



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

**DANIEL LURIE
MAYOR**

Sent via Electronic Mail

January 23, 2025

NOTICE OF CIVIL SERVICE COMMISSION MEETING

Nicholas Yong-Hyun Palm-Song



SUBJECT: REQUEST FOR A HEARING BY NICHOLAS YONG-HYUN PALM-SONG APPEALING THE REJECTION OF THEIR APPLICATION FOR THE H020 LIEUTENANT, FIRE SUPPRESSION EXAMINATION.

Dear Nicholas Yong-Hyun Palm-Song:

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 **February 3, 2025, at 2:00 p.m.** You will receive a separate email invite from a Civil Service Commission staff member to join and participate in the meeting.

The agenda will be posted for your review on the Civil Service Commission's website at www.sf.gov/CivilService under "Meetings" no later than end of day on Wednesday, January 29, 2025. Please refer to the attached Notice for procedural and other information about Commission hearings. A copy of the department's staff report on your appeal is attached to this email.

In the event that you wish to submit any additional documents in support of your appeal, please submit **one hardcopy 3-hole punch, double-sided and numbered at the bottom of each page to the CSC Office at 25 Van Ness Ave., Suite 720 and email a PDF version to the Civil Service Commission's email at civilservice@sfgov.org by 5:00 p.m. on Tuesday, January 28, 2025**, please be sure to redact your submission for any confidential or sensitive information that is not relevant to your appeal (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

It is important that you or an authorized representative attend the hearing regarding your appeal. **You will have up to 5 minutes for your presentation.** Should you or a representative not attend, the Commission will rule on the information previously submitted and any testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance. As a reminder, you are to be honest and forthright during all testimony and in all documentation that you provide to the Civil Service Commission.

You may contact me at (628) 652-1100 or at Lavena.Holmes@sfgov.org if you have any questions.

CIVIL SERVICE COMMISSION

LAVENA HOLMES
Deputy Director

Attachment

Cc: Chief Sandra Tong, Fire Department
Deputy Chief Darius Luttropp, Fire Department
Deputy Chief Shayne Kaialoa, Fire Department
Jesusa Bushong, Fire Department
Theresa Ludwig, Fire Department
Carol Isen, Department of Human Resources
Anna Biasbas, Department of Human Resources
Lisa Pigula, Department of Human Resources
Jeanne Buick, Department of Human Resources
Jen Lo, 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 Numbers: **0217 - 24 - 4**
2. For Civil Service Commission Meeting of: **February 3, 2025**
3. Check One:

☐ Ratification Agenda
☐ Consent Agenda
☒ Regular Agenda
☐ Human Resources Director's Report
4. Subject: **Register No. 0217-24-4: Nicholas Yong-Hyun Palm-Song Appealing the Rejection of their Application for the H020 Lieutenant, Fire Suppression Examination**
5. Recommendation: **Adopt the report of the Department of Human Resources and deny the appeal by Palm-Song.**
6. Report prepared by: **Crystal Cervantes** Telephone number: **415-551-8901**
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: 1/23/2025 
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

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San Francisco Fire Department Notification List

Nicholas Yong-Hyun Palm-Song

Chief Sandra Tong
Chief of Department
698 Second Street, 2nd Floor
San Francisco, CA 94107-2015
Sandra.Tong@sfgov.org

Deputy Chief Darius Luttrupp
Operations Division
698 Second Street, 2nd Floor
San Francisco, CA 94107-2015
Darius.Luttrupp@sfgov.org

Deputy Chief Shayne Kaialoa
Administration Division
698 Second Street, 2nd Floor
San Francisco, CA 94107-2015
Shayne.Kaialoa@sfgov.org

Jesusa Bushong
Departmental Personnel Officer
698 Second Street, Room 209
San Francisco, CA 94107-2015
415.558.3463 [fax]
Jesusa.Bushong@sfgov.org

Theresa Ludwig
Assistant to the Fire Chief
698 Second Street, Room 224
San Francisco, CA 94107-2015
415.558.3407 [fax]
theresa.ludwig@sfgov.org

Carol Isen, Human Resources Director
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103-5413
carol.isen@sfgov.org

Anna Biasbas
Employment Services Director
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103-5413
Anna.Biasbas@sfgov.org

Lisa Pigula
Assistant Employment Services Director
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103-5413
Lisa.Pigula@sfgov.org

Jeanne Buick
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103-5413
Jeanne.buick@sfgov.org

Jen Lo
Public Safety Team Manager
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103-5413
Jen.Lo@sfgov.org



DATE: January 23, 2025

TO: The Honorable Civil Service Commission

THROUGH: Carol Isen, Human Resources Director
Anna Biasbas, Director, Employment Services

FROM: Crystal Cervantes, Senior Human Resources Analyst, Public Safety Team
Jen Lo, Public Safety Team Manager, Public Safety Team

RE: **Register No. 0217-24-4: Nicholas Yong-Hyun Palm-Song Appealing the Rejection of their Application for the H020 Lieutenant, Fire Suppression Examination**

Background

The job ad for H020 Lieutenant, Fire Suppression [see Attachment A] specifies the criteria that must be met to qualify and participate in the selection process. It also states the period during which applicants must apply [September 6, 2024, to September 20, 2024 and extended from October 14, 2024 to October 18, 2024]. The criteria to qualify was *“Successful completion of probation in either class H002 Firefighter or H003 Firefighter Paramedic - Level 3 and five (5) years of experience as a permanent appointee in class H-2 Firefighter or H-3 Firefighter Paramedic - Level 3 in the San Francisco Fire Department by the application final filing date”*, which was originally September 20, 2024 and was later extended to October 18, 2024.

Appellant Nicholas Yong-Hyun Palm-Song (Palm-Song) applied for H020 on September 20, 2024 [see Attachment B]. Palm-Song indicated in their application that they began working as an H002 Firefighter [H002] in July of 2017. The Department of Human Resources (DHR) staff reviewed SF People & Pay records [see Attachment C] which showed Palm-Song was permanently appointed to H002 on January 18, 2022. Palm-Song’s application was rejected on October 21, 2024, because Palm-Song did not have five (5) years of experience in class H002 in the San Francisco Fire Department as of the close of the application filing period. Palm-Song subsequently filed an appeal with the Civil Service Commission (CSC) on October 31, 2024 of the rejection of their application [see Attachment D].

Issue

Should Palm-Song be allowed to participate in the H020 Lieutenant, Fire Suppression examination without meeting the criteria specified in the job ad?

Authority/Standards

Civil Service Rules

Sec. 310.2 Examination Announcements and Applicants

The examination announcement shall provide the qualifications, dates, duration of eligible lists, and other particulars regarding the examinations thereon announced. Applicants must be guided solely by the announcement of the examination(s) for which they apply. Not less than fifteen (15) business days prior to the issuance of this announcement, it shall be provided to the bargaining agent for review and comment.

Sec. 310.3 Protests and Appeals of Examination Announcements

Protests concerning the provisions of an announcement must be received by the Department of Human Resources within a minimum period as determined by the Human Resources Director not to be less than three (3) business days. In establishing the minimum period, the Human Resources Director shall consider, among other factors, and stability and reliability of the messaging platform in sending and receiving notifications, and extent of access by the labor market to the means for receiving timely notification. The Human Resources Director will rule upon protests and notify petitioners in writing. This decision is subject to appeal to the Civil Service Commission as provided elsewhere in these Rules.

Sec. 310.8 Notice of Examinations

Official notice of entrance and promotional examinations will be posted on the Department of Human Resources employment opportunity website and copies sent to affected employee organizations. A copy of the posting shall be provided to the certified bargaining representative.

310.8.1 Notice of promotional examinations will be posted for a minimum period not to be less than three (3) business days as determined by the Human Resources Director. In establishing the minimum period, the Human Resources Director shall consider, among other factors, number of vacancies, turn over in the classification, stability and reliability of the messaging platform in sending and receiving notifications, extent of access by candidates to the means for receiving timely notification, and equal employment opportunity and racial equity goals. The Fire Department will also issue a General Order notifying uniformed members of the promotional opportunity. DHR will, on a regular basis, report to the CSC on the progress of advance notification of upcoming employment opportunities for postings of five (5) days or less on the employment opportunity website.

Sec. 310.6 Qualifications of Applicants

310.6.1 Every applicant for entrance or promotional examination must possess and maintain the qualifications required by law and by the examination announcement. Experience not documented in accordance with Civil Service Commission Rules will not be recognized. Credit

for out-of-class experience will only be allowed if recorded as provided elsewhere in these Rules.

Findings

- The job ad specifying the criteria for qualifying to participate in the selection process was provided to the bargaining unit per CSC Rule 310.2 on August 23, 2024.
- The Fire Department issued General Order 24 A-69 [see Attachment E] on September 5, 2024, notifying Fire Department members of the promotional opportunity and directing them to the job ad for information about the minimum qualifications required to participate in the selection process.
- The job ad was published on September 6, 2024, in accordance with CSC Rules 310.2, 310.8, and 310.8.1, respectively, and specified that applicants must have “Successful completion of probation in either class H002 Firefighter or H003 Firefighter Paramedic - Level 3 and five (5) years of experience as a permanent appointee in class H-2 Firefighter or H-3 Firefighter Paramedic - Level 3 in the San Francisco Fire Department by the application final filing date” to qualify for the selection process.
- The Fire Department issued revised General Order 24 A-84 [see Attachment F] on October 11, 2024, notifying Fire Department members of the filing date extension regarding the promotional opportunity and directing them to the job ad for information about the minimum qualifications required to participate in the selection process.
- The revised job ad specified a final filing date of October 18, 2024.
- Palm-Song’s application was rejected on October 21, 2024, because Palm-Song did not have five (5) years of experience in class H002 or H003 in the San Francisco Fire Department as of the close of the application filing period in accordance with CSC Rule 310.6.1.
- Palm-Song filed an appeal with the CSC on October 31, 2024 of the rejection of their application claiming the following:
 - The five (5) and a half years of experience they have as a 1942 Assistant Materials Coordinator prior to becoming an H002 should count towards the 5 year experience requirement.
 - They have worked a significant number of overtime hours both as a 1942 Assistant Materials Coordinator and an H002 Firefighter and overtime hours should count towards the 5-year experience requirement for the position.
 - While in the academy, they supported the Clothing Depot Manager as an H002 Firefighter.
 - They possess a four-year college degree and have taken State Fire courses on their own time.
 - Members are given credit for disability pay/leave, sick leave, etc. to qualify and take promotional exams.

Analysis

DHR followed prescribed procedures for publishing the job ad which specified the criteria to participate in the selection process and the date the application filing period closed. The job ad specified that the required 5 years of experience must be as an H002 Firefighter or H003

Firefighter Paramedic - Level 3. Palm Song's hours and years as a 1942 Assistant Materials Coordinator do not count towards meeting the experience requirement because it was not experience as an H002 Firefighter or H003 Firefighter Paramedic - Level 3.

Official SF People & Pay records show that Palm-Song was appointed to a permanent civil service H002 position on January 18, 2022. Five years of full-time work is equivalent to 10,400 work hours. DHR obtained payroll records from the Fire Department for Palm-Song. Their total hours worked as an H002, including overtime hours, as of October 18th, 2024 was less than 10,400 hours, so even counting overtime hours worked, they did not meet the five-year experience requirement as of the close of the application filing period.

Palm-Song stated that while in the Fire Academy he still supported the Clothing Depot Manager. While we are unable to credit them for their 1942 Assistant Materials Coordinator experience, they were given credit while in the Academy towards their overall time as an H002 Firefighter.

We commend Palm-Song for possessing a four-year degree and completing State Fire courses on their own time, but having a degree and certificates is not required to meet the minimum qualifications for H020 Lieutenant. Therefore, we are unable to give credit for course hours towards qualifying for this position.

Although the time a member is on disability and sick leave counts towards the experience requirement as stated in the minimum qualifications, that is when they are on disability or sick leave in the qualifying classification (H002 in this case). As stated above, Palm Song's hours and years as a 1942 Assistant Materials Coordinator do not count towards meeting the experience requirement because it was not experience as an H002 Firefighter or H003 Firefighter Paramedic - Level 3. Palm-Song has been credited with overtime hours they have worked as an H002 Firefighter but is still short of the required five-years of experience.

Conclusion

Nicholas Yong-Hyun Palm-Song did not have five years of experience in class H002 in the San Francisco Fire Department by October 18, 2024. Enforcing the terms of the job ad must be consistent for all Fire Department members. It would not be appropriate for DHR to make an exception that would conflict with the terms specified in the job ad.

Recommendation

Adopt the report of the Department of Human Resources and deny the appeal by Palm-Song.

Attachments

- Attachment A: Lieutenant, Fire Suppression H020 Job Announcement
- Attachment B: Palm-Song Job Application
- Attachment C: Palm-Song Job Appointment Summary

Attachment D: Nicholas Palm-Song Appeal

Attachment E: General Order 24 A-69, H-20 Lieutenant Application Filing

Attachment F: REVISED General order 24 A-84, H-20 Lieutenant Application Filing



City and County of San Francisco

Lieutenant, Fire Suppression - Fire Department (H020)

- 698 2nd St, San Francisco, CA 94107, USA
- Full-time
- Exam Type: Class Based Test
- Eligible List Type: Promotive
- Fill Type: Permanent Civil Service
- Work Hours: Regular
- Job Code and Title: H020 Lieutenant, Fire Suppression-Fire Department

Company Description

Application Opening: September 06, 2024
Application Deadline: Extended to October 18, 2024
Compensation: \$166,452.00-\$166,452.00
Yearly Recruitment ID: C00305

Job Description

Under general direction from higher-ranking officers in the Department, the H020 Lieutenant is a working supervisor who commands a firefighting company (consisting of firefighters/firefighter paramedics) in the performance of emergency and non-emergency tasks. Emergency tasks include those associated with receipt of an alarm, arrival at the scene, size-up, search and rescue, fire extinguishing, ventilation, salvage, overhaul, and emergency medical care. In the absence of a senior officer, a lieutenant directs and ensures the efficiency of multi-unit operations. Non-emergency tasks include those associated with fire prevention inspections; pre-fire planning; directing the maintenance of facilities and equipment; monitoring, evaluating, and counseling firefighters; training; and community relations. A lieutenant may also be required to perform other duties as assigned.

An H020 Lieutenant is distinguished from an H022 Lieutenant in Fire Prevention and an H024 Lieutenant in Fire Investigation in that the latter two do not supervise crews engaged in fire suppression work. An H020 Lieutenant is distinguished from an H002 Firefighter in that the H002 Firefighter and the H003 Level 3 Firefighter Paramedic have no supervision responsibilities. An H020 Lieutenant is distinguished from an H030 Captain, Fire Suppression in that the H030 is responsible for developing station policy and has broader command at emergency incidents.

Qualifications

Experience:

Successful completion of probation in either class H002 Firefighter or H003 Firefighter Paramedic - Level 3 and five (5) years of experience as a permanent appointee in class H-2 Firefighter or H-3 Firefighter Paramedic - Level 3 in the San Francisco Fire Department by the application final filing date.

Selection Procedures:

The selection process will consist of the following components: Multiple-choice Situational Judgement Test, Tactical Exercise and Supervision Exercise. Weights for each exercise will be announced via preparation guide, which will be issued approximately 30 days prior to the administration of the respective test components.

A cut-off score based on a standard of acceptable performance on the **Multiple-choice Situational Judgement Test** will be established. Only those candidates who pass the **Multiple-choice Situational Judgement Test** will be scheduled to participate in the remaining two components.

Qualified applicants will be notified by email of the exact dates, times, and locations of the exercises. The SJT administration is tentatively scheduled for November 2024 and the Assessment Center administration is tentatively scheduled for January 2025.

A passing score will be established with respect to the final scores. Only those candidates who attain a final score at or above the pass point will have their names included on the eligible list. Test scores will be standardized.

H020 Preparation Guide

A description of the test process, the specific exercises, and weights for each exercise will be included in a preparation guide. The preparation guide will also list the job-related duty areas and the knowledge, skills, and abilities to be evaluated in each test component. The preparation guide will be made available approximately 30 days prior to the administration of the test. Qualified applicants will be notified via email when the preparation guide becomes available.

Certification:

In accordance with Civil Service Rule 313.3.4, the certification rule to be used for the eligible list will be Statistically Valid Grouping (Sliding Band).

Eligible List:

The eligible list resulting from this test 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 selection process will be two years and may be extended one additional year with the approval of the Director of Human Resources.

Secondary Criteria:

In accordance with Civil Service Rule 313.2.1, the Chief of Department will consider the following secondary criteria when making appointments from the eligible list:

- Fire Department experience (i.e., length and variety)
- Education and training
- Completion of State Fire Marshal courses or equivalent
- Disciplinary record

Secondary criteria items will be reviewed in totality and will not be weighted. Candidates will be asked to complete a Secondary Criteria form at a later date. Candidates will be notified via a Fire Department General Order when to submit the Secondary Criteria form.

Notes:

- 1) This announcement is issued in accordance with Civil Service Rule 310. Civil Service Rules 310, 311 and 312 relate to Class-Based Testing for the City and County of San Francisco. They specify announcement, application and examination policies and procedures, including applicant appeal rights. These rules can be obtained at <https://sfgov.org/civilservice/rules>.
- 2) Candidates should be familiar with the Fire Department manuals and other references listed below. This is a suggested reference list only. Test material may be drawn from the materials listed below. Refer to the most recent editions of any materials listed [e.g., Department Policies, Department Rules and Regulations, Department Manuals, etc.] published/issued prior to September 30, 2023. It may also be based on the collective Fire Service experience of subject matter experts.

- Apparatus Inventory Manual
- Breathing Apparatus Manual
- Building Construction Manual (IFSTA) (Plus Study Guide)
- Command Post Operations
- Communications Manual
- Disaster Manual
- SFFD Drill Manual
- Extinguisher Manual
- Fire Boat Manual
- Fire Investigation Manual
- Forcible Entry Manual
- Hazardous Materials Operations Guide
- High Rise Manual
- Hose and Hose Appliance Manual
- Hotel and Apartment Inspection (R1 and R2) Operating Guide
- Incident Command System Manual
- Injury/Illness Prevention Program Manual
- Managing Employee Performance Manual and Procedures Guidebook
- The North American Emergency Response Guidebook/DOT

- National Fire Incident Reporting System-Quick Reference Guide
- National Fire Incident Reporting System -The Basics
- Pump Operations Manual
- Rapid Intervention Crews
- Risk Management
- Rules and Regulations and revisions to Article 39 and 40
- Salvage Practices Manual
- Solar Photovoltaic (PV) System Safety and Fire Ground Procedures
- Standard Rope Practices Manual
- Transit Manual
- Truck and Ladder Manual
- Valve Operating Unit Manual
- Vehicle Operations Manual
- Ventilation Manual
- Water Rescue Operations Manual
- Water Supply Manual
- Wildland Urban Interface Manual
- The Reference Booklet of Sample Reports
- Department General Orders
- Current Department Training Bulletins
- CD2 Memos

SFFD manuals are available for purchase at the Division of Training. Contact the Division of Training for the availability of non-SFFD references. It is an applicant's responsibility to update the publications listed as suggested reading materials by acquiring any Department-authorized revisions, supplements, and/or replacements issued prior to January 1, 2023.

Additional Information

Terms of Announcement:

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. Clerical errors may be corrected by posting the correction on the Department of Human Resources website at www.jobaps.com/sf.

The terms of this announcement may be appealed under Civil Service Rule 310.3, provided that such appeal is submitted in writing in 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. Go to <http://sfgov.org/civilservice/rules> for more information on applicable appeal rights and submission requirements under the Civil Service Rules; and for Civil Service Rules, policies and procedures on announcements, applications and examinations.

All test procedures are subject to the Civil Service Commission Rules, Volume III, Uniformed Ranks of the San Francisco Fire Department and are available at <http://sfgov.org/civilservice/rules> and the policies and procedures of the Department of Human Resources.

- [Information About the Hiring Process](#)
- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

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

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 and @smartrecruiters.com.

Applicants will receive a confirmation email 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.**

Exam Analyst Information: If you have any questions regarding this recruitment or application process, please contact the exam analyst, Crystal Cervantes, at Crystal.Cervantes@sfgov.org.

Nicholas Palm-Song - (REF44246C) - H020-Lieutenant, Fire Suppression

OFFICIAL COPY

Job Application

Nicholas Palm-Song

Submission: 11:33:36 on 2024-September-20	Email: [REDACTED]
---	-------------------

Experience

Clothing Depot Manager San Francisco Fire Department	2017-07 - 2022-01
Firefighter San Francisco Fire Department	2017-01 - Present

Education

Political Science University of California, Berkeley	BA Complete
--	----------------

CCSF Job Appointment Summary

Nicholas Y Palm-Song (Nicholas) Emp ID [REDACTED] Empl Record 0

Job Appointment Summary [Personalize](#) | [Find](#) | [View All](#) | First 1-5 of 5 Last

Eff Date	Appt Date	Action	Description	Payroll Status	Job Code	Union Code	Empl Class	Exmpt Cat	Full/Part Time	Elig List #	Rank	POS #	Dept Sen Date	Dept	Location	Cert Date	Ctywd Snrty Date	Company Seniority Date	Vacation Anniversary Date	Sick Anniversary Date
01/18/2022	01/18/2022	DTA	Job Code Change	Active	H002	798	PCS	NA	F	900310	6.00	01010252	01/18/2022	FIR	FIR011	01/18/2022	01/18/2022	02/01/2016	02/01/2016	02/01/2016
07/10/2017	07/10/2017	DTA	Job Code Change	Active	1942	021	PCS	NA	F	067198	12.00	01114643	04/28/2017	FIR	FIR001	04/28/2017	04/28/2017			
07/01/2017	10/15/2016	POS	Position Data Update	Active	1934	790	PCS	NA	F	900513	9.00	01083754	06/29/2016	DPH	DPH001	06/29/2016	06/29/2016			
10/15/2016	10/15/2016	DTA	Job Code Change	Active	1934	790	PCS	NA	F	900513	9.00	01083754	06/29/2016	DPH	DPH001	06/29/2016	06/29/2016			
02/01/2016	02/01/2016	HIR	New Hire	Active	1932	790	TEX	18	F		0.00	01132477		TIS	TIS001					

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

**LONDON N. BREED
MAYOR**

Sent via Email

NOTICE OF RECEIPT OF APPEAL

DATE: October 31, 2024
REGISTER NO.: 0217-24-4
APPELLANT: NICHOLAS YONG-HYUN PALM-SONG

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 Nicholas Yong-Hyun Palm-Song appealing the disqualification of their application for the H-20 Lieutenant (Fire Suppression), Fire Department 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 Nicholas Yong-Hyun Palm-Song'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 January 23, 2025**, so that it may be heard by the Civil Service Commission at its meeting on February 3, 2025. If you will be unable to transmit the staff report by the January 23rd deadline, or if required departmental representatives will not be available to attend the February 3rd 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: Anna Biasbas, Department of Human Resources
Jeanne Buick, Department of Human Resources
Jesusa Bushong, Fire Department
John Kraus, Department of Human Resources
Jennifer Lo, Department of Human Resources
Shawn Sherburne, Department of Human Resources
Jesusa Bushong, San Francisco Fire Department



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

**LONDON N. BREED
MAYOR**

Sent via Email

October 31, 2024

Nicholas Yong-Hyun Palm-Song



Subject: Register No. 0217-24-4: Appealing the Disqualification of your Application for the H20 Lieutenant (Fire Suppression), Fire Department.

Dear Nicholas Yong-Hyun Palm-Song:

This is in response to your appeal submitted to the Civil Service Commission on October 31, 2024, appealing the disqualification of your application for the H20 Lieutenant (Fire Suppression), Fire Department 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 a 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

LAVENA HOLMES
Deputy Director



CIVIL SERVICE COMMISSION
City and County of San Francisco
25 Van Ness Avenue, Suite 720
San Francisco, California 94102-6033
Executive Officer
(628) 652-1100

CSC Register No.

To:

CC:

APPEAL TO THE CIVIL SERVICE COMMISSION

INSTRUCTIONS:

Submit an original copy of this form to the Executive Officer of the Civil Service Commission at the address above **within the designated number of days** following the postmarked mailing date or email date (whichever is applicable) of the Department of Human Resources' or Municipal Transportation Agency's notification to the appellant. The appellant's/authorized representative's original signature is required. **(E-mail is not accepted.)** It is recommended that you include all relevant information and documentation in support of your appeal.

TYPE OF APPEAL: (Check One)

- Examination Matters **(by close of business on 5th working day)**
Employee Compensation Matters **(by close of business on 7th working day) - Limited application**
Personal Service Contracts **(Posting Period)**
Other Matters (i.e., Human Resources Director/Executive Officer Action) **(30 Calendar days)**
Future Employability Recommendations (See Notice to Employee)

"During the Shelter Order dated March 17, 2020, we are accepting appeals by email at civilservice@sfgov.org"

Nicholas Yong-Hyun Palm-Song

Full Name of Appellant

H002

Firefighter

Work Address

FIRE

Work Telephone

Job Code

Title

Department

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Residence Address

City

State

Zip

Home Telephone

Full Name of Authorized Representative (if any)

Telephone Number of Representative (including Area Code)

NOTE: If this is deemed to be a timely and appealable matter, the department will submit a staff report to the Civil Service Commission to request that it be scheduled for hearing. You will be notified approximately one week in advance of the hearing date, at which time you will be able to pick up a copy of the department's staff report at the Commission's offices. If you would instead prefer Commission staff to email you a copy of the meeting notice and staff report, please provide your email address below.

Email:

[REDACTED]

COMPLETE THE BASIS OF THIS APPEAL ON THE REVERSE SIDE. (Use additional page(s) if necessary)

Does the basis of this appeal include **new** information not previously presented in the appeal to the Human Resources Director? If so, please specify.

Check One:

Yes

No

Original Signature of Appellant or Authorized Representative

Date

CSC-12 (5/2021)

Date Received by Civil Service Commission:

State the basis of this appeal in detail. For more information about appeal rights and deadlines, please review the Civil Service Rules located on the Civil Service Commission's website at www.sfgov.org/CivilService.

Dear Civil Service Commission,

I hope you are doing well.

My application for H-20 Lieutenant (Fire Suppression) was marked Not Qualified because I did not meet the minimum experience for this recruitment of 5 years. I respectfully ask the Civil Service Commissioners to reconsider my application and allow me to take the H-20 examination for the reasons outlined below:

1. Prior to becoming a H-2, I worked as a 1942 Assistant Materials Coordinator/Clothing Depot Manager for the approximately 1800 members by myself. In addition to managing physical inventory assets, I went beyond my duties and wrote the Clothing Depot Policy General Order so the department would have clear guidelines on when the members could replace their uniforms, PPE, etc., and for our department to stay fiscally prudent.

I attached the email document for reference. Through this position, I have extensive experience and knowledge regarding Fire Suppression uniform and PPE specifications.

2. I started as a H-2 in 2022 and during my academy, SFFD Support Services contacted me multiple times with PPE questions; upon graduating from the academy, Support Services requested that I help by providing Clothing Depot Manager services as a H-2. I gladly helped out while getting compensated at the lowest H-2 step, rather than my previous 1942 step. I helped because I care about the department and want it to be successful, ensuring SFFD has the proper PPE and badges within budget, and strong digital record keeping.

3. In addition to the above, I have solid credible work experience and education that meets the requirements of the H-20 duties. As I switched my career to a H-2 Firefighter in 2022 from a 1942, my experience increased by working a significant amount of overtime. Similarly, I have a 4 year college degree, and I have completed courses and earned certifications that make me a highly motivated and qualified candidate. This includes over 400 hours of State Fire Training through Cal Fire. I also earned the Hazmat Materials Specialist certification through CSTI in my own time of 240 hours, and I completed a Paramedic didactic portion in one year.

4. Lastly, members are allowed to take promotional exams when they have been on Disability Pay/Leave Sick Leave, etc., such that that leave time counts towards the necessary years of experience promotional exams require. The additional hours I've worked as described above in items 1-3 should similarly count in this instance.

Therefore, (1) the 5.5 years I worked as a Clothing Depot Manager 1942, (2) the overtime I worked in that position, but as a H-2, and (3) the overtime I worked as an H-2 since 2022 should be considered as a whole and count towards the minimum experience for the H-20 application.

Thank you for your time and consideration.

CALIFORNIA FIRE SERVICE TRAINING AND EDUCATION SYSTEM

The State Board of Fire Services recognizes

Nicholas Palm Song

SFT ID 7630-9488

has successfully completed the

California State Fire Marshal certification requirements for
Fire and Emergency Services Instructor 1



Issued On 09/17/2024




Daniel Berlant
State Fire Marshal

CALIFORNIA FIRE SERVICE TRAINING AND EDUCATION SYSTEM

The State Board of Fire Services recognizes

Nicholas Palm Song

SFT ID 7630-9488

has successfully completed the
California State Fire Marshal certification requirements for
Haz Mat Specialist



Issued On 05/28/2024




Daniel Berlant
State Fire Marshal

Display Transcript

W10414067 Nicholas Y. Palm-Song
Sep 20, 2024 11:30 AM



This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

If you see a grading symbol of **RD**, your grade has not been reported to the Admissions Office.

[Click here to see GPA calculation](#)
Ehrs = Earned Hours, QPts= Quality Points

[Transfer Credit](#) [Institution Credit](#) [Transcript Totals](#) [Courses in Progress](#)

Transcript Data

STUDENT INFORMATION

Name : Nicholas Y. Palm-Song

Curriculum Information

Current Program

Major and Department: Paramedic, Health Care Technology

This is NOT an Official Transcript

AWARDED:

Undergraduate Award: Certificate of Achievement **Degree Date:** Dec 19, 2023

Curriculum Information

Major: Basic Fire Academy

TRANSFER CREDIT ACCEPTED BY INSTITUTION [-Top-](#)

Fall 2023:		CCC WEST VALLEY COLLEGE					
Subject	Course	Title	Grade	Credit Hours	Quality Points	R	
TRAS	X	Transfer Credits	P	38.000		0.00	I
		Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:		38.000	38.000	38.000	0.000	0.00	0.00

Unofficial Transcript

Fall 2023:		CCC MISSION COLLEGE					
Subject	Course	Title	Grade	Credit Hours	Quality Points	R	
TRAS	X	Transfer Credits	P	17.000		0.00	E
		Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:		17.000	0.000	0.000	0.000	0.00	0.00

Unofficial Transcript

Fall 2023:		CCC FOOTHILL COLLEGE					
Subject	Course	Title	Grade	Credit Hours	Quality Points	R	
TRAS	X	Transfer Credits	P	4.000		0.00	E
		Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:		4.000	0.000	0.000	0.000	0.00	0.00

Unofficial Transcript

Fall 2023:		CCC DE ANZA COLLEGE					
Subject	Course	Title	Grade	Credit Hours	Quality Points	R	
TRAS	X	Transfer Credits	P	37.000		0.00	E
		Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:		37.000	0.000	0.000	0.000	0.00	0.00

Unofficial Transcript

INSTITUTION CREDIT -Top-

Term: Fall 2018

Academic Standing: Academic <12 Attempted

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
F SC	61A	01	Intro to Fire Prevention	A	3.000	12.00		
Term Totals (Credit Classes)								
			Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:			3.000	3.000	3.000	3.000	12.00	4.00
Cumulative:			3.000	3.000	3.000	3.000	12.00	4.00

Unofficial Transcript

Term: Spring 2019

Academic Standing: Academic <12 Attempted

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
F SC	50	01	Intro to Fire Science	A	3.000	12.00		
F SC	53	01	Building Construction and Fire	A	3.000	12.00		
Term Totals (Credit Classes)								
			Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:			6.000	6.000	6.000	6.000	24.00	4.00
Cumulative:			9.000	9.000	9.000	9.000	36.00	4.00

Unofficial Transcript

Term: Fall 2019**Academic Standing:** Academic Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	Revised
F SC	62	01	Rescue Practices	A	3.000	12.00		
F SC	64	01	Fire Behavior and Combustion	A	3.000	12.00		

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	6.000	6.000	6.000	6.000	24.00	4.00
Cumulative:	15.000	15.000	15.000	15.000	60.00	4.00

Unofficial Transcript

Term: Spring 2020**Academic Standing:** Academic Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	Revised
F SC	55	01	Wildland Fire Control	A	3.000	12.00		

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	12.00	4.00
Cumulative:	18.000	18.000	18.000	18.000	72.00	4.00

Unofficial Transcript

Term: Fall 2020**Academic Standing:** Academic Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	Revised
F SC	52A	01	Protection Equip & Systems	A	3.000	12.00		

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	12.00	4.00
Cumulative:	21.000	21.000	21.000	21.000	84.00	4.00

Unofficial Transcript

Term: Spring 2021**Academic Standing:** Academic Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	Revised
PE	29A	01	Beg Firefight & Publ Sfty Cond	A	2.000	8.00		

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	2.000	2.000	2.000	2.000	8.00	4.00
Cumulative:	23.000	23.000	23.000	23.000	92.00	4.00

Unofficial Transcript

Term: Spring 2022**Academic Standing:** Academic Good Standing**Additional Standing:** Dean's List

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
F SC	110	01	Basic Fire Academy	A	24.500	98.00		

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	24.500	24.500	24.500	24.500	98.00	4.00
Cumulative:	47.500	47.500	47.500	47.500	190.00	4.00

Unofficial Transcript

Term: Summer 2022**Academic Standing:**

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
F SC	108	01	Fire Service Work Experience	A	8.000	32.00		

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	8.000	8.000	8.000	8.000	32.00	4.00
Cumulative:	55.500	55.500	55.500	55.500	222.00	4.00

Unofficial Transcript

Term: Spring 2023**Academic Standing:** Academic Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
EMT	104	01	Adv Skills for EMS Providers	A	4.000	16.00		

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	4.000	4.000	4.000	4.000	16.00	4.00
Cumulative:	59.500	59.500	59.500	59.500	238.00	4.00

Unofficial Transcript

Term: Fall 2023**Academic Standing:**

Academic Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
EMTP	121	01	Intro to EMS	A	3.000	12.00		
EMTP	122	01	Pharmacology in EMS	A	3.000	12.00		
EMTP	123	01	Trauma Emergencies	C	3.000	6.00		
EMTP	124	01	Trauma Certification	B	2.000	6.00		
EMTP	125	01	Cardiorespiratory Emergencies	C	4.000	8.00		

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	15.000	15.000	15.000	15.000	44.00	2.93
Cumulative:	74.500	74.500	74.500	74.500	282.00	3.78

Unofficial Transcript

Term: Spring 2024**Academic Standing:**

Academic Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
EMTP	126	01	Neuroendocrine Emergencies	A	3.000	12.00		
EMTP	127	01	Medical Emergencies	B	3.000	9.00		
EMTP	128	01	Obstetrics and Pediatrics	B	4.000	12.00		
EMTP	129	01	EMS Operations	A	4.000	16.00		

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	14.000	14.000	14.000	14.000	49.00	3.50
Cumulative:	88.500	88.500	88.500	88.500	331.00	3.74

Unofficial Transcript

Term: Summer 2024**Academic Standing:**

Academic Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
EMTP	130A	01	Paramedic Clinical Education	I	7.000	0.00		

Term Totals (Credit Classes)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	7.000	0.000	0.000	0.000	0.00	0.00
Cumulative:	95.500	88.500	88.500	88.500	331.00	3.74

Unofficial Transcript

TRANSCRIPT TOTALS (CREDIT CLASSES) -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	95.500	88.500	88.500	88.500	331.00	3.74
Total Transfer:	96.000	38.000	38.000	0.000	0.00	0.00
Overall:	191.500	126.500	126.500	88.500	331.00	3.74

Unofficial Transcript

COURSES IN PROGRESS -Top-

Term: Fall 2023 Noncredit

Subject	Course	Level	Title	Credit Hours	Start and End Dates
LERN	1000	02	Supervised Tutoring	0.000	

Unofficial Transcript

Term: Fall 2024

Subject	Course	Level	Title	Credit Hours	Start and End Dates
EMTP	130B	01	Paramedic Field Internship	9.000	

Unofficial Transcript

Overall Financial Aid Status

Financial Aid Eligibility Menu

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RE: Clothing Depot Uniform & PPE Distribution Policy

From Nicholson, Jeanine (FIR) <jeanine.nicholson@sfgov.org>

Date Tue 5/22/2018 7:42 AM

To Song, Nicholas (FIR) <nicholas.song@sfgov.org>; Rivera, Anthony (FIR) <anthony.rivera@sfgov.org>; Wong, Vin (FIR) <vin.wong@sfgov.org>; Mwanga-Conley, Nalungo (FIR) <nalungo.conley@sfgov.org>; Pankratius, Lynn (FIR) <lynn.pankratius@sfgov.org>

Thank you Nick. I will review it this week.

Jeanine R. Nicholson
Deputy Chief of Administration
San Francisco Fire Department
698 Second Street
San Francisco, CA 94107
415.558.3411 (office)
415.558.3254 (fax)

From: Song, Nicholas (FIR)

Sent: Monday, May 21, 2018 8:52 PM

To: Rivera, Anthony (FIR) <anthony.rivera@sfgov.org>; Nicholson, Jeanine (FIR) <jeanine.nicholson@sfgov.org>; Wong, Vin (FIR) <vin.wong@sfgov.org>; Mwanga-Conley, Nalungo (FIR) <nalungo.conley@sfgov.org>; Pankratius, Lynn (FIR) <lynn.pankratius@sfgov.org>

Subject: Clothing Depot Uniform & PPE Distribution Policy

Hi Team,

Please review the "2018 SFFD Clothing Depot Uniform & PPE Distribution Policy PDF or WORD" document.

Let me know if you have any comments or questions.

Thank you,

Nick Palm-Song

Assistant Materials Coordinator / Clothing Depot
1415 Evans Avenue
San Francisco, CA 94124
Cell: (415) 547-9893 **Fax:** (415) 401-2444



Outlook

SFFD Clothing Depot Distribution Policy

From Song, Nicholas (FIR) <nicholas.song@sfgov.org>**Date** Fri 4/20/2018 12:26 PM**To** Nicholson, Jeanine (FIR) <jeanine.nicholson@sfgov.org>; Rivera, Anthony (FIR) <anthony.rivera@sfgov.org>; Sato, Joel (FIR) <joel.sato@sfgov.org>; Wong, Vin (FIR) <vin.wong@sfgov.org>**Cc** Mwanga-Conley, Nalungo (FIR) <nalungo.conley@sfgov.org>; Pankratius, Lynn (FIR) <lynn.pankratius@sfgov.org>

2 attachments (10 MB)

FW: 2018 SFFD Clothing Depot Distribution Policy Proposal; 2018 SFFD Clothing Depot Distribution Policy.docx;

Hi Chief Nicholson,

Based on our last meeting, I made the necessary changes and updates. Also, I added a few more items for clarification. For next steps, I think it would be beneficial if everyone reviews one more time, using track changes for any edits, so we can reconvene to review and finalize together.

Thank you so much for your time and support.

Nick Palm-Song

Assistant Materials Coordinator / Clothing Depot

1415 Evans Avenue

San Francisco, CA 94124

Cell: (415) 547-9893 **Fax:** (415) 401-2444



Re: Draft

From Rivera, Anthony (FIR) <anthony.rivera@sfgov.org>
Date Thu 9/28/2017 10:38 PM
To Song, Nicholas (FIR) <nicholas.song@sfgov.org>
Cc Wong, Vin (FIR) <vin.wong@sfgov.org>

Nick,
This looks great!

Anthony Rivera
Asst. Deputy Chief
San Francisco Fire Dept.
Office 415-674-5066
Cell 415-439-3783

On Sep 28, 2017, at 10:34 PM, Song, Nicholas (FIR) <nicholas.song@sfgov.org> wrote:

Hi Chief,

Just a draft.

I utilized the items from Article 32 to create the attached excel file. In it, you'll see I have listed the items for each rank in separate tabs, which I also updated in HRMS. BC Murdock asked me to work on adding the EMS uniform policy and procedure to Article 32, which I have started. Let me know what you think.

Thank you,

Nick Palm-Song

Assistant Materials Coordinator / Clothing Depot
1415 Evans Avenue
San Francisco, CA 94124

<2017 Member Uniform & PPE .xlsx>

<Procedure Guideb2017 1.0.doc>

From: Ludwig, Theresa (FIR)
Sent: Thursday, September 5, 2024 2:22 PM
Subject: General Order 24 A-69, H-20 Lieutenant, Fire Suppression
Attachments: 24 A-69 Lieutenant, Fire Suppression (H020) Job Announcement.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 24 A-69
September 5, 2024

From: Chief of Department
To: Distribution List "A"
Subject: H-20 Lieutenant, Fire Suppression
Reference: Rules and Regulations, Section 403
Enclosure: Lieutenant, Fire Suppression (H020) Job Announcement

Officer Endorsement:
Section 1007 - R. & R. _____

1. Applications for the H-20 Lieutenant, Fire Suppression, position will be accepted through an online process only beginning Friday, September 6, 2024. The process to apply online is as follows:

- Visit the H-20 Job Ad link - <https://us.smrtr.io/3vv89>.
- Begin the application process by selecting the "I'm Interested" button.
- Follow instructions on the screen

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 and @smartrecruiters.com.

Applicants will receive a confirmation email 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 application process, please contact the Human Resources Analyst listed on the job announcement.

A completed application must be submitted online by **5:00 PM on Friday, September 20, 2024**. **Failure to submit the completed application online by 5:00 PM on September 20, 2024, will result in exclusion from the examination process.**

2. The attached job announcement contains details regarding minimum qualifications and relevant information.
3. The H-20 Lieutenant exam components are tentatively scheduled to be administered in November 2024, with assessment center administration in January 2025.

4. Officers are responsible and shall be held accountable for ensuring that all eligible members under their supervision, including those who are off duty (e.g., trades, sick leave, vacation), are made aware of the information contained in this General Order.
5. This General Order shall be rescinded on December 31, 2024.

Sandra Tong
Chief of Department

From: Rechsteiner, Teresa (FIR)
Sent: Friday, October 11, 2024 1:50 PM
Subject: General Order 24 A-84 H-20 Lieutenant Fire Suppression

Application filing re-opening

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 24 A-84
 October 11, 2024

From: Chief of Department
To: Distribution List "A"
Subject: H-20 Lieutenant, Fire Suppression
Reference: Rules and Regulations, Section 403
Enclosure: None

Officer Endorsement:

Section 1007 - R. & R. _____

1. Applications for the H-20 Lieutenant, Fire Suppression, position will reopen from Monday, October 14, 2024 through 11:59 p.m. on Friday, October 18, 2024. Applications will be accepted through an online process only during the time period above. Candidates must meet the minimum qualifications as of October 18, 2024. The minimum qualifications excerpted from the September 6, 2024 job announcement are:

Qualifications

Experience: Successful completion of probation in either class H002 Firefighter or H003 Firefighter Paramedic - Level 3 and five (5) years of experience as a permanent appointee in class H-2 Firefighter or H-3 Firefighter Paramedic - Level 3 in the San Francisco Fire Department by the application final filing date.

2. The process to apply online is as follows:

- Visit the H-20 Job Ad link - <https://us.smrtr.io/3vv89>.
- Begin the application process by selecting the "I'm Interested" button.
- Follow instructions on the screen

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 and @smartrecruiters.com.

Applicants will receive a confirmation email 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 application process, please contact the Human Resources Analyst listed on the job announcement.

A completed application must be submitted online by **11:59 PM on Friday, October 18, 2024. Failure to submit the completed application online by 11:59 PM on Friday, October 18, 2024, will result in exclusion from the examination process.**

3. The H-20 Lieutenant exam components are tentatively scheduled to be administered in November 2024, with assessment center administration in January 2025.
4. Officers are responsible and shall be held accountable for ensuring that all eligible members under their supervision, including those who are off duty (e.g., trades, sick leave, vacation), are made aware of the information contained in this General Order.
5. This General Order shall be rescinded on December 31, 2024.

Sandra Tong
Chief of Department