journey level positions that are considered entry into the City, would they default to Rule of List unless we object?

Answer: Yes, all entry level classifications will default to Rule of List unless otherwise directed by the Human Resources Director. The rule change does not include the option for the representative union to object.

Question: With continuous class-based testing (CCT) and Rule of List, how is it beneficial to allow candidates that take the test later to potentially get hired before candidates who have been on the list longer? How is that more advantageous than having a list with an expiration date?

Answer: Being on an eligible list does not guarantee hire. Rather, the eligible list provides a list of qualified candidates to hiring managers for consideration to fill vacant positions. The purpose of CCT is to always have a list of available candidates. Instead of waiting for the list to be exhausted to conduct a new recruitment, the job posting is always open and candidates are added as they pass the examination. Under CCT, the eligible expires after a year, not the list. The benefit to applicants is that they can apply at any time and the benefit to hiring managers is that there is always a current pool of candidates available.

Question: How will the City handle challenges based on favoritism, nepotism with the rule of the list?

Answer: DHR provides departments with guidance on conducting the post referral selection process (PRSP). Further, departments are required to document the PRSP process, including the criteria used for narrowing the list and making a selection. If there are concerns regarding a selection process, individuals may file a complaint with the Civil Service Commission.

If you wish to schedule a subsequent meeting to further discuss the proposed rule changes please reach out to Caitlin Kirke at caitlin.kirke@sfgov.org. If we do not hear from you by close of business on Friday, December 22, 2023, we will consider this matter closed. Please feel free to contact the Employee Relations Division with any questions or concerns.

Thank you for your continued partnership as we work to improve the hiring process.

Attachments: DHR Presentation CSC Proposed Rules Change Seniority
DHR Presentation CSC Proposed Rules Change Rule of List
Citywide list of Entry Level Classifications

Attachment

DHR Director-Designated Entry Classes

Entry-level is defined as the first classification in a series or a stand-alone classification.

Job Code	Title	Union
1010	Information Systems Trainee	L21
1031	IS Trainer-Assistant	L21
1041	IS Engineer-Assistant	L21
1051	IS Business Analyst-Assistant	L21
1061	IS Program Analyst-Assistant	L21
1091	IT Operations Support Administrator I	L21
1202	Personnel Clerk	L1021
1203	Personnel Technician	L21
1209	Benefits Technician	L1021
1220	Payroll and Personnel Clerk	L1021
1230	Instructional Designer	L21
1232	Training Officer	L21
1233	Equal Employment Opportunity Programs Specialist	L21
1241	Human Resources Analyst	L21
1250	Recruiter	L21
1251	Background Investigator	L21
1280	Employee Relations Representative	Unrepresented
1302	Customer Service Representative Trainee	L1021
1310	Public Relations Assistant	L1021
1322	Customer Service Agent Trainee	L1021
1360	Special Assistant I	L21
1402	Junior Clerk	L1021
1403	Elections Clerk	L1021
1424	Clerk Typist	L1021
1428	Unit Clerk	L1021
1429	Nurses Staffing Assistant	L1021
1430	Transcriber Typist	L1021
1434	Shelter Service Representative	L856
1436	Brailist	L1021
1440	Medical Transcriber Typist	L1021
1444	Secretary I	L1021
1450	Executive Secretary I	L1021
1455	Civil Legal Secretary I	L1021
1458	Legal Secretary I	L1021
1464	Medical Clerk Stenographer	L1021
1466	Meter Reader	L38

Job Code	Title	Union
1474	Claims Process Clerk	L1021
1478	Utility Services Representative	L1021
1492	Assistant Clerk, Board Of Supervisors	L21
1630	Account Clerk	L1021
1635	Health Care Billing Clerk I	L1021
1637	Patient Accounts Clerk	L1021
1649	Accountant Intern	L21
1704	Communications Dispatcher I	L1021
1706	Telephone Operator	L1021
1750	Micro photo/Imaging Technician	L1021
1760	Print/Mail Machine Operator	L1021
1766	Media Production Technician	L16
1770	Photographer	L1021
1773	Media Training Specialist	L200
1801	Analyst Trainee	L21
1802	Research Assistant	L1021
1803	Performance Analyst I	L21
1804	Statistician	L21
1812	Assistant Retirement Analyst	L1021
1820	Junior Administrative Analyst	L1021
1835	Legislative Assistant	L21
1840	Junior Management Assistant	L1021
1867	Auditor I	L21
1920	Inventory Clerk	L1021
1929	Parts Storekeeper	L1021
1930	Warehouse Worker	L1021
1932	Assistant Storekeeper	L1021
1939	Police Evidence Technician	L1021
1942	Assistant Materials Coordinator	L21
1950	Assistant Purchaser	L21
2105	Patient Services Finance Technician	L1021
2110	Medical Records Clerk	L1021
2112	Medical Record Technician	L1021
2119	Health Care Analyst	L21
2202	Dental Aide	L1021
2204	Dental Hygienist	L1021
2210	Dentist	L8
2218	Physician Assistant	L21
2230	Physician Specialist	L8
2240	Psychiatric Physician Specialist	N/A
2292	Shelter Veterinarian	L8
2302	Nursing Assistant	L1021

Job Code	Title	Union
2303	Patient Care Assistant	L1021
2305	Psychiatric Technician	L1021
2310	Surgical Procedures Technician	L1021
2312	Licensed Vocational Nurse	L1021
2320	Registered Nurse	L1021
2325	Nurse Midwife	L1021
2328	Nurse Practitioner	L1021
2330	Anesthetist	L1021
2390	Sterile Processing and Distribution Technician	L1021
2402	Laboratory Technician I	L1021
2403	Forensic Laboratory Analyst	L21
2406	Pharmacy Helper	L1021
2409	Pharmacy Technician	L1021
2424	Diagnostic Imaging Assistant	L1021
2430	Medical Evaluations Assistant	L1021
2436	Electroencephalograph Technician I	L1021
2450	Pharmacist	L1021
2456	Forensic Toxicologist	L21
2463	Microbiologist I/II	L856
2471	Radiologic Technologist I, II, III	L1021
2473	Diagnostic Medical Sonographer I, II, III	L1021
2481	Water Quality Technician	L21
2483	Biologist	L21
2486	Chemist	L21
2514	Orthopedic Technician I	L1021
2520	Morgue Attendant	L1021
2523	Forensic Autopsy Technician	L1021
2533	Emergency Medical Services Agency Specialist	L1021
2536	Respiratory Care Practitioner	L1021
2538	Audiometrist	L21
2540	Audiologist	L21
2542	Speech Pathologist	L21
2548	Occupational Therapist	L21
2554	Therapy Aide	L1021
2555	Physical Therapist Assistant	L21
2556	Physical Therapist	L21
2561	Optometrist	L21
2565	Acupuncturist	L1021
2566	Rehabilitation Counselor	L21
2573	Clinical Neuropsychologist	L1021
2574	Clinical Psychologist	L1021
2575	Research Psychologist	L1021

Job Code	Title	Union
2577	Medical Examiner's Investigator I	L1021
2583	Home Health Aide	L1021
2585	Health Worker I	L1021
2589	Health Program Coordinator I	L21
2594	Employee Assistance Counselor	L21
2604	Food Service Worker	L1021
2622	Dietetic Technician	L1021
2624	Dietitian	L1021
2650	Assistant Cook	L1021
2706	Housekeeper/Food Service Cleaner	L1021
2708	Custodian	L1021
2736	Porter	L1021
2770	Senior Laundry Worker	L1021
2802	Epidemiologist I	L21
2806	Disease Control Investigator	L250
2818	Health Program Planner	L1021
2819	Assistant Health Educator	L21
2830	Public Health Nurse	L1021
2846	Nutritionist	L21
2903	Hospital Eligibility Worker	L1021
2904	Human Services Technician	L1021
2905	Human Services Agency Senior Eligibility Worker	L1021
2910	Social Worker	L1021
2913	Program Specialist	L1021
2917	Program Support Analyst	L1021
2918	Human Services Agency Social Worker	L1021
2919	Child Care Specialist	L1021
2920	Medical Social Worker	L1021
2930	Behavioral Health Clinician	L1021
2931	Marriage, Family And Child Counselor	L1021
2940	Protective Services Worker	L1021
2966	Welfare Fraud Investigator	L3
2975	Rent Board Specialist	L1021
2975	Citizens Complaint Officer, MTA	L1021
2992	Contract Compliance Officer I	L21
3208	Pool Lifeguard	L1021
3232	Marina Assistant	L1021
3260	Crafts Instructor	L1021
3264	Camp Assistant	L1021
3278	Recreation Facility Assistant	L1021
3302	Admission Attendant	L1021
3310	Stable Attendant	L1021

Job Code	Title	Union
3370	Animal Care Attendant	L856
3375	Animal Health Technician	L1021
3402	Farmer	L261
3417	Gardener	L261
3420	Natural Resource Specialist	L261
3424	Integrated Pest Management Specialist	L261
3426	Forester	MEA
3428	Nursery Specialist	L261
3434	Arborist Technician	L261
3435	Urban Forestry Inspector	L261
3450	Agricultural Inspector	L1021
3486	Watershed Forester	MEA
3520	Museum Preparator	L1021
3530	Chaplain	L21
3541	Curator I	L250
3549	Arts Program Assistant	L1021
3554	Associate Museum Registrar	L1021
3602	Library Page	L1021
3610	Library Assistant	L1021
3616	Library Technical Assistant I	L1021
3620	Conservation Technician I	L1021
3630	Librarian I	L1021
4119	Events & Facilities Specialist	L1021
4140	Real Property Officer	L21
4213	Assessor-Recorder Office Assistant	L1021
4220	Tax Auditor-Appraiser	L21
4230	Estate Investigator	L21
4232	Veterans Claims Representative	L21
4260	Real Property Appraiser Trainee	L21
4306	Collections Officer	L1021
4320	Cashier I	L1021
4331	Investment Analyst	L1021
4334	Investigator, Tax Collector	L1021
5148	Water Operations Analyst	L39
5177	Safety Officer	L21
5201	Junior Engineer	L21
5215	Fire Protection Engineer	L21
5218	Structural Engineer	L21
5260	Architectural/Landscape Architectural Assistant I	L21
5264	Airport Noise Abatement Specialist	L1021
5265	Architectural Associate I	L21
5275	Planner Technician	L21

Job Code	Title	Union
5276	City Planning Intern	L21
5277	Planner I	L21
5288	Transportation Planner II	L21
5304	Materials Testing Aide	L21
5310	Survey Assistant I	L21
5322	Graphic Artist	L1021
5362	Engineering Assistant	L21
5364	Engineering Associate I	L21
5380	Student Design Trainee I, Arch., Engr., & Planning	L21
5502	Project Manager I	L21
5601	Utility Analyst	L21
5620	Regulatory Specialist	L21
5638	Environmental Assistant	L21
6108	Environmental Health Technician I	L1021
6115	Wastewater Control Inspector	L21
6130	Safety Analyst	L21
6137	Assistant Industrial Hygienist	L21
6220	Inspector Of Weights And Measures	L1021
6229	Street Inspector Trainee	L21
6235	Heating And Ventilating Inspector	L104
6242	Plumbing Inspector	L38
6248	Electrical Inspector	L6
6252	Line Inspector	L6
6270	Housing Inspector	L21
6281	Fire Safety Inspector II	L21
6315	Cost Estimator	L21
6317	Assistant Construction Inspector	L21
6321	Permit Technician I	L1021
6331	Building Inspector	L33
6335	Disability Access Coordinator	L21
7219	Maintenance Scheduler	L1021
7303	Barber	L1021
7305	Metal Fabricator	L1414
7306	Automotive Body And Fender Worker	L1414
7307	Bricklayer	L3
7308	Cable Splicer	L6
7309	Car And Auto Painter	L1414
7310	Transit Power Cable Splicer	L6
7311	Cement Mason	L300
7313	Automotive Machinist	L1414
7316	Water Service Inspector	L38
7319	Electric Motor Repairer	L6

Job Code	Title	Union
7324	Beautician	L1021
7325	General Utility Mechanic	L1414
7326	Glazier	L718
7328	Operating Engineer, Universal	L3
7332	Maintenance Machinist	L1414
7334	Stationary Engineer	L39
7336	Electronic Instrumentation Tech, Water Pollution Control	L21
7338	Electrical Line Worker	L6
7340	Maintenance Controller	L1414
7341	Stationary Engineer, Water Treatment Plant	L39
7342	Locksmith	L22
7344	Carpenter	L22
7345	Electrician	L6
7346	Painter	SF City Workers United
7347	Plumber	L38
7348	Steamfitter	L38
7350	Transmission and Distribution Line Worker	L6
7355	Truck Driver	L853
7358	Pattern Maker	L22
7360	Pipe Welder	L38
7362	Communications Systems Technician	L1021
7366	Transit Power Line Worker	L6
7370	Rigger	L3
7371	Electrical Transit System Mechanic	L6
7372	Stationary Engineer, Sewage Plant	L29
7376	Sheet Metal Worker	L10
7377	Stage Electrician	L16
7378	Tile Setter	L3
7381	Automotive Mechanic	L1414
7388	Utility Plumber	L38
7389	Metalsmith	L377
7390	Welder	L6
7392	Window Cleaner	L1021
7393	Soft Floor Coverer	Carpet, Linoleum & Soft Tile
7395	Ornamental Iron Worker	L377
7404	Asphalt Finisher	L261
7408	Assistant Power House Operator	L6
7410	Automotive Service Worker	L250
7421	Sewer Maintenance Worker	L261
7428	Hodcarrier	L36
7430	Assistant Electronic Maintenance Technician	L6
7432	Electrical Line Helper	L6

Job Code	Title	Union
7434	Maintenance Machinist Helper	L1414
7441	Tool Room Mechanic And Custodian	L1021
7444	Parking Meter Repairer	L856
7454	Traffic Signal Operator	L1021
7457	Sign Worker	L21
7470	Watershed Keeper	L1021
7473	Wire Rope Cable Maintenance Mechanic Trainee	L39
7480	Power Generation Technician I	L6
7502	Asphalt Worker	L261
7510	Lighting Fixture Maintenance Worker	L6
7514	General Laborer	L261
7524	Institution Utility Worker	L1021
7540	Track Maintenance Worker	L261
8104	Victim & Witness Technician	L1021
8106	Legal Process Clerk	L1021
8109	Document Examiner Technician	L1021
8113	Court Clerk	L1021
8118	Legislative Clerk	L21
8124	Investigator, Department of Police Accountability	L1021
8129	Victim/Witness Investigator I	L1021
8132	District Attorney's Investigative Assistant	L21
8139	Industrial Injury Investigator	L1021
8141	Worker's Compensation Adjuster	L1021
8142	Public Defender's Investigator	L1021
8151	Claims Investigator, City Attorney's Office	L21
8157	Child Support Officer I	L1021
8167	Administrative Hearing Examiner	L21
8173	Legal Assistant	L21
8201	School Crossing Guard	L1021
8202	Security Guard	L1021
8207	Building And Grounds Patrol Officer	L1021
8208	Park Ranger	L1021
8214	Parking Control Officer	L1021
8226	Museum Guard	L1021
8234	Fire Alarm Dispatcher	L1021
8238	Public Safety Communications Dispatcher	L1021
8249	Fingerprint Technician I	L1021
8252	Forensic Latent Examiner I	L21
8259	Criminalist I	L21
8274	Police Cadet	L1021
8300	Sheriff's Cadet	L1021
8301	Sheriff's Property Keeper	L1021

Job Code	Title	Union
8302	Deputy Sheriff I	DSA
8316	Assistant Counselor	L1021
8321	Counselor, Log Cabin Ranch (PERS)	L1021
8420	Rehabilitation Services Coordinator	L1021
8446	Court Alternative Specialist I	L1021
8504	Deputy Sheriff (SFERS)	DSA
8529	Probation Assistant	L1021
8560	Assistant Counselor (SFERS)	L1021
8562	Counselor, Juvenile Hall (SFERS)	L1021
8564	Counselor, Log Cabin Ranch (SFERS)	L1021
8600	Emergency Services Assistant	L21
8601	Emergency Services Coordinator I	L21
9102	Transit Car Cleaner	L1021
9110	Fare Collections Receiver	L1021
9122	Transit Information Clerk	L1021
9126	Transit Traffic Checker	L1021
9131	Station Agent, Municipal Railway	L1021
9132	Transit Fare Inspector	L250
9135	Passenger Service Specialist	L200
9136	Transit Training Specialist	L200
9144	Investigator, Taxi and Accessible Services	L200
9145	Traffic Signal Electrician	L6
9163	Transit Operator	L250
9166	Transit Ambassador	L1021
9195	Light Rail Vehicle Equipment Engineer	L21
9197	Signal And Systems Engineer	L21
9202	Airport Communications Dispatcher	L1021
9206	Airport Property Specialist I	L21
9209	Community Police Services Aide	L1021
9212	Aviation Security Analyst	L1021
9213	Airfield Safety Officer	L1021
9234	Airport Security ID Technician	L1021
9236	Airport Ground Transportation Technician	L1021
9240	Airport Electrician	L6
9254	Airport Communications Officer	MEA
9330	Pile Worker	L34
9343	Roofer	L40
9346	Fusion Welder	L377
9354	Elevator and Crane Technician	L6
9357	Wharfinger I/II	L1021
9376	Marine Operations Specialist	L21
9393	Maritime Marketing Representative	L21

Job Code	Title	Union
9395	Property Manager, Port	L21
9504	Permit and Citation Clerk	L1021
9520	Transportation Safety Specialist	L200
9702	Employment And Training Specialist I	L1021
9770	Community Development Assistant	L1021
9774	Senior Community Development Specialist I	L1021

City and County of San Francisco
 Carol Isen
 Human Resources Director



Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

Via Email

DATE: January 10, 2024

TO: Oumar Fall, Field Director, SEIU Local 1021
 Ken Lomba, President, Deputy Sheriff's Association
 Dan Koontz, Union Counsel, Deputy Sheriff's Association
 John Chiarenza, Business Agent, UA Local 38
 Osha Ashworth, Assistant Business Manager, IBEW Local 6
 Pedro Mendez, Field Representative, Carpenters Local 22
 Devon Anderson, Vice President, TWU Local 200

FROM: Claire McCaleb, Senior Employee Relations Representative

CC: Anna Biasbas, Director of Employment Services, DHR
 Shawn Sherburne, Assistant Director of Employment Services, DHR
 Dave Johnson, Assistant Director of Employment Services, DHR
 David Huebner, Director, HR Modernization Program, DHR
 Sandra Eng, Executive Director, CSC
 Lavena Holmes, Deputy Director, CSC
 Shana Dines, Sr. Employee & Labor Relations Manager, MTA
 William Miles II, Talent Acquisition Manager, MTA
 Ardis Graham, Employee Relations Director
 Jonathan T. Wright, Employee Relations Manager
 Caitlin Kirke, Employee Relations Representative

**RE: Closeout Memo Proposed Civil Service Rule Changes,
 Seniority and Rule of List Volumes I & IV**

On October 20, 2023, the Civil Service Commission posted proposed Civil Service Rule amendments presented by the Civil Service Commission, Department of Human Resources (DHR), and San Francisco Municipal Transportation Agency (MTA) to Civil Service Rules Volumes I and IV to modernize processes and expedite hiring. These proposed rule changes cover seniority and certification of eligibles for entry-level and continuous class-based civil service examinations. On October 23 and October 30, 2023, the City noticed Labor of the proposed changes, including providing redlines of the proposed Civil Service Rule modifications.

On November 13, 2023, the City and County of San Francisco (City) and MTA met with interested Unions via Zoom to discuss the Civil Service Commission's proposed amendments to Civil Service Rules Volumes I and IV. DHR and MTA presented and explained the proposed rule amendments. The Unions raised several questions and concerns regarding the proposed rule changes. On December 12, 2023, the City sent a post meeting memo providing responses to all questions raised during the meeting and requested any additional meeting requests be sent by Friday, December 22, 2023.

The City has not received a response from your organization. If we do not hear from you by close of business on Friday, January 19, 2024, we will consider this matter closed. Please feel free to contact the Employee Relations Division with any questions or concerns.

Thank you for your continued partnership as we work to improve the hiring process.



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

**LONDON N. BREED
MAYOR**

**MINUTES
Regular Meeting
July 1, 2024**

**2:00 p.m.
Room 400, CITY HALL
1 Dr. Carlton B. Goodlett Place**

This meeting will be held in person at the location listed above. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or by calling (415) 655-0001 and entering meeting id # 2660 173 8732. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: # 2660 173 8732
Press # twice to listen to the meeting via audio conference
Dial *3 when you are ready to queue**

LONDON N. BREED, MAYOR

COMMISSIONERS

**KATE FAVETTI
President**

**ELIZABETH SALVESON
Vice President**

F.X. CROWLEY

VITUS LEUNG

JACQUELINE MINOR

**SANDRA ENG
Executive Officer**

The public is encouraged to submit comments in advance of the meeting by email at civilservice@sfgov.org, or by voicemail message at the CSC Office main line at 628-652-1100. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record. During commission meetings use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code # 2660 173 8732.

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Elizabeth Salveson	Present
Commissioner F. X. Crowley	Present
Commissioner Vitus Leung	Present
Commissioner Jacqueline P. Minor	Excused Absence

President Kate Favetti presided.

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION
OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON
TODAY'S AGENDA (Item No. 2)**

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of June 17, 2024 – 2:00 p.m.

Action: Adopted the Minutes.

ANNOUNCEMENTS (Item No. 4)

None.

HUMAN RESOURCES DIRECTOR'S REPORT

Carol Isen, Human Resources Director spoke about the recent agreement made with SEIU Local 1021 and IFPTE Local 21 on the Pilot Personal Services Contract appeal process and introduced Ardis Graham and Claire McCaleb. Claire McCaleb presented the Pilot PSC Review Process project. Director Isen congratulated President Favetti on her willingness to regain the gavel, she also expressed gratitude of the accomplishments under President Minor's leadership, including the adoption of the Exempt to Permanent Rule adoption 111.17 where over 600 exempt employees were appointed to Permanent status. This process, which was extremely popular came up repeatedly during negotiations, requesting this Commission to look at opportunities to be able to do similar initiatives going forward, PSCs procedures were updated, which were presented to the Commission; significant changes were made to the Rules across all four volumes.

0121-24-1 Presentation to Civil Service Commission Regarding Pilot PSC Review Process. (Item No. 5)

Speakers: Ardis Graham, Department of Human Resources
 Claire McCaleb, Department of Human Resources

Action: Adopted the report. (No action taken)

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Lavena Holmes, Deputy Director, there was no report, but informed Commissioners about Sandra Eng being out sick. Also reported about the PSC database going live on that day and thanked everyone involved in getting the database up and running.

0120-24-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 7)

PSC	Department	Amount	Type of Service	Type of Approval	Duration
43388-23/24	City Administrator	\$5,000,000	The Fleet Management Division of the General Services Agency requires comprehensive services for emergency and non-emergency hazardous waste management. These services include collecting various used motor oils and industrial wastes and transporting and delivering them for proper recycling, reuse, or disposal at permitted facilities. Services also include responding to hazardous waste emergency spills on an intermittent and as-needed basis.	Regular	06/30/2029
42324-23/24	Human Services	\$3,653,069	The contractor will run the Parenting for Permanency College (PPC) program and provide training and supportive services to resource families. The main objective of these services is to equip resource parents with the knowledge, skills and supports to provide for the emotional, physical, financial, and well-being needs of the children and young adults who are in their care. The trainings will be delivered in collaboration with SFHSA RFA leadership, utilizing best industry practices, and in accordance with the written directives of San Francisco City & County and governing bodies. The four major trainings provided under this contract are: 1) Pre-Service Training, 2) Advanced Training, 3) Train the Trainer, and 4) Substance Abuse/HIV Training. Some of the supportive services include, but not limited to, a mentoring program, coaching sessions, Holiday events in December, and Foster Parent Appreciation events. The term resource family applies to all caregivers who provide out-of-home care for foster children and includes foster parents, adoptive parents, relatives or non-related extended family members.	Regular	06/30/2028
44649-23/24	Human Services	\$2,358,470	Property management and short-term residential counseling services to occupants of a temporary family housing building on Holloway Avenue in San Francisco.	Regular	06/30/2028

PSC	Department	Amount	Type of Service	Type of Approval	Duration
45359-23/24	Human Services	\$371,800	The Contractor shall conduct fair hearings for the County Adult Assistance Program (CAAP) and clients served who receive public assistance and who are facing a reduction in their grant amount or a discontinuance of their grant and are requesting a fair hearing. The Contractor shall cover a minimum of four hearing days per month, as directed by the Director of Investigations or his or her designee, based on work flow and number of hearings scheduled by fair hearing staff. The Contractor shall also cover vacation and other leaves by the lead hearing officer, not to exceed an average of 175 hours per quarter. The Contractor shall keep itself fully informed of all applicable laws that govern fair hearings, including State law, sections of the San Francisco Administrative Code (SFAC), case law, and administrative rules and regulations that govern hearings and shall at all times comply the applicable laws. The Contractor shall also conduct hearings, participate in settlement discussions, and write decisions within applicable time frames. In addition, the Contractor will be required to review good cause requests and consult with program staff as needed, as directed by the lead hearing officer.	Regular	06/30/2028
47859-23/24	Treasurer/Tax Collector	\$9,000,000	Custom development of a separate, standalone business tax application that seamlessly integrates with the existing infrastructure and ecosystem.	Regular	07/01/2028
43546-20/21	Human Services	Current Approved Amount \$520,000 Increase Amount Requested \$405,671 New Total Amount Requested \$925,671	The Contractor shall provide the following parallel services during the term of this contract: A) SafeMeasures; B) Structured Decision Making; C) Ad Hoc Analytics; and D) On-Site training and coaching to FCS staff, supervisors and managers. A. SafeMeasures: The California Department of Social Services provides the Contractor with bi-weekly extracts from the statewide child welfare database. The Contractor conducts an analysis to display the data in tables that are related to the Division 31 Requirements that regulate child welfare operations. The Contractor organizes the data into a user-friendly, point-and-click format that allows managers, supervisors, and child welfare workers to view data by program, by office site, by unit, and by individual. The Contractor is one of two entities who has access to the state's database. SafeMeasures is a tool that supports measurement of both processes and outcomes. B. Structured Decision-Making: The FCS program utilizes an actuarial-based safety assessment tool, Structured Decision-Making (SDM) to improve its understanding of child risk and to improve case decision-making. The Contractor manages the data generated by these assessments and produces an annual management report, which compiles information from child welfare assessments. SDM is a logic tool based on probabilities, statistics, and research on outcomes. C. Ad Hoc Analytics: Using data extracts from SafeMeasures and the Structured Decision-Making tools, the Contractor will provide, on a monthly basis or as requested, ongoing reports related to various outcome measures as identified in the Family and Children Services (FCS) System Improvement Plan, including disproportionality, differential response, standardized assessments, and permanency. The Contractor will also provide comprehensive quarterly reports that include information related to foster care placement patterns, with particular focus on racial disproportion, distance of placement from home, adolescents in placement and length of time in care, children in institutional care, and placement moves. D. On-Site training and coaching to FCS staff, supervisors and managers: The Contractor will provide Safety Organized Practice (SOP) to Domestic Violence (DV) training and coaching for Protective Services Workers, coaches and Protective Service Supervisors. The Contractor will also provide management training for leadership development and implementation of the tools. The training will be conducted in connection with the SDM tool, to teach staff how to apply the material in the evidence-based decision making tool regarding domestic violence and moving it through SOP.	Modification	06/30/2027

PSC	Department	Amount	Type of Service	Type of Approval	Duration
44772-20/21	Municipal Transportation Agency	Current Approved Amount \$9,650,000 Increase Amount Requested \$1,750,000 New Total Amount Requested \$11,400,000	Selected contractors will provide specialized, as-needed services for the Sustainable Streets Division (SSD) in the areas of: 1.) Environmental analysis and documentation services (CEQA and NEPA); 2.) Transportation analysis and engineering services; 3.) Transportation data collection and analytics; and 4.) Sustainability data analysis for transportation projects. Work includes analysis of environmental strategy, procedures and level of required review, and preparing/ publishing findings when required by the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA); before and after studies for project implementation, including various modal movement counts; analysis and identification of travel markets, ridership patterns, modal demographics and mode choice, and expertise in applying geospatial analysis techniques to data sets; and drafting design standards and providing design recommendations.	Modification	06/30/2027
46036-21/22	Municipal Transportation Agency	Current Approved Amount \$360,000,000 Increase Amount Requested \$27,000,000 New Total Amount Requested \$387,000,000	Provide separate professional parking garage operational services for 21 parking facilities organized into two groups as follows: Group A – 9 Facilities (Ellis O'Farrell Garage, Fifth & Mission Garage, Kezar Lot, Mission Bartlett Garage, Moscone Center Garage, 7th & Harrison Lot, Zuckerberg SF General Hospital Garage, 16th & Hoff Garage, Union Square Garage); Group B – 12 Facilities (Japan Center Garage, Civic Center Garage, Golden Gateway Garage, Lombard Garage, North Beach Garage, Performing Arts Garage, Pierce Garage, Polk Bush Garage, Portsmouth Square Garage, St. Mary's Square Garage, Sutter Stockton Garage, Vallejo Garage). Services include providing qualified and experienced parking personnel for parking operations, customer service, janitorial, maintenance, and security. The Operator shall provide oversight of all aspects of administrative functions including, but not limited to, collection, reconciliation, and deposit of all parking and non-parking revenue; repair and maintenance of facilities and revenue control equipment; compliance with insurance and bond requirements; providing valet or valet-assist parking services, as needed, during special events. The term is for just under five years, thereafter on a month-to-month basis, not to exceed 48 months. The amount of \$200 million represents the total operating expenses projected at all 21 garages over the nearly five-year period starting on February 1, 2023, and ending on January 15, 2028. Scope Change: Addition of one new parking facility (Music Concourse Garage) to the Group B garage-management contract.	Modification	01/15/2028
47099-20/21	Municipal Transportation Agency	Current Approved Amount \$12,033,750 Increase Amount Requested \$2,268,750 New Total Amount Requested \$14,312,500	Selected contractors will provide specialized, as-needed services to engage the public on transportation projects. This will include services such as, designing strategies and approaches that enable diverse, culturally competent public participation, arranging public events and meetings, facilitating focus groups, and compiling notes and records for follow-up and documentation; while conforming to The San Francisco Municipal Transportation Agency's (SFMTA) established standards for conducting public outreach and engagement on its capital projects and programs.	Modification	06/30/2027
41908-23/24	Port	Current Approved Amount \$12,000,000 Increase Amount Requested \$11,000,000 New Total Amount Requested \$23,000,000	Conceptual engineering and design for 4 different contracts for specific locations along the waterfront.	Modification	09/30/2031 <i>Any approval will be conditioned on a status report to the Commission in year 4 of the PSC.</i>
45683-19/20	Public Works	Current Approved Amount \$4,193,000 Increase Amount Requested \$578,000 New Total Amount Requested \$4,771,000	Provide technical assistance on how to structure a Public Private Partnership (P3) project, which involves the joint development of a public asset (building) and private asset (private development), all performed under one Developer Agreement. This will include advising on the procurement strategy, assisting with terms of the Development Agreement, Exclusive Negotiating Agreements, and the long-term lease. Will integrate all financial and legal aspects of the Development Agreement into the technical and commercial terms of the construction and maintenance support services of the public and private assets.	Modification	06/30/2026

PSC	Department	Amount	Type of Service	Type of Approval	Duration
32406-18/19	Treasurer/Tax Collector	Current Approved Amount \$500,000 Increase Amount Requested \$0 New Total Amount Requested \$500,000	The Office of the Treasurer & Tax Collector requires fiscal sponsor services to facilitate grant fundraising for its Office of Financial Empowerment (OFE) and Financial Justice Project (FJP). The OFE and FJP receive private grants to fulfil their respective missions. OFE's mission is to leverage the power of City Hall to strengthen the economic security and mobility of low income families. FJP's mission is to assess and reform how fees and fines impact the City's most vulnerable residents. The role of the fiscal sponsor, as an independent nonprofit organization, is primarily to receive funds from philanthropic sources on behalf of OFE and FJP and secondarily to disburse funds on behalf of OFE and FJP on a case-by-case basis. Funds received are from philanthropic sources that are unwilling or unable to provide donations directly to the City but are able to make donations to a non-profit fiscal sponsor on behalf of OFE and FJP.	Modification	06/30/2027

Speakers: Lynn Khaw, City Administrator spoke on PSC # 43388-23/24
 Krystal Rogers and Tara Alvarez, Human Services Agency spoke on PSC #44649-23/24
 Matt Boyle and David Garcia, Municipal Transportation Agency spoke on PSC #47099-20/21

Action:

- 1) Continued PSC# 43388-23/24 from the City Administrator to the meeting of July 15, 2024, with a report to address questions on whether the Hazardous Waste Management work can be done by City employees. (Vote of 4 to 0)
- 2) Approved PSC# 44649-23/24 from the Human Services Agency with the condition to work with Lavena Holmes, Deputy Director and/or Executive Officer to add classifications 2931, 2708 and 7524 and for future projects with the goal of keeping the work in-house. (Vote of 4 to 0)
- 3) Continued PSC# 47099-20/21 from the Municipal Transportation Agency; the Municipal Transportation Agency was instructed to reach out to the Department of Human Resources to seek ways of bringing the specialized transportation project work in-house and to report back to the Commission at the July 15, 2024, meeting. (Vote of 4 to 0)
- 4) Adopted the report. Approved the remaining requests for proposed Personal Services Contract; Notify the office of the Controller and the office of Contract Administration. (Vote of 4 to 0)

0200-23-5 Proposed Changes to Civil Service Commission Rules: 102, 202, and 302 Definitions; 109, 209, and 309 Position Classification; 114, 214, and 314 Appointments; 120, 220, and 320 Leaves of Absence; 121, 221, and 321 Layoffs to Modernize and Expedite Hiring. (Item No. 8)

October 2, 2023 Continued to the meeting of October 16, 2023, directed DHR to incorporate the changes Vice President Favetti proposed and for the Municipal Transportation Agency to present Volume IV proposed rule changes and incorporate the changes Vice President Favetti. Append Vice President Favetti's changes to the minutes.

October 16, 2023: Accepted the report and post proposed amended Rules.

Speakers: Ardis Graham, Department of Human Resources
Claire McCaleb, Department of Human Resources

Action: Adopted the report. Adopted the proposed Rule amendments to Rules 02 Series; 09 Series; 014 Series; 020 Series; and 021 Series. (Vote of 4 to 0)

0201-23-5 Proposed Amendments to Civil Service Commission Rules: 113, 213, and 313 Certification of Eligibles to Modernize and Expedite Hiring. (Item No. 9)

October 2, 2023 Continue to the meeting of October 16, 2023, directed DHR to incorporate the changes Vice President Favetti proposed and for the Municipal Transportation Agency to present Volume IV proposed rule changes and incorporate the changes Vice President Favetti. Append Vice President Favetti's changes to the minutes.

October 16, 2023: Accepted the report and post proposed amended Rules.

Speakers: Ardis Graham, Department of Human Resources
Claire McCaleb, Department of Human Resources

Action: Adopted the report. Adopted the proposed Rule amendments to Rules 013 Series. (Vote of 4 to 0)

0209-23-5 Proposed Changes to Civil Service Commission Rules: 402 Definitions; 409 Position Classification; 414 Appointments; 420 Leaves of Absence; 421 Layoffs to Modernize and Expedite Hiring. (Item No. 10)

October 16, 2023: Accepted the report and post proposed amended Rules.

Speakers: Ardis Graham, Department of Human Resources
Claire McCaleb, Department of Human Resources

Action: Adopted the report. Adopted the proposed Rule amendments to Rules 402; 409; 414; 420; and 421. (Vote of 4 to 0)

0210-23-5 Proposed Amendments to Civil Service Commission Rules: 413 Certification of Eligibles to Modernize and Expedite Hiring. (Item No. 11)

October 16, 2023: Accepted the report and post proposed amended Rules.

Speakers: Ardis Graham, Department of Human Resources
Claire McCaleb, Department of Human Resources

Action: Adopted the report. Adopted the proposed Rule amendments to Rules 413. (Vote of 4 to 0)

0013-24-5 Proposed Changes to Civil Service Commission Rules: 213 Certification of Eligibles – Police Department and 313 Certification of Eligibles – Fire Department (Secondary Criteria) to Create Efficiencies and Reduce Time-to-Hire. (Item No. 12)

January 30, 2024: Accepted the report; Post proposed amended Rules.

Speakers: None.

Action: Adopted the report. Adopted the proposed Rule amendments to Rules 213 and 313 – Secondary Criteria. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

President Kate Favetti had four (4) announcements:

- Requested to look into the Rules that make reference to Limited Tenure (LT) and delete since is obsolete.
- Thanked Luz Morganti for her work on the Board of Supervisor's salary survey and Yvette Gamble for establishing the process.
- Thanked Commissioners Minor and Salveson for their work.
- Thanked CSC staff and Commissioners for the condolences on the passing of President Favetti's mother.

ADJOURNMENT (Item No. 14)

3:05 p.m.



SF | Careers

Airport Electrician (9240) CITYWIDE (A00010)

Default

San Francisco International Airport, San Francisco, CA, United States

Full-time

Company Description

THIS IS A CITYWIDE EXAM

San Francisco is a vibrant and dynamic city, on the forefront of economic growth & innovation, urban development, arts & entertainment, as well as social issues & change. This rich tapestry of culture and ideas is sustained by our City's commitment to heighten the quality of life for the diverse population of San Franciscans and residents of the greater Bay Area. Our employees play an important role not only in making our City what it is today, but also in shaping the future of San Francisco.

San Francisco International Airport (SFO), an enterprise department of the City and County of San Francisco (CCSF), has approximately 1,700 CCSF employees and strives to be a [diverse, equitable, and inclusive employer](#).

SFO's mission is delivering an airport experience where people and our planet come first and our core values are Safety and Security, Teamwork, Excellence, Care, and Equity. [Learn more about careers at SFO](#).

For more information about SFO, visit www.flysfo.com. Follow us on [Twitter](#) and [Facebook](#)

Specific information regarding this recruitment process is listed below.

Application Opening: Monday, August 12, 2024

Application Deadline: [Apply Immediately](#). Interested applicants are encouraged to apply as soon as possible as this announcement may close after 5:00 PM on Friday, August 16, 2024 (PST).

Salary range: \$158,002 Annually - (Appointments to this job class enter at Step 5)

Recruitment ID: CBT-9240-A00010

Job Description

Under direction, performs skilled electrician duties at the journeyman level in maintaining electrical facilities at the San Francisco International Airport, including a high and low-voltage electrical distribution system; collects data for electrical expansion projects; and performs related duties as required.

Requires responsibility for carrying out and explaining policy procedures, rules and regulations governing the operation and maintenance of electrical facilities at San Francisco International Airport; applying technical skill in analyzing and testing high voltage equipment and circuits to assure efficient and continual operation; making frequent contacts with tenants, contractors and others to advise them as to the availability and location of electrical equipment; preparing and maintaining ordinary operational records. Nature of the work requires occasional exposure to working conditions where serious injuries might occur.

Essential duties of the job:

1. Maintains, operates and adjusts electrical primary power substations ranging from 2,300 to 12,000 voltage, including circuit breakers, relays, batteries and controls.
2. Maintains high voltage power lines; locates and isolates faulty sections and removes, installs and makes connections where necessary.
3. Installs watt-hour meter systems, connects potential transformers, current transformers, phase shifting transformers, test switches, reactive meters, demand meters and watt-hour meters.
4. Maintains, operates and repairs the airfield runway lighting system, including taxiways, guidance sign system, airways code beacon, rotating beacon and hazard lights.

5. Maintains, operates and repairs electric motors and control apparatus used in pumping drainage water and sewage.
6. Maintains, operates and repairs a high voltage light system.
7. Maintains, operates and adjusts standby engine generators used for emergency power; checks electrical failures for airport, tenants in the absence of tenant personnel in cases of emergency.
8. Collects data for engineer's planned expansion projects and meets with tenants and contractors and advises on availability of facilities for future expansion projects.
9. Inspects completed work for compliance with airport standards and requirements.
10. Performs related duties as assigned.

Qualifications
Minimum Qualifications

Education:

Requires completion of a recognized electrician's (Line worker or Inside Wireman) apprenticeship program.

Experience:

Requires two (2) years of verifiable journey-level electrician experience in the installation, maintenance, and operation of high voltage (above 600 volts) industrial power transmission and distribution systems.

License and Certification:

Requires possession of a valid California driver's license.

Substitution:

Additional experience as a journey level electrician, performing installation, servicing, and repair to electrical systems, devices, and related components can be substituted for the five (5) year apprenticeship program, on a year for year basis.

Applicants must meet the minimum qualification by the final filing date unless otherwise noted.

One year full-time employment is equivalent to 2,000 hours (2,000 hours of qualifying work experience is based on a 40 hour work week). Any overtime hours that you work above 40 hours per week are not included in the calculation to determine full-time employment.

Verification of Education and Experience

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/how-verify-education-requirements>.

Every application is reviewed to ensure that you meet the minimum qualifications as listed in the job ad. Please review our articles on [Employment Application and Minimum Qualifications](#) and [Verification of Experience and/or Education](#) for considerations taken when reviewing applications.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Resumes will NOT be accepted in lieu of a completed City and County of San Francisco application.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

Selection Procedure:

After application submission, candidates deemed qualified must complete all subsequent steps to advance in this selection process, which includes the following:

Minimum Qualification Supplemental Questionnaire (MQSQ): Candidates may be required to complete an MQSQ as part of the employment application. This MQSQ is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications (MQ) for this position. The MQSQ will be used to evaluate if the applicant possesses the required minimum qualifications.

Oral Examination (Weight: 100%):

The applicants who meet the minimum qualifications will be invited to participate in the oral exam designed to measure knowledge, skills and/or abilities in job-related areas which may include but not be limited to technical knowledge of electrical terms to understand the functions and workings of electrically controlled equipment; ability to locate and correct any electrical trouble in the least possible time; ability to handle and operate high voltage testing equipment and high voltage switchgear and transformers; ability to deal courteously, effectively and tactfully with representatives of other agencies and airport tenants.

A passing score must be achieved on the Oral Examination in order to continue in the selection process.

NOTE: Only those applicants meeting the minimum qualifications will be notified of the exact date, time and place to report for the examination. Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

Transportation Security Administration (TSA) Security Clearance

Candidates for employment with the San Francisco Airport Commission are required to undergo a criminal history record check, including FBI fingerprints, and Security Threat Assessment in order to determine eligibility for security clearance and may be required to undergo drug/alcohol screening. Per Civil Service Commission Rule Section 110.9.1, every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. Failure to obtain and maintain security clearance may be basis for termination from employment with the Airport Commission.

Customs Clearance

Candidates for employment with San Francisco International Airport require that the incumbent be qualified for unescorted access to the San Francisco Airport U.S. Customs Security Area. An application for a U.S. Customs Access Seal may be submitted to Customs ONLY after employment has commenced. Employment in this position requires that the incumbent submit an application for, successfully acquire and maintain a Customs Access Seal. Per Civil Service Commission Rule 110.9.1, every applicant must possess and maintain the qualifications required by law and by the examination announcement for this examination. Failure to acquire or maintain customs access, a requirement for this position, may be basis for termination from employment with the Airport Commission. Customs Access Seal requirements and procedures are located in the Code of Federal Regulations, Title 19, Part 122, Sections 181 or 189.

Medical Examination

Prior to appointment, candidates must successfully pass a medical examination to determine his/her ability to perform the essential functions of the job and/or the ability to meet the physical minimum requirements.

Eligible List/Score Report:

A confidential eligible list of applicant names that have passed the civil service examination process will be created, and used for certification purposes only. An examination score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including names of applicants on the eligible list, shall not be made public unless required by law. However, an eligible list shall be made available for public inspection, upon request, once the eligible list is exhausted or expired and referrals resolved. The eligible list/score report resulting from this civil service examination process is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be 12 months, and may be extended with the approval of the Human Resources Director.

Additional information

- [Information About The Hiring Process](#)

- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Veterans Preference](#)
- [Seniority Credit in Promotional Exams](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

Terms of Announcement and Appeal Rights:

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at <https://careers.sf.gov/>.] The terms of this announcement may be appealed under Civil Service Rule 110.4. Such appeals must be submitted in writing to the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <https://sf.gov/departments/civil-service-commission>.

HOW TO APPLY

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/> and begin the application process.

- Select the "I'm Interested" button and follow instructions on the screen

We communicate by email. Applicants may be contacted by email about this recruitment and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysf.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org, @famsf.org, @ccsf.edu, @smartalerts.info, and @smartrecruiters.com).

Applicants will receive a confirmation email from notification@careers.sf.gov that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. **Failure to receive this email means that the online application was not submitted or received.**

If you have any questions regarding this recruitment or application process, please contact the exam analyst **Carolina Robert** at carolina.robert@flysf.com.

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

Videos to Watch



LOCAL UNION 6

International Brotherhood of Electrical Workers

55 FILLMORE STREET • SAN FRANCISCO, CA. 94117 • (415) 861-5752 • FAX (415) 861-0734

August 16, 2024

Ms. Carol Isen
Human Resources Director
Department of Human Resources
City and County of San Francisco
1 South Van Ness Ave 4th Floor
San Francisco, CA 94103

RE: 9240 Airport Electrician Job announcement, Recruitment# REF42096Y

Dear Ms. Isen,

This letter is to serve as our appeal of the 9240 Airport Electrician Job Announcement issued on *August 12, 2024*. The announcement has a PCS recruitment # REF42096Y

This appeal is being filed with you pursuant to Civil Service Rule 110.4, Article II and Rule 114, Article VIII which reads: Appeals concerning the provisions of an examination announcement must be received by the Human Resources Director within five (5) business days from the issuance date. The Human Resources Director shall rule on all appeals and shall notify appellants in writing of the decision. The decision is subject to appeal to the Commission as provided elsewhere in these Rules.

We are appealing the decision to post this job announcement utilizing the Rule of the List.

113.7.2 Expansion of Certification Rules

1) Notwithstanding any other provisions of these Rules, the Human Resources Director is authorized to meet and confer with representatives of employee organizations to reach mutual agreement over the Certification Rule applicable to each of the classes covered by this Section. **If the parties fail to reach mutual agreement, the Rule of Three Scores shall be used.**

IBEW Local 6 reserves the right to add to or modify this appeal.

I would be happy to meet with you or your designee to discuss the matter in more detail. Please contact us with available dates.

Thank you for your attention in this matter.

Sincerely,

Osha Ashworth
Assistant Business Manager

OA:dd/OPEIU-29-AFL-C10(37)

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

August 20, 2024

Osha Ashworth
Assistant Business Manager
International Brotherhood of Electrical Workers
55 Filmore Street
San Francisco, CA 94117
Email: oashworth@ibew6.org

Re: 9240 Airport Electrician Job Ad, Recruitment #REF42096Y

Dear Osha Ashworth,

Your appeal to the Human Resources Director concerning the job ad for class 9240 Airport Electrician, which was posted on August 12, 2024, was forwarded to me for review and response. In your appeal, you dispute the use of Rule of List as the certification rule for the examination.

Please be advised that rule 113.7.2 Expansion of Certification Rules, which you cite in your letter, has been amended and adopted by the Civil Service Commission on July 1, 2024. It now reflects as follows:

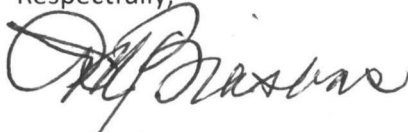
113.7.2 Expansion of Certification Rules

- 1) *Unless otherwise directed by the Human Resources Director, the certification rule for Entry (E) and continuous testing eligible lists shall be Rule of the List.*
- 2) *Notwithstanding any other provisions of these Rules, the Human Resources Director is authorized to meet and confer with representatives of employee organizations to reach mutual agreement over the Certification Rule applicable to each of the classes covered by this Section except unless otherwise directed by the Department of Human Resources those eligible lists in classes designated Entry (E) and continuous testing by the Human Resources Director. If the parties fail to reach mutual agreement, the Rule of Three Scores shall be used.*
- 3) *The agreed-upon Certification Rule shall be promulgated as a term of the examination announcement and the agreed-upon Certification Rule shall not be appealable to the Civil Service Commission.*

Please note that entry-level is defined as the first classification in a series or a stand-alone classification. Specifically, class 9240 Airport Electrician is defined as an entry-level classification because it is the first classification in its series. At this time and as a result of the rule changes reflected above, reaching mutual agreement between the City and representatives from the employee organization is not required to use Rule of the List as the certification rule for this examination.

In light of the above and on behalf of the Human Resources Director, I am unable to grant your appeal. You may appeal this decision to the Civil Service Commission within five (5) business days of your receipt of this letter.

Respectfully,

A handwritten signature in black ink, appearing to read "Anna Biasbas", written over a horizontal line.

Anna Biasbas
Employment Services Director

c: Carol Isen, Human Resources Director
Sandra Eng, Executive Director, Civil Service Commission
John Kraus, Miscellaneous Examinations Manager, DHR



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

**LONDON N. BREED
MAYOR**

Sent via Email

NOTICE OF RECEIPT OF APPEAL

DATE: August 27, 2024
REGISTER NO.: 0172-24-4
APPELLANT: OSHA ASHWORTH, IBEW LOCAL 6

Carol Isen
Human Resources Director
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Dear Carol Isen:

The Civil Service Commission has received the attached letter from Osha Ashworth, IBEW Local 6 appealing the Human Resources Director's decision that denies IBEW Local 6 use of the certification rule, Rule of the list for the 9240 Airport Electrician Examination. Your review and action are required.

If this matter is not timely or appropriate, please submit CSC Form 13 "Action Request on Pending Appeal/Request," with supporting information and documentation to my attention by email to civilservice@sfgov.org. CSC Form 13 is available on the Civil Service Commission's website at www.sf.gov/CivilService on the "File an action request for a Civil Service Commission hearing" page.

In the event Osha Ashworth, IBEW Local 6's appeal is timely and appropriate, the department is required to submit a staff report in response to the appeal within sixty (60) days so that the matter may be resolved in a timely manner. Accordingly, **the staff report is due no later than 11 a.m. on October 24, 2024**, so that it may be heard by the Civil Service Commission at its meeting on November 4, 2024. If you will be unable to transmit the staff report by the October 24th deadline, or if required departmental representatives will not be available to attend the November 4th meeting, please notify me by use of CSC Form 13 as soon as possible, with information regarding the reason for the postponement and a proposed alternate submission and/or hearing date.

You may contact me at Lavena.holmes@sfgov.org or (628) 652-1100 if you have any questions. For more information regarding staff report requirements, meeting procedures or future meeting dates, please visit the Commission's website at www.sfgov.org/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION

A handwritten signature in black ink that reads "Lavena Holmes". The signature is written in a cursive, flowing style.

LAVENA HOLMES
Deputy Director

Attachment

Cc: Jeanne Buick, Department of Human Resources
Anna Biasbas, Department of Human Resources
John Kraus, Department of Human Resources
Shawn Sherburne, Department of Human Resources
Andrea Caporale, Airport



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

**LONDON N. BREED
MAYOR**

Sent via Email

August 27, 2024

Osha Ashworth, Assistant Business Manager
International Brotherhood of Electrical Workers
55 Fillmore Street
San Francisco, CA 94117
Oashworth@ibew6.org

Subject: Register No. 0172-24-4: Appealing the Human Resources Director's decision that denies IBEW, Local 6 use of certification rule - Rule of the list for the 9240 Airport Electrician Examination.

Dear Osha Ashworth:

This is in response to your appeal submitted to the Civil Service Commission on August 26, 2024, appealing the Human Resources Director's decision that denies IBEW Local 6 use of the certification rule, Rule of the list for the 9240 Airport Electrician Examination. Your appeal has been forwarded to the Department of Human Resources for investigation and response to the Civil Service Commission.

If your appeal is timely and appropriate, the department will submit its staff report on this matter to the Civil Service Commission in the near future to request that it be scheduled for hearing. The Civil Service Commission generally meets on the 1st and 3rd Mondays of each month. You will receive notice of the meeting and the department's staff report on your appeal two Fridays before the hearing date via email, as you have requested on your appeal form.

In the meantime, you may wish to compile any additional information you would like to submit to the Commission in support of your position. The deadline for receipt in the Commission office of any additional information you may wish to submit is 5:00 p.m. on the Tuesday preceding the meeting date by email to civilservice@sfgov.org. Please be sure to redact your submission for any confidential or sensitive information (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

You may contact me by email Lavena.holmes@sfgov.org or by phone at (628) 652-1100 if you have any questions. You may also access the Civil Service Commission's meeting calendar, and information regarding staff reports and meeting procedures, on the Commission's website at www.sf.gov/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION

LAVENS HOLMES
Deputy Director



LOCAL UNION 6

International Brotherhood of Electrical Workers

55 FILLMORE STREET • SAN FRANCISCO, CA. 94117 • (415) 861-5752 • FAX (415) 861-0734

August 26, 2024

Ms. Sandra Eng
Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102-6033

Dear Ms. Eng,

This letter is to serve as our appeal of the Human Resources Director decision to deny the Unions appeal and use the Rule of the List for the 9240 Airport Electrician and not the Rule of Three Scores as reflected on a Job Announcement issued on *August 12, 2024*. The announcement has a PCS recruitment # REF42096Y.

113.7.2 Expansion of Certification Rules

- 1) Unless otherwise directed by the Human Resources Director, the certification rule for Entry (E) and continuous testing eligible lists shall be Rule of the List.
- 2) Notwithstanding any other provisions of these Rules, the Human Resources Director is authorized to meet and confer with representatives of employee organizations to reach mutual agreement over the Certification Rule applicable to each of the classes covered by this Section except unless otherwise directed by the Department of Human Resources those eligible lists in classes designated Entry (E) and continuous testing by the Human Resources Director. **If the parties fail to reach mutual agreement, the Rule of Three Scores shall be used.** (emphasis added)
- 3) The agreed-upon Certification Rule shall be promulgated as a term of the examination announcement and the agreed-upon Certification Rule shall not be appealable to the Civil Service Commission.

When we met with DHR regarding the proposed rule changes, Local 6 expressed our position that the Journey-Level classifications that we represent would not be appropriate to utilize the Rule of the List and that Local 6 believes it is appropriate to continue to utilize the Rule of Three Scores.

In addition, the Union is currently engaged in discussions to establish a classification that would permit Journey-Level Electricians to gain the education and experience to qualify to meet the MQ's of the 9240 Airport Electrician classification, among others. We do not see this

classification, or our other Journey-Level classifications as "entry" for the purposes of this provision. These classifications require completion of a registered apprenticeship.

IBEW Local Union 6 reserves the right to amend or modify this appeal.

I would be happy to meet with you or your designee to discuss the matter in more detail. Please contact us with available dates.

Thank you for your attention in this matter.

Sincerely,



Osha Ashworth
Assistant Business Manager

OA:gs/OPE-29-AFL-CIO(37)

cc: Carol Isen, Director of Human Resources, Department of Human Resources, CCSF
Jeanne Buick, Executive Assistant to the Director, DHR, CCSF
Anna Biasbas, Employment Services Director, DHR, CCSF