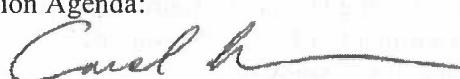




# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## 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: \_\_\_\_\_
2. For Civil Service Commission Meeting of: March 6, 2023
3. Check One:  
Ratification Agenda \_\_\_\_\_  
Consent Agenda X  
Regular Agenda \_\_\_\_\_  
Human Resources Director's Report \_\_\_\_\_
4. Subject: Report of Future Employment Restrictions and Probationary Releases for the period of July 1, 2022 to December 31, 2022
5. Recommendation: Adopt the report.
6. Report prepared by: Lisa Pigula, Supervising Human Resources Consultant  
Telephone number: (415) 557-4933
7. Notifications: (Attach a list of the person(s) to be notified in the format described in Civil Service Commission Procedure Number Two.)
8. Reviewed and approved for Civil Service Commission Agenda:  
Human Resources Director: Carol Isen   
Date: 2/21/23
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 "CSC RECEIPT STAMP" box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)

**CSC RECEIPT STAMP**

## Notification List

Report of Future Employment Restrictions and Probationary Releases for the period of July 1, 2022 to December 31, 2022

Carol Isen  
Human Resources Director  
Department of Human Resources  
[carol.isen@sfgov.org](mailto:carol.isen@sfgov.org)

Kate Howard  
Managing Deputy Director  
Department of Human Resources  
[kate.howard@sfgov.org](mailto:kate.howard@sfgov.org)

Anna Biasbas  
Director of Employment Services  
Department of Human Resources  
[anna.biasbas@sfgov.org](mailto:anna.biasbas@sfgov.org)

Shawn Sherburne  
Assistant Director, Employment Services  
Department of Human Resources  
[shawn.sherburne@sfgov.org](mailto:shawn.sherburne@sfgov.org)

Lisa Pigula  
Supervising Human Resources Consultant  
Department of Human Resources  
[lisa.pigula@sfgov.org](mailto:lisa.pigula@sfgov.org)

Paul Greene  
Supervising Human Resources Consultant  
Department of Human Resources  
[paul.greene@sfgov.org](mailto:paul.greene@sfgov.org)

**City and County of San Francisco**  
Carol Isen  
Human Resources Director



**Department of Human Resources**  
*Connecting People with Purpose*  
[www.sfdhr.org](http://www.sfdhr.org)

## MEMORANDUM

**DATE:** February 23, 2023  
**TO:** Honorable Civil Service Commission  
**THROUGH:** Carol Isen  
Human Resources Director  
**FROM:** Shawn Sherburne, Assistant Director of Employment Services  
Lisa Pigula, Supervising Human Resources Consultant  
**SUBJECT:** Report of Future Employment Restrictions and Probationary Releases from July 1, 2022 to December 31, 2022

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### Executive Summary

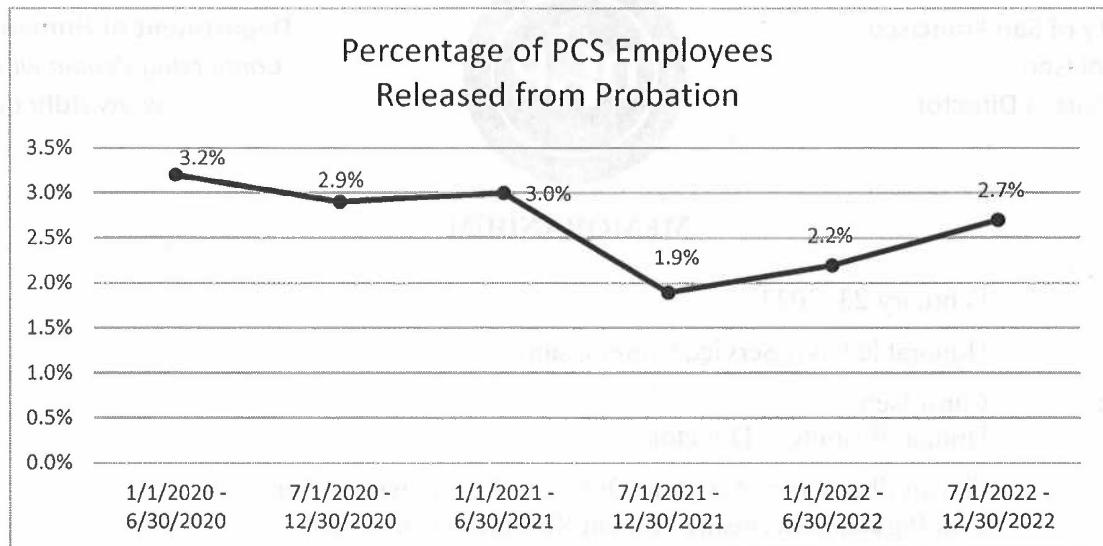
This is a semiannual report requested by the Civil Service Commission. The report provides an update on the City's total number of separations with future employment restrictions and probationary releases for the period of July 1, 2022 to December 31, 2022.

### **Separations with Future Employment Restrictions**

This report includes future employment restrictions for all City departments, excluding Community College District, Trial Courts, Unified School District, Municipal Transportation Agency and City employees designated as Peace Officers per Penal Code 830, for the period of July 1, 2022 to December 31, 2022 (attached). The attachment lists all future employment restrictions imposed by departments, all future employment restrictions appealed to the Commission, and the status of those appeals. In summary, there were 14 separated employees with future employment restrictions imposed. Out of these 14 former employees, five (5) appealed their restrictions to the Commission. One appeal was withdrawn by the appellant, one was resolved when the department withdrew the restriction prior to the appeal hearing and the remaining three are pending a hearing.

### **Probationary Releases**

This report also includes the total number of employees released from probation for the period of July 1, 2022 to December 31, 2022. Out of 2,152 permanent civil service appointments, there were a total of 59 employees (2.7%) released from probation. This information, along with a three-year trend for the percentage of employees released from probation, is included in the chart below.



Only three (3) of the 59 employees were released for disciplinary reasons and the remaining 56 were released for non-disciplinary reasons.

### **Recommendation**

Adopt the report.

### **Attachment**

#### **Attachment A: Future Employment Restrictions from July 1, 2022 to December 31, 2022**

## ATTACHMENT A

FUTURE EMPLOYMENT RESTRICTIONS IMPOSED BUT NOT APPEALED					
Department	Job Code	Title	Effective Date	Restriction	
Public Health	2330	Registered Nurse	12/31/2022	Citywide	
Public Health	0932	Manager IV	9/1/2022	Citywide	
Public Health	6122	Sr. Environmental Health Inspector	10/9/2022	Citywide	
Public Utilities	7325	General Utility Mechanic	10/5/2022	Citywide	
City Administrator	2577	Medical Examiner's Investigator I	11/28/2022	Citywide	
Homelessness	7334	Stationary Engineer	7/6/2022	Citywide	
Public Health	7346	Painter	11/17/2022	Citywide	
Public Health	2736	Porter	12/17/2022	Citywide	
Public Health	2310	Surgical Procedures Technician	9/19/2022	Department	

FUTURE EMPLOYMENT RESTRICTIONS APPEALED					
Department	Job Code	Title	Effective Date	Restriction	Status
Public Health	2320	Registered Nurse	8/12/2022	Department	Employee was reinstated and restrictions removed by dept prior to appeal hearing
Public Health	2320	Registered Nurse	8/13/2022	Department	Pending Appeal
Homelessness	2586	Health Worker II	11/10/2022	Citywide	Pending Appeal
Fire	H002	Firefighter	8/4/2022	Department	Appeal withdrawn on 11/10/2022
Public Health	2324	Nursing Supervisor	12/22/2022	Citywide	Pending Appeal