

## 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: <u>0031</u> - <u>22</u> - <u>7</u>	
2.	For Civil Service Commission Meeting of: February 5, 2024	
3.	Check One:	Ratification Agenda  Consent Agenda  X
		Regular Agenda
		Human Resources Director's Report
		Department of Public Works Second Request for Postponement Regarding the
	Appeal by	Deborah Aragon
5.	Recommendation: Accept the report; postpone the appeal to the meeting of March 4, 2024.	
6.	Report prepared b	y: Karen Hill Larun Hill Telephone number: 628-271-3062
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 Re	sources Director:
		Date:1/31/24
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.  CSC RECEIPT STAMP  CSC RECEIPT STAMP	
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CSC-22 (11/97) EXECUTIVE OFFICE		
		CIVIL SERVICE COMMISSION

SAN FRANCISCO



## Karen J. Hill, Director of Human Resources

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January 31, 2024

Civil Service Commission 25 Van Ness Avenue, Suite 720 San Francisco, CA 94102

Subject:

Deborah L. Aragon, 7514 General Laborer

Request for Postponement; Civil Service Register No. 0031-22-7

Honorable Commissioners:

The Department of Public Works is requesting the postponement of Civil Service Register Case Number 0031-22-7 until the next Commission meeting scheduled for March 4, 2024.

The Department's Staff Report was prepared and provided to the Department of Human Resources (DHR) with five (5) days' notice. However, DHR advised that edits were needed and [the report] would not be reviewed, approved, and signed in time for the Commission's submission deadline of January 25, 2024, at 11 a.m.

As you may know, Public Works Human Resources is a newly established Department and is still developing our teams and standard operating procedures.

To ensure timeliness going forward, Public Works is partnering with DHR to understand the process and timelines for report review and submission to incorporate into our Department's Standard Operating Procedures. Public Works has committed to providing all future Civil Service Commission Staff Reports to DHR within the timeline established, to meet the Commission's submission deadline.

Thank you in advance for your understanding and your consideration in granting the extension.

Thank you,

-DocuSigned by:

karen Hill —A4558FD3AAFE441...

Karen J. Hill

Director of Human Resources San Francisco Public Works

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EXECUTIVE OFFICER