



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 Number: n/a
2. For Civil Service Commission Meeting of: August 17, 2026
3. Check One: Ratification Agenda ☐
 Consent Agenda ☒
 Regular Agenda ☐
 Human Resources Director's Report ☐
4. Subject: Report on Provisional Appointments
5. Recommendation: Adopt the Report.
6. Report prepared by: Jennifer Wynn Landgren
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: Anna Biasbas Anna Biasbas on behalf of Carol Isen

Date: 07.30.26

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 RECEIPT STAMP

Notifications

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DATE: August 6, 2026
TO: Honorable Civil Service Commission
THROUGH: Carol Isen
Human Resources Director
Anna Biasbas
Director, Employment Services
FROM: Jennifer Landgren
Exams Team Supervisor, Miscellaneous
SUBJECT: **Report on Temporary Provisional Appointments**

Executive Summary

This annual report is to update the Civil Service Commission (CSC) on temporary provisional (TPV) appointments in the City and County of San Francisco from July 1, 2025, through June 30, 2026.

Background

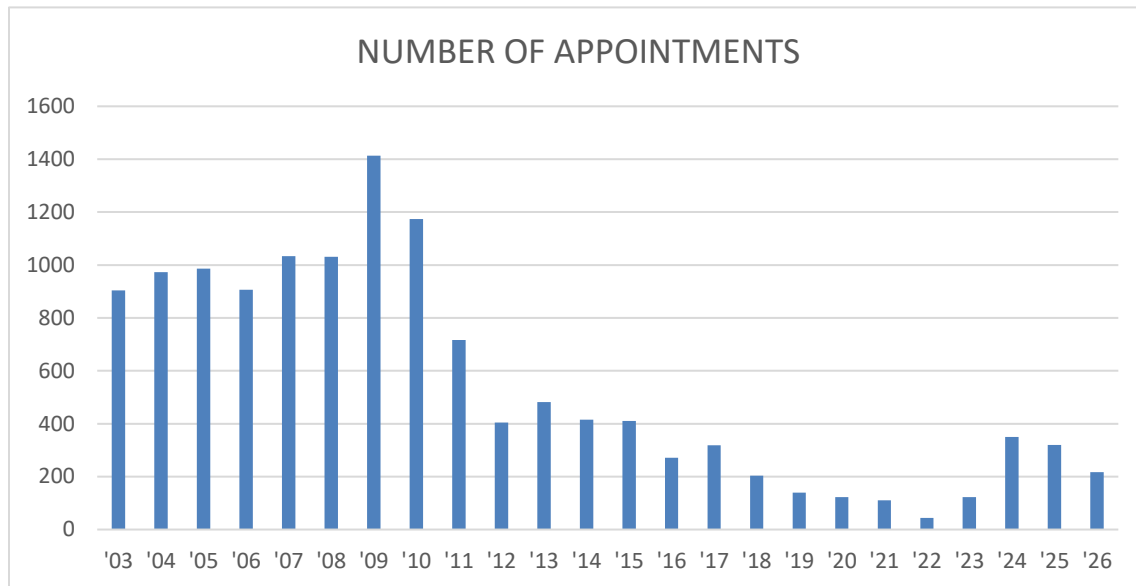
The Human Resources Director expanded the use of temporary provisional (TPV) appointments in November 2022 to reduce the City's time-to-hire and aggressively address the high vacancy rate. Departments now have the option to conduct TPV recruitments for most classifications including those designated as Position-Based Testing (PBT) classes. TPV appointments were previously not allowed for any PBT classifications and absent an eligible list, departments would hire 'Category 16 exempt – pending Permanent Civil Service (PCS) appointment' while they conducted the exam. Departments can now conduct a TPV hiring process to fill these positions provisionally rather than exempt.

Analyses

The City's TPV employee count is 208 as of June 30, 2026. This is illustrated in Chart 1 on page two. This is a 31% decrease from last year's total of 302 provisional employees. This decline may be attributable, in part, to the Enhancing Employment Opportunities for City Employees (EEOCE) pilot program, adopted by the Civil Service Commission in March 2025. Through its Provisional-to-Permanent (PTP) pathway, eligible temporary provisional employees can participate in an expedited examination process to obtain Permanent Civil Service (PCS) status. As departments have increasingly used this pathway alongside traditional examination processes, the City's temporary provisional population has continued to decline.

These 208 provisional employees constitute 0.55% of the City's workforce of 39,317 for all City entities except the Community College District (CCD), the Municipal Transportation Authority (MTA), the Unified School District (USD) and Trial Courts (CRT). Sixty-five percent of the 208 TPV appointments are in 40 CBT-designated classes, and 35% are in 42 PBT-designated classes.

Chart 1 Citywide Provisional Appointments



The distribution of the 208 TPV appointees across departments and the relative percentage of total is shown in Table 1 below.

Table 1 – TPV Appointments by Department

Dept	Count	% of Total
AAM	1	0.48%
ADM	10	4.81%
ADP	3	1.44%
AIR	48	23.08%
CON	1	0.48%
DBI	4	1.92%
DEC	3	1.44%
DEM	3	1.44%
DPH	3	1.44%
DPW	85	40.09%
ETH	4	1.92%
HOM	1	0.48%
HSA	1	0.48%

Dept	Count	% of Total
LIB	1	0.48%
PRT	6	2.88%
PUC	25	12.02%
REC	8	3.85%
TIS	1	0.48%

The three departments with the highest number of TPV appointments [AIR, DPW, and PUC] account for approximately 76% of all TPV appointments.

The attachment on pages five through six shows TPV appointments by classification. Seventy-one of the 82 classes (86%) have fewer than five TPV appointees, while 10 (12%) have between five and nine TPV appointees. One class (see Table 2 below) out of the 82 classes (1%) has 10 or more TPV appointees. Of the 71 classes with fewer than five TPV appointees, 38 (54%) have only one TPV appointee.

Table 2 – Classes with High TPV Count

Class	Title	Count
7514	General Laborer	17

Transition to Permanent Civil Service Appointments.

For the following classes, the permanent job ads have already been posted or are planned to post during this fiscal year, which accounts for 40 TPV appointees (20% of the total TPV count):

- The 7514 General Laborer class, which accounts for 9% of the TPVs is scheduled to have the CBT job ad posted during the 2nd quarter of FY 26/27 (October to December 2026) by DPW.
- The 6230 Street Inspector class, which accounts for 4% of the total TPV count, is scheduled to have the CBT job ad posted in the 1st quarter of FY 26/27 (July to September 2026) by DPW.
- The 3434 Arborist Technician class, which accounts for 4% of the total TPV count, is scheduled to have the CBT job ad posted in the 3rd quarter of FY 26/27 (January to March 2027) by DPW.
- The 7376 Sheet Metal Worker class, which accounts for 3% of the total TPV count is scheduled to have the CBT job ad posted in the 4th quarter of FY 26/27 (April to June 2027) by AIR.

In addition, six classes are currently undergoing the PTP recruitment process. Although eligible lists have not yet been adopted for those classes, we expect those recruitments to result in permanent civil service appointments for 13 TPV appointees (6% of the total TPV count).

Overall, 28 (34%) of the 82 classes included in the attachment on the following page have an active eligible list available for hiring. These eligible lists encompass 78 TPV appointees (38%

of the total TPV count). If the current provisional employees are reachable on the applicable eligible lists and satisfy the requirements of the respective recruitment process, we also anticipate these provisional appointments will transition to permanent civil service in the near future.

Of the remaining TPV appointees, 38 (18% of the total TPV count) are at DPW. DHR is currently working closely with DPW to determine the most appropriate path to permanent appointment for each class, either through the PTP pathway, where eligible, or through the regular civil service examination process.

For the remaining 84 TPV appointees (40%), DHR is collaborating with the departments to establish examination schedules for the applicable PBT and CBT classes. Concurrently, DHR is evaluating opportunities to utilize the EEOCE PTP pathway, where appropriate, to give eligible employees the opportunity to transition to Permanent Civil Service status within the three-year limit established by CSC Rule 114.5.10.

It is important to note that these data demonstrate DHR's continued success in strategically utilizing TPV recruitments to address the City's high vacancy rate while also providing pathways to permanent employment. Within the last few years, organizations in both the public and private sectors have had to compete to hire and retain talented employees. TPV recruitments allow departments to quickly fill critical positions using a merit-based hiring process, while traditional examinations and the EEOCE PTP pathway provide efficient mechanisms to transition qualified employees into Permanent Civil Service positions.

As noted in CSC Advisor No. 008, DHR's practice of utilizing merit-based selection procedures for TPV appointments expedites those same employees into PCS positions without additional screenings or interviews so long as they successfully complete the examination process, are placed on the eligible list, are reachable, and are performing competently and effectively in the same job class. Since the implementation of the EEOCE pilot program, departments have also been able to use the PTP pathway to further expedite these opportunities.

DHR is pleased to report that there are no provisional employees serving in miscellaneous classes beyond the three-year limit.

DHR continues to update the "Citywide Classification-Based Examination Plan" on its website. This document, which is published on an annual basis and updated as needed, allows agencies and departments to see exam projects scheduled for the fiscal year and to gauge the need to make provisional appointments.

Recommendation: Adopt the report.

**Number of Provisional Appointees by Class as of 6/30/2026
(Excludes CCD, MTA, and USD)**

Class	Title	Count
1051	Tech Analyst/Designer-Assoc	2
1052	Technology Analyst/Designer	1
1053	Tech Analyst/Designer-Senior	2
1091	IT Operations Support Admin I	1
1092	IT Operations Support Admin II	2
1093	IT Operations Support Admin III	2
1094	IT Operations Support Admin IV	2
1304	Customer Service Rep	6
1306	Customer Service Rep Spv	2
1408	Principal Clerk	1
1446	Secretary 2	1
1684	Auditor II	3
1686	Auditor III	1
1823	Senior Administrative Analyst	8
1824	Pr Administrative Analyst	1
1934	Storekeeper	1
1944	Materials Coordinator	1
2585	Health Worker 1	1
2586	Health Worker 2	1
2917	Program Support Analyst	1
3424	Integrated Pest Mgmt Specialist	2
3434	Arborist Technician	8
3435	Urban Forestry Inspector	1
3436	Arborist Technician Supervisor	1
3524	Principal Museum Preparator	1
5174	Administrative Engineer	3
5260	Arch/Landscp Architectrl Ast1	2
5261	Arch/Landscp Architectrl	9
5265	Architectural Associate 1	2
5268	Architect	6
5272	Landscape Architect Assoc 2	1
5278	Planner 2	2
5291	Planner 3	2
5310	Survey Assistant I	2
5312	Survey Assistant II	4
5314	Survey Associate	3
5320	Illustrator and Art Designer	1
5364	Engineering Associate 1	3
5602	Utility Specialist	1
6137	Assistant Industrial Hygienist	1

6230	Street Inspector	9
6231	Senior Street Inspector	4
6232	Street Inspection Supervisor	1
6249	Senior Electrical Inspector	1
6272	Senior Housing Inspector	1
6331	Building Inspector	3
6333	Senior Building Inspector	1
7108	Heavy Equip Ops Asst Sprv	1
7120	Bldgs & Grounds Maint Supt	3
7203	Bldg & Grounds Maint Sprv	1
7215	General Laborer Supervisor 1	1
7219	Maintenance Scheduler	1
7220	Asphalt Finisher Supervisor 1	3
7236	Locksmith Supervisor 1	1
7238	Electrician Supervisor 1	2
7247	Sheet Metal Wrk Supervisor 2	1
7281	Street Environ Svcs Oprs Supv	3
7287	Sprv Electronic Main Tech	1
7315	Auto Machinist Asst Sprv	2
7318	Electronic Maintenance Tech	2
7322	Auto Body&Fender Wrk Asst Sprv	1
7323	Heavy Duty Mechanic/AutoMchnst	4
7328	Operating Engineer, Universal	5
7343	Sr Statnry Eng, Wtr Treat Plnt	5
7345	Electrician	8
7362	Communications Systems Tech	1
7372	Stationary Eng, Sewage Plant	1
7376	Sheet Metal Worker	6
7378	Tile Setter	1
7394	Soft Floor Coverer Supvr I	1
7395	Ornamental Iron Worker	1
7404	Asphalt Finisher	2
7430	Asst Electronic Main Tech	2
7441	Tools Room Mechanic/Custodian	1
7514	General Laborer	17
8529	Probation Assistant	1
9235	Security Access Office Sup I	3
9237	Security Access Office Sup II	1
9343	Roofer	3
9344	Roofer Supervisor 1	2
9772	Community Development Spec	2
9774	Sr. Community Devl Spc 1	3