



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

**DANIEL LURIE
MAYOR**

Sent via Electronic Mail

August 7, 2025

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: REPORT OF FUTURE EMPLOYMENT RESTRICTIONS AND PROBATIONARY
RELEASES FOR THE PERIOD OF JULY 1, 2024, TO JUNE 30, 2025.**

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 **August 18, 2025, at 2:00 p.m.**

This item will appear on the Consent Agenda. Please refer to the attached notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is recommended. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

LAVENA HOLMES
Deputy Director

Attachment

Cc: Carol Isen, Department of Human Resources
Kate Howard, Department of Human Resources
Anna Biasbas, Department of Human Resources
Shawn Sherburne, Department of Human Resources
Giano Bito, Department of Human Resources
Paul Greene, Department of Human Resources
Commission File
Commissioners' Binder
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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/>.

Notification List

Report of Future Employment Restrictions and Probationary Releases for the period of July 1, 2024 to June 30, 2025

Carol Isen
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MEMORANDUM

DATE: August 7, 2025

TO: Honorable Civil Service Commission

THROUGH: Carol Isen
Human Resources Director

FROM: Shawn Sherburne, Assistant Director of Employment Services
Giano Bito, Client Services Consulting Manager

SUBJECT: Report of Future Employment Restrictions and Probationary Releases for the period of July 1, 2024 to June 30, 2025

Executive Summary

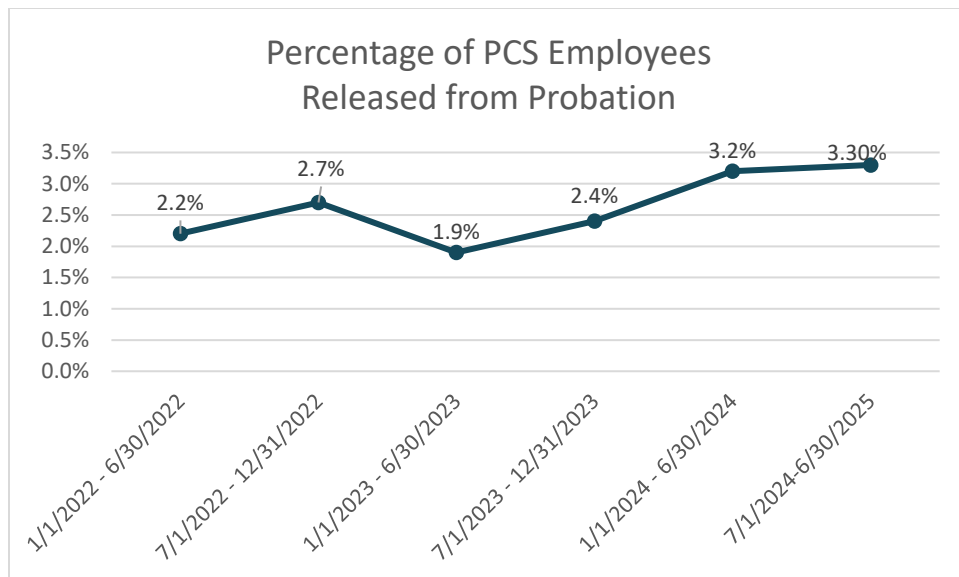
This is an annual report requested by the Civil Service Commission. The report provides an update on the City's total number of separations with future employment restrictions and the total number of probationary releases for the period of July 1, 2024 to June 30, 2025.

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, 2024 to June 30, 2025 (Attachment A). The attachment lists all separations with future employment restrictions, all future employment restrictions appealed to the Commission, and the status of those appeals. In total, there were 41 separated employees with future employment restrictions imposed. Of the 41 former employees, twelve (12) appealed their restrictions to the Commission. Currently, seven (7) appeals are pending a hearing, while five (5) have been denied.

Probationary Releases

This report also includes probationary releases for the period of July 1, 2024 to June 30, 2025. Out of 5,654 permanent civil service appointments made between July 1, 2024 to June 30, 2025, there were a total of 188 probationary releases (3.3%) between July 1, 2024 to June 30, 2025. This information, along with a three-year trend for the percentage of probationary releases, is included in the chart below.



Eight (8) of the 188 employees were released for disciplinary reasons and the remaining 180 were released for non-disciplinary reasons.

At the March 6, 2023, Civil Service Commission meeting, the Commission requested data on the job codes of those released (Attachment B). Please note that classifications with fewer than ten terminations during the reporting period were aggregated to prevent the disclosure of data that may reveal an individual incumbent's identity.

Recommendation

Adopt the report.

Attachment

Attachment A: Future Employment Restrictions from July 1, 2024 to June 30, 2025

Attachment B: Probationary Releases from July 1, 2024 to June 30, 2025

ATTACHMENT A

FUTURE EMPLOYMENT RESTRICTIONS IMPOSED BUT NOT APPEALED					
Department	Job Code	Appointment Type	Title	Effective Date	Restriction
City Administrator	2579	PCS	Med Examiner's Investigator III	3/13/2025	Department
City Administrator	2708	TEX	Custodian	4/24/2025	Citywide
City Administrator	2578	PCS	Med Examiner's Investigator II	2/6/2025	Department
Airport Commission	2708	PCS	Custodian	4/12/2025	Department
Public Health	2328	PCS	Nurse Practitioner	7/8/2024	Citywide
Public Works	7215	PEX	General Laborer Supervisor I	7/17/2024	Citywide
Public Works	7355	PCS	Truck Driver	4/19/2025	Citywide
Public Works	7501	TEX	General Laborer Apprentice	10/25/2024	Department
Public Works	7355	PCS	Truck Driver	7/10/2024	Department
Public Works	7501	TEX	General Laborer Apprentice	4/12/2025	Citywide
Public Works	7501	TEX	General Laborer Apprentice	1/9/2025	Citywide
Public Works	9916	TEX	Public Service Aide - Public Works	11/22/2024	Department
Public Works	7514	TEX	General Laborer	2/16/2025	Citywide
Public Works	9916	TEX	Public Service Aide - Public Works	6/13/2025	Citywide
Public Works	7514	TPV	General Laborer	2/14/2025	Department
Public Works	7514	TPV	General Laborer	9/11/2024	Citywide
Public Works	9916	TEX	Public Service Aide - Public Works	12/27/2024	Citywide
Public Works	9916	TEX	Public Service Aide - Public Works	10/5/2024	Department
Public Works	9916	TEX	Public Service Aide - Public Works	9/27/2024	Citywide
Public Works	9916	TEX	Public Service Aide - Public Works	3/14/2025	Citywide
Public Works	9916	TEX	Public Service Aide - Public Works	6/13/2025	Citywide
Public Works	3434	TPV	Arborist Technician	9/23/2024	Department
Public Works	3434	TPV	Arborist Technician	8/11/2024	Citywide
Public Works	6318	PCS	Construction Insperctor	3/17/2025	Citywide
Fire Department	H003	PCS	EMT/Paramedic/Firefighter	12/10/2024	Department
Human Services Agency	2940	PCS	Protective Services Worker	1/11/2025	Citywide
Public Utilities Commission	2708	TEX	Custodian	12/17/2024	Citywide
Recreation and Parks	3417	PEX	Gardener	5/28/2025	Department
Rent Board	2975	PCS	Rent Board Specialist	10/18/2024	Department

FUTURE EMPLOYMENT RESTRICTIONS APPEALED

Department	Job Code	Appointment Type	Title	Effective Date	Restriction	Status
Public Health	2303	PCS	Certified Nursing Assistant	9/9/2024	Citywide	Pending Appeal
Public Works	7355	PCS	Truck Driver	7/23/2024	Citywide	Appeal Denied
Public Works	7514	PCS	General Laborer	10/24/2024	Citywide	Appeal Denied
Public Works	7514	TEX	General Laborer	11/25/2024	Department	Appeal Denied
Public Works	7514	TPV	General Laborer	12/13/2024	Department	Appeal Denied
Public Works	9916	TEX	Public Service Aide-Public Works	11/22/2024	Department	Appeal Denied
Public Works	6230	TEX	Street Inspector	5/28/2025	Citywide	Pending Appeal
Public Works	7514	PCS	General Laborer	1/12/2025	Citywide	Pending Appeal
Public Works	7514	TPV	General Laborer	6/3/2025	Citywide	Pending Appeal
Public Works	7514	TPV	General Laborer	5/2/2025	Citywide	Pending Appeal
Public Works	7514	TEX	General Laborer	3/4/2025	Citywide	Pending Appeal
Public Works	7514	TPV	General Laborer	6/11/2025	Citywide	Pending Appeal

ATTACHMENT B

Probationary Releases from July 1, 2024 to June 30, 2025

Job Code & Title	Count of Job Code
Q002 Police Officer	44
2905 HSA Sr Eligibility Worker	29
8238 Public Safety Comm Disp	10
2903 Hospital Eligiblity Worker	8
H002 Firefighter	7
H003 EMT/Paramedic/Firefighter	6
2303 Certified Nursing Assistant	5
3417 Gardener	5
2312 Licensed Vocational Nurse	4
1241 Human Resources Analyst	3
2320 Registered Nurse	2
1823 Senior Administrative Analyst	2
7334 Stationary Engineer	2
1406 Senior Clerk	2
1244 Senior Human Resources Analyst	2
2430 Medical Assistant	2
1404 Clerk	1
7514 General Laborer	1
7355 Truck Driver	1
3278 Recreation Facility Assistant	1
2930 Behavioral Health Clinician	1
1842 Management Assistant	1
2586 Health Worker II	1
8504 Deputy Sheriff (SFERS)	1
1654 Accountant III	1
3602 Library Page	1
2593 Health Program Coordinator III	1
8302 Deputy Sheriff I	1
1840 Junior Management Assistant	1
Other	42
Grand Total	188