

January 22, 2008

To: Advisory Panel for City Employment of Persons with Disabilities

From: Silvia Castellanos
Department of Human Resources EEO Division

Subject: ADVISORY PANEL RECOMMENDATIONS TO HR DIRECTOR

Human Resources Director Micki Callahan has received DHR EEO staff's summary of the Advisory Panel's meetings and discussions. Ms. Callahan would like to meet with the Panel to review and discuss its final recommendations.

In preparation for the Panel's meeting with Ms. Callahan, please review and confirm the recommendations below and submit any comments or revisions to me by or before February 1, 2008. Recommendations will be submitted to Ms. Callahan and a final meeting of the panel will be scheduled.

Thank you very much for your cooperation and assistance on this project and please feel free to contact me at 557-4855 should there be any questions.

A. Recruitment & Outreach

- DHR should designate a specific liaison (staff or volunteer) to work with the community. By identifying a single point of contact within DHR, job developers and job seekers will know who to contact concerning review of applications and current openings.
- Redesign the DHR website to be more accessible, disabled-user friendly.
Status: Completed.
- Redesign the DHR lobby to be more accessible and disabled-user friendly. Include wheelchair access to computers, signage that accommodation is available and knowledgeable DHR staff available to assist as needed.
Status: 44 Gough Street lobby remodel completed.
- Include Advisory Panel agencies on DHR email routing for announcements/postings.
Status: Completed.
- DHR should establish a "hot list" (skills bank) of qualified people with disabilities to be considered by departments for different City positions.

B. Examination & Selection

- Qualified disabled applicants should be granted an automatic interview with the hiring manager.
Note: Requires Charter, CSC Rule changes.
- Qualified disabled applicants should be awarded ‘disability points’, similar to how Veterans Points are currently awarded.
Note: Requires Charter, CSC Rule changes.
- Qualified disabled applicants should be afforded reasonable accommodation in examination/selection processes.
Status: Continuing.
- DHR should track and report applicant requests for reasonable accommodation.
Status: In Progress.
- DHR should train examination staff on reasonable accommodation process, technology and resources.
Status: Continuing.
- DHR should ensure On-Line Application function is disabled-user friendly.
Status: Continuing.

C. Rule 115 Program, Exempt Employment for Severely Disabled

- Delete limitation of the program to “entry-level” classifications and expand the scope of Rule 115 to apply to all City classifications. (Note: Panel members are not in complete agreement regarding expansion of Rule 115.)
Note: Requires Charter, CSC Rule changes.
- Delete the term “severely” from the title of the Rule.
- CCSF should establish incentives and rewards for departments to result in greater use of Rule 115.
- Communicate top-level support of Rule 115 to departments.
- Establish appointment goals for departments for Rule 115 hires.
- Target specific classifications for appointment under Rule 115.
- DHR should designate staff responsible for contacting departments to raise awareness of Rule 115 and encourage Rule 115 appointments.

- DHR should lead by example and designate Rule 115 positions.
Status: DHR made a Rule 115 appointment in November 2007.

D. Affirmative Action

- Issue a policy statement that CCSF is an affirmative action employer for persons with disabilities.
- CCSF should survey its workforce to identify the number, status, locations and occupations of current employees with disabilities.
Note: Involves issues of privacy and disclosure.
- Establish an affirmative action hiring plan for the disabled to include hiring goals and timetables.
- Establish an appointment policy: In situations involving equally qualified disabled and non-disabled applicants, the disabled applicant is hired.
- DHR should develop new classifications suitable for developmentally disabled and disabled youth.
- DHR should re-structure classifications and/or carve out job functions suitable for developmentally disabled.
- CCSF should create more part time positions and encourage job-sharing.

E. Retention

- Provide training to managers, first-line supervisors and HR personnel regarding work-place access and the hiring and accommodation of people with disabilities.
Note: Continuing.
- Protect employees and applicants from retaliation for requesting accommodation or protesting barriers and/or negative attitudes.
Note: Continuing.

FACT SHEET

RULE 115 PROGRAM EXEMPT EMPLOYMENT OF INDIVIDUALS WHO ARE SEVERELY DISABLED

WHAT

The Rule 115 Program is the City's program for the exempt employment of individuals who are severely disabled. The Program defines an alternative process through which individuals with severe disabilities can join the City's permanent workforce without going through the Civil Service examination process.

"Rule 115" refers to Civil Service Commission Rule 115 which delineates the structure and spirit of this Program. The Rule 115 Program commenced in 1986 after a City-wide proposition was passed by the electorate in November of 1985. Since its inception, over 200 Rule 115 appointments have been made.

HOW IT WORKS

- 1) A Departmental Appointing Officer designates an entry-level position to be filled by an exempt appointee under the terms of Rule 115.
- 2) The Department of Human Resources then works with the Department to develop a job posting, conducts recruitment and forwards the applications of qualified individuals directly to the Department for review, interviews and appointment.
- 3) The individual appointed (Permanent Exempt appointee) serves a one-year evaluation period during which they are evaluated three times.
- 4) After one year of successful work performance, the appointee is then advanced to permanent status.
- 5) Throughout the Program, the resources of the State Department of Rehabilitation and the Department of Human Resources will be available to ensure a mutually beneficial experience for both the appointee and department. Experts in the area of disabled employment can provide free individual counseling, departmental consultations, training, and assistance regarding reasonable accommodations.

DEPARTMENT BENEFITS

- 1) Quality of Rule 115 Applicants
Many Rule 115 applicants have years of work experience and training which usually exceed the minimum qualifications required for entry-level positions. These candidates bring with them an uncommon level of

maturity, determination and desire for professional success.

- 2) Departmental Flexibility
After a Rule 115 designation is made, the Department can directly review and evaluate qualified applications, select those they wish to interview, and make a selection. If the department is not satisfied with the quantity or quality of applicants, additional recruitment can be conducted.
- 3) Speedy Process
Most Rule 115 appointments can be processed very quickly because the sometimes-lengthy examination and certification process is not involved.
- 4) One Year Evaluation Period
The Department has a one-year period in which to evaluate the performance of the appointee. The Department maintains the right to release the Rule 115 appointee during this period.

BENEFITS TO THE APPOINTEE

The benefits for Rule 115 appointees are many. Most important, however, is that the program gives individuals with severe disabilities an opportunity to be productive members of our community and valuable contributors to the City's workforce.

"SEVERE DISABILITY"

The Rule 115 Program relies on the technical expertise of both the State Department of Rehabilitation and the Veteran's Administration for their designation and certification of individuals who meet the criteria for severely disabled.

The clinical definition of "severe disability" encompasses a wide range of conditions not usually included in the lay-person's definition of the term. This definition includes individuals with a history of severe heart disease, epilepsy, cancer, speech impairments, physical disabilities, past emotional neurosis, recovering alcoholics, arthritis, etc.

ADVISORY PANEL FOR CITY EMPLOYMENT OF PERSONS
WITH
DISABILITIES

March 31, 2008
1:00 pm
44 Gough Street, Room 101

Goal:

To ensure that the City & County of San Francisco provides equal employment opportunity for people with disabilities.

Purpose:

To make recommendations to the Human Resources Director that will maximize the entry of individuals with disabilities into the City's workforce.

Objectives:

To collaborate to identify strategies that will result in increased representation of people with disabilities at all levels of City employment.

To identify barriers to City employment experienced by people with disabilities and to make recommendations to remove barriers.

To provide leadership to increase the representation of people with disabilities in the City's workforce through outreach and recruitment efforts.

To promote full use of Civil Service Commission Rule 115, Article I: Exempt Employment of Individuals who are Severely Disabled.

Agenda:

1. Welcome, Introductions
2. Panel Recommendations
3. Next Steps