

1 [Extending provisional appointments.]

2
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.**

7
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.

20
21 APPROVED:
22 DEPARTMENT OF HUMAN RESOURCES

23 
24 _____
25 HUMAN RESOURCES DIRECTOR

Department of Human Resources
BOARD OF SUPERVISORS



City and County of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Place
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Tails Resolution

File Number: 031307

Date Passed:

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

September 30, 2003 Board of Supervisors — ADOPTED

Ayes: 10 - Daly, Dufty, Gonzalez, Hall, Ma, Maxwell, McGoldrick, Newsom,
Peskin, Sandoval


Absent: 1 - Ammiano

File No. 031307

I hereby certify that the foregoing Resolution was ADOPTED on September 30, 2003 by the Board of Supervisors of the City and County of San Francisco.

OCT 10 2003

Date Approved



Gloria L. Young
Clerk of the Board



Mayor Willie L. Brown Jr.