

1 [Extending provisional appointments.]

2 **Resolution approving extension to June 30, 2005 of provisional appointments of**
3 **employees in classifications 1237 Training Coordinator, 1410 Chief Clerk, 1842**
4 **Management Assistant, 2998 Representative, Commission on Status of Women, 3280**
5 **Assistant Recreation Director, 3284 Recreation Director, 4321 Cashier 2, 5278 Planner**
6 **2, 5283 Planner 5, 5293 Planner 4, 5608 Senior Energy Specialist, 9343 Roofer, and H-30**
7 **Captain (Fire Department) and 60 promotive provisional appointments in classifications**
8 **0922 Manager I, 0923 Manager II, 0931 Manager III, 0932 Manager IV, 0933 Manager V,**
9 **0941 Manager VI, 0942 Manager VII, and 0943 Manager VIII.**

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

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

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

18 WHEREAS, The Department of Human Resources has reduced the number of
19 provisional appointments by 77% to 903; and

20 WHEREAS, Current budget and staffing reductions resulted in layoff and displacement
21 of experienced Department of Human Resources Merit System Services (MSS) Division
22 examination staff and significantly reduced the number of trained MSS Division staff assigned
23 to conduct examinations; and

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1 WHEREAS, The Department of Human Resources MSS Division has been required to
2 divert resources to assist in the administration of the layoff process, restructure operations
3 and train newly assigned staff members received as a result of displacement by layoff; and

4 WHEREAS, The Department Of Human Resources MSS Division resources will be
5 further impacted by additional staff reductions and displacement of trained staff due to
6 anticipated budget reductions effective July 1, 2004; and

7 WHEREAS, Charter section 10.105 limits provisional appointments to three years,
8 unless the Board of Supervisors approves an extension and the Human Resources Director
9 certifies that for reasons beyond her control the Human Resources Department has been
10 unable to conduct examinations; and

11 WHEREAS, The Department of Human Resources will not be able to complete the
12 examination processes required to meet the three-year limitation on provisional appointments
13 for the following 21 job classifications:

14 1237 Training Coordinator	5608 Senior Energy Specialist
15 1410 Chief Clerk	9334 Roofer
16 1842 Management Assistant	H-30 Captain (Fire Department)
17 2998 Representative, Commission on	0922 Manager I
18 Status of Women	0923 Manager II
19 3280 Assistant Recreation Director	0931 Manager III
20 3284 Recreation Director	0932 Manager IV
21 4321 Cashier 2	0933 Manager V
22 5278 Planner 2	0941 Manager VI
23 5283 Planner 5	0942 Manager VII
24 5293 Planner 4	0943 Manager VIII; and

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

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

5 RESOLVED, That the Board of Supervisors approves the extension provisional
6 appointments of employees in classifications 1237 Training Coordinator, 1842 Management
7 Assistant, 1410 Chief Clerk, 2998 Representative, Commission on Status of Women, 3280
8 Assistant Recreation Director, 3284 Recreation Director, 4321 Cashier 2, 5278 Planner 2,
9 5283 Planner 5, 5293 Planner 4, 5608 Senior Energy Specialist, 9343 Roofer, H-30 Captain
10 (Fire Department) and 60 promotive provisional appointments in classifications 0922 Manager
11 I, 0923 Manager II, 0931 Manager III, 0932 Manager IV, 0933 Manager V, 0941 Manager VI,
12 0942 Manager VII, and 0943 Manager VIII until June 30, 2005.

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17 APPROVED:
18 DEPARTMENT OF HUMAN RESOURCES

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21 HUMAN RESOURCES DIRECTOR
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