

1 [Extending provisional appointments.]

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3 **Resolution approving extension to June 30, 2004 of provisional appointments of**  
4 **employees in classifications 1270 Departmental Personnel Officer, 1272 Senior**  
5 **Departmental Personnel Officer, 1458 Legal Secretary I, 1460 Legal Secretary II, 1820**  
6 **Junior Administrative Analyst, and 1932 Assistant Storekeeper.**

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8 WHEREAS, Provisional appointments must be made to civil service positions in  
9 classifications for which no eligible list exists;

10 WHEREAS, In 1998 the City and County of San Francisco employed 4,018 provisional  
11 employees; and

12 WHEREAS, The Department of Human Resources designed and implemented an  
13 aggressive examination program to reduce provisional appointments and comply with Charter  
14 prohibitions on long-term provisional employment; and,

15 WHEREAS, The Department of Human Resources has reduced the number of  
16 provisional appointments by 76% to 951; and

17 WHEREAS, Current budget and staffing reductions have resulted in layoff and  
18 displacement of experienced Department of Human Resources Merit System Services (MSS)  
19 Division examination staff and have required the reassignment of existing MSS Division  
20 examination staff to assist in the Citywide layoff process; and

21 WHEREAS, The Department of Human Resources MSS Division must restructure  
22 operations and reorient and train staff members displaced by layoff as a result of budget  
23 reductions; and

24 WHEREAS, Charter section 10.105 limits provisional appointments to three years,  
25 unless the Board of Supervisors approves an extension and the Human Resources Director

1 certifies that for reasons beyond her control the Human Resources Department has been  
2 unable to conduct examinations; and

3 WHEREAS, The Department of Human Resources will not be able to complete the  
4 examination processes required to meet the three-year limitation on provisional appointments  
5 for the following six (6) job classifications:

- 6 1270 Departmental Personnel Officer
- 7 1272 Senior Departmental Personnel Officer
- 8 1458 Legal Secretary I
- 9 1460 Legal Secretary II
- 10 1820 Junior Administrative Analyst
- 11 1932 Assistant Storekeeper; and

12 WHEREAS, there are long term provisional employees in these job classifications that  
13 will be adversely affected unless their provisional appointments are extended;

14 WHEREAS, The Human Resources Director certifies that the delays in examinations  
15 for these classifications are beyond her control; now, therefore, be it

16 RESOLVED, That the Board of Supervisors approves the extension of the provisional  
17 appointments of employees in classifications 1270 Departmental Personnel Officer, 1272  
18 Senior Departmental Personnel Officer, 1458 Legal Secretary I, 1460 Legal Secretary II, 1820  
19 Junior Administrative Analyst, and 1932 Assistant Storekeeper until June 30, 2004.

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21 APPROVED:  
22 DEPARTMENT OF HUMAN RESOURCES

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HUMAN RESOURCES DIRECTOR