



FY 2025-2026 Merit System Audit Report

Civil Service Commission



Introduction

The Civil Service Commission oversees and protects the merit system for the City and County of San Francisco. It ensures compliance with rules, policies, and procedures governing employment practices.

Compliance Review and Technical Assistance

Under Charter Section 10.101, the Commission conducts audits to ensure that departments comply with federal, state, and city merit system policies and procedures.

Audit Program Goals & Objectives



Assess compliance with
Civil Service Commission
Rules and policies.



Audit departmental
records and merit system
practices.



Provide
recommendations for
corrective actions.



Assist departments in
reviewing internal
procedures.

Fiscal Year 2025-26 Audit Objectives



Verify

Verify that all appointees meet minimum job qualifications.



Ensure

Ensure employment verifications are completed before job offers.



Investigate

Investigate complaints regarding unqualified appointees.



Review

Review 13 management recruitments for compliance.

Departments & Positions Audited



HUMAN SERVICES
AGENCY



DEPARTMENT OF
PUBLIC WORKS



PUBLIC UTILITIES
COMMISSION



OFFICE OF THE
TREASURER/TAX
COLLECTOR



DEPARTMENT OF
BUILDING
INSPECTION



OFFICE OF THE
CITY
ADMINISTRATOR



DEPARTMENT OF
PUBLIC HEALTH

Audit Findings - Minimum Qualifications



All appointees were found to meet minimum qualifications.



Verification of qualifications was conducted through official records.



Hiring departments followed documentation policies.



Some recommendations for improved verification were noted.

Summary Analysis



12 APPOINTMENTS WERE
REVIEWED FOR
COMPLIANCE.



DEPARTMENTS
SUCCESSFULLY
PROVIDED
DOCUMENTATION FOR
VERIFICATION.



THE AUDIT PROGRAM
SUPPORTS CONTINUOUS
IMPROVEMENT IN HIRING
PRACTICES.



RECOMMENDATIONS
WERE PROVIDED TO
ENHANCE COMPLIANCE
MONITORING.



The Civil Service Commission extends its appreciation to all departments and staff who participated in the audit process.



Thank you for your cooperation and commitment to fair employment practices.