

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: 8219 Candidate Inquiry
Date: Thursday, February 13, 2025 5:47:33 PM

Hi [REDACTED]

Yes, Elias Georgopoulos did sit for the 8219 exam that was conducted on Monday February 10.

While I have not completed the pass point analysis, I just took a look at the exam scores, and the candidate did achieve the highest score in the pool, therefore, yes, they will pass. However, since the candidate is not a current employee and will not get promotive points, they will not be rank 1.

Please let me know if there are any additional details you need.

Best,
[REDACTED]

[REDACTED]
Sent: Thursday, February 13, 2025 5:22 PM

To: [REDACTED]

[REDACTED]
Subject: 8219 Candidate Inquiry

Hi [REDACTED]

Per request of [REDACTED] can you please advise, when able, if Elias Georgopoulos showed up for the 8219 Parking Enforcement Administrator examination?

If so, do we have a timeline on when we expect to set a passpoint to know whether or not this individual would pass the exam.

[REDACTED] would like me to provide status updates regarding this, so letting me know once we have set a passpoint as to whether or not they were successful in the exam process will be helpful.

Thanks!

[REDACTED]
Talent Acquisition Senior Manager, SFMTA

From: Elias Georgopoulos [REDACTED]
Subject: Re: Subject: Inquiry Regarding Interview Invitation – 8219
Assistant Director
Date: Oct 3, 2025 at 11:37:02 AM
To: [REDACTED]

Dear Ms. [REDACTED]

Thank you for your response. I must respectfully state that a response next week is not acceptable because the interviews are scheduled for next week and candidates including my wife have already been directed to select a time slot for Thursday or Friday.

By deferring my request until next week I am placed at a clear disadvantage because I cannot select a day or time like other candidates. This creates an uneven process and directly affects my ability to fairly participate in the interview process.

I am requesting clarification today regarding my interview availability so that I may be treated equally and afforded the same opportunity as other candidates.

I trust that the SFMTA will ensure a fair and non-retaliatory hiring process. Please confirm my interview day and time without delay.

Sincerely,

Elias Georgopoulos

On Oct 3, 2025, at 11:31 AM, [REDACTED]
wrote:

Dear Mr. Georgopoulos,

Thank you for your inquiry. An SFMTA Human Resources representative will be responding to you next week.

[REDACTED]
Streets Division

<image001.png>

[REDACTED]
San Francisco Municipal Transportation Agency
One South Van Ness Avenue, 3rd floor
San Francisco, CA 94103

From: Elias Georgopoulos <[REDACTED]>
Sent: Friday, October 3, 2025 10:09 AM

[REDACTED]
Subject: Subject: Inquiry Regarding Interview Invitation – 8219 Assistant Director

EXT

Dear Ms. [REDACTED]

I hope this message finds you well. I recently received my examination results for the 8219 Assistant Director classification and was pleased to learn that I ranked 3rd out of 11 candidates. However, I noticed that I have not yet received an invitation to interview, while other candidates ranked below me have.

Out of respect for the civil service process, I would like to kindly request clarification regarding my current eligibility status. Specifically:

- Am I on the list of candidates being referred for interviews?
- If not, may I please be informed of the reason why I was bypassed despite my ranking?
- Are there any issues with my application or background that I need to address in order to be considered?

I value transparency and fairness in the process, and having this clarification in writing would be very helpful.

Thank you very much for your time and assistance, and I look forward to your response.

**Sincerely,
Elias Georgopoulos**

Sent from my iPhone

This message is from outside of the SFMTA email system. Please review the email carefully before responding, clicking links, or opening attachments.

From: [REDACTED]

Interview Process

Date: Oct 3, 2025 at 1:40:15 PM

To: Elias Georgopoulos [REDACTED]
[REDACTED]
[REDACTED]

Hi Elias,

I am in receipt of your email. I will ask the team to let me the status of your application and then I will circle back with you on Monday.

Regards,
[REDACTED]

[REDACTED]
Human Resources Director
Human Resources



[REDACTED]
San Francisco Municipal Transportation Agency
1 South Van Ness Avenue, 6th floor
San Francisco, CA 94103



From: Elias Georgopoulos <el[REDACTED]>
Sent: Friday, October 3, 2025 12:11 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Immediate Action Required — Violations in 8219 Interview Process

EXT

Dear Ms. [REDACTED]

I am writing directly to you in your capacity as Director of Human Resources because it is clear that the delay and obstruction in scheduling my 8219 interview originates within HR. As the department head, you are directly accountable for ensuring compliance with the City Charter, Civil Service Rules, and state and federal employment laws.

At my deposition, you testified about my name but demonstrated little or no knowledge of my résumé, my extraordinary 24 years of service, or my record of leadership and training within the SFMTA. Your testimony reflected a lack of awareness of my qualifications and the obligations of HR to treat employees and applicants fairly. That lack of understanding appears to now be repeated in this current situation.

To restate the facts:

- I placed third on the eligibility list for the 8219 position.
- My wife, [REDACTED] who placed fourth, has already received notification to schedule her interview next week.
- I have not received the same opportunity and was told I would only receive clarification “next week,” even though interviews are taking place next week.
- This effectively blocks me from participating in the process and excludes me from fair consideration.

This exclusion is unlawful under multiple authorities:

- San Francisco Charter §§10.100–10.101: Require that all appointments be made under the merit system and empower oversight into HR’s compliance.
- Civil Service Commission Rule 101.3: Requires impartial and merit-based treatment of all candidates.
- California Government Code §12940(h) (FEHA): Prohibits retaliation and discrimination against any applicant for having filed a complaint or lawsuit. Retaliation against a close associate of a complainant is also unlawful, and my wife—who also testified at my trial—is now placed in a vulnerable position due to these games.
- ADA (42 U.S.C. §12112): Bars discrimination in hiring or employment based on disability.

With only 11 candidates in this pool, it is impossible not to notice that both I (ranked third) and my wife (ranked fourth) are being disadvantaged through procedural delays and selective communication. Retaliation against me for my prior lawsuit, and any retaliation against my wife because she testified in my trial and is married to me, will not be taken lightly by the courts.

You are the HR Director, and you know—or should know—that the law

requires you to safeguard against exactly this type of discriminatory exclusion. If SFMTA proceeds with this course of action and skips me in the interview process, or retaliates against my wife for her association with me, I will hold you personally accountable in any subsequent lawsuit. Your deposition testimony already reflected disregard for my qualifications; your current actions confirm it.

I demand that you take immediate action to correct this violation and ensure I am granted an interview slot equivalent to all other candidates. Failure to do so will be treated as evidence of intentional retaliation and discrimination under both City Charter law and California state law.

Please confirm my interview date and time immediately.

Sincerely,

Elias Georgopoulos

Sent from my iPhone

This message is from outside of the SFMTA email system. Please review the email carefully before responding, clicking links, or opening attachments.

From: Elias Georgopoulos [REDACTED]
Subject: Response
Date: Oct 3, 2025 at 3:44:05 PM
To: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Dear Ms. [REDACTED]

Thank you for your brief response. However, waiting until Monday is not acceptable. Every other candidate has already received their email to select a day and time for interviews next week. By withholding this same opportunity from me until Monday, you are placing me at a clear disadvantage, effectively excluding me from equal consideration.

This is not a matter that can wait. I need clarification today and I must be provided the same opportunity to select an interview time as every other candidate. Anything less violates not only fairness but also specific legal requirements, including:

- San Francisco Charter Sections 10.100 and 10.101, which mandate that appointments be made under the civil service merit system and that all candidates receive fair and equal treatment.
- Civil Service Commission Rule 101.3, which requires impartial and merit-based treatment of all candidates.
- California Government Code §12940(h) under the Fair Employment and Housing Act (FEHA), which prohibits retaliation against an applicant who has previously filed a lawsuit or complaint for discrimination.
- The Americans with Disabilities Act (42 U.S.C. §12112), which bars discrimination in hiring based on disability.

Deferring my inquiry until after interviews are already being scheduled is inconsistent with these protections and raises serious concerns about retaliation and discrimination. I am insisting on equal access today, not next week.

Please confirm my interview date and time without delay. If I do not receive an immediate response today, I will consider this further evidence of intentional retaliation and discrimination, and I will take all legal and administrative steps necessary to protect my rights.

Sincerely,

Elias Georgopoulos

Sent from my iPhone

Elias Georgopoulos

October 4, 2025

To:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

City Attorney's Office (cityattorney@sfcityatty.org)

Subject: Formal Demand for Equal Consideration and Notice of Retaliation – 8219 Assistant Director Interview Process

Dear [REDACTED]

I am writing to place the San Francisco Municipal Transportation Agency and the City and County of San Francisco on formal notice of continued discrimination and retaliation involving the current hiring process for the 8219 Assistant Director position.

I recently received confirmation that I ranked third on the eligible list for this position. Despite this, SFMTA has proceeded to schedule interviews for other candidates while excluding me entirely from the process. This is unlawful, retaliatory, and a direct violation of City Charter requirements as well as state and federal law.

I proudly served with SFMTA's Parking and Traffic Enforcement Division for twenty four years, earning exemplary evaluations and maintaining a spotless record. I voluntarily resigned under my own authority and signed no agreement restricting my reemployment. I remain a retiree in good standing with full rights to return to service.

I understand that SFMTA management may be improperly relying on statements I made under oath during my prior trial when I testified that I had no intention of seeking this position at that time. That testimony was not a waiver of rights and not a disqualification. It reflected my mindset during litigation and not a binding declaration about my future. Using that

statement to exclude me now is retaliation under both state and federal law.

I am also aware that during my trial in May 2025, my former psychologist expressed an opinion that I should not return to the SFMTA because of the hostile work environment that existed at that time. That opinion was limited to describing the environment that SFMTA management created prior to my resignation and does not constitute a medical or legal disqualification from employment. I have every right to change my mind and to resume my career with the SFMTA. Under both state and federal law, a past psychological opinion cannot be used to deny me an interview or employment. Such reliance would violate the Fair Employment and Housing Act, Government Code Sections 12940(a), 12940(m), and 12940(n), and the Americans with Disabilities Act, 42 U.S.C. Section 12112, which require that candidates be evaluated based on their present ability to perform essential job functions.

The law is clear that a former employee's trial testimony cannot be used to bar them from future employment. Such reliance constitutes retaliation for engaging in a protected activity. Furthermore, my wife, [REDACTED], who is a twenty four year veteran and current Office Manager, appears to be targeted for bypass due to her testimony at my trial and her association with me. This is a further violation of FEHA protections against associational retaliation.

I also remind the SFMTA that in January 2025, I filed two formal complaints against Parking Control [REDACTED] for discrimination against me based on my disability and the use of my valid disabled placard. I have since filed related complaints with other agencies. If the current exclusion from the 8219 Assistant Director interview process is connected in any way to my prior protected complaints or to my ongoing efforts to assert my legal rights, it will constitute clear retaliation under California Government Code Section 12940(h) and the Americans with Disabilities Act, 42 U.S.C. Section 12203(a). I have also been informed by reliable sources that SFMTA management intends to bypass both me and my wife [REDACTED] because of my lawsuit and our last name. Such conduct, if proven true, would violate state and federal law and the San Francisco Charter's merit based hiring standards.

Legal Violations

- San Francisco Charter Sections 10.100 and 10.101 require that appointments be made under the civil service merit system and that all candidates receive fair and equal treatment.
- Civil Service Commission Rule 101.3 requires that employment decisions be impartial and based on merit.
- California Government Code Section 12940(h) under FEHA prohibits retaliation against any person for filing or testifying in a discrimination case.
- The Americans with Disabilities Act, 42 U.S.C. 12112, prohibits discrimination in hiring based on disability.
- 42 U.S.C. 12203(a) prohibits retaliation for asserting rights related to disability.
- 42 U.S.C. 1983 protects employees from retaliation for exercising constitutional rights to

testify and seek redress.

I demand immediate inclusion in the interview schedule for the 8219 position and written confirmation that my prior litigation and testimony will not be used against me or my wife. If SFMTA fails to provide equal opportunity, I will pursue all available remedies including a formal complaint with the Civil Rights Department, a petition before the Civil Service Commission, and a federal civil rights action for retaliation and constitutional violations.

I expect written confirmation immediately. Failure to correct this issue will be treated as deliberate retaliation and discrimination.

Respectfully,

Elias Georgopoulos

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

From: [REDACTED]
To: [REDACTED]
Subject: RE: Urgent Information Request
Date: Tuesday, October 7, 2025 10:03:00 AM
Attachments: [image001.png](#)

Hi [REDACTED]

Please see my responses below in **PURPLE!**
Let me know if there are any additional questions

Exams

When was the 8219 announcement posted? **November 13, 2024**

When was the announcement closed? **November 26, 2025**

When did candidates receive invite to the examination? If multiple dates, please provide the date specifically for Elias Georgopoulos. **January 27, 2025**

What type of exam was it? **100% Multiple – Choice Examination**

When did candidates take the exam? If multiple dates, please provide the date specifically for Elias Georgopoulos. **February 10, 2025**

When was the eligible list adopted? **February 26, 2025 (12 Month List)**

Best,
Susan

From: [REDACTED] >
Sent: Tuesday, October 7, 2025 9:29 AM
To: [REDACTED]
Subject: FW: Urgent Information Request
Importance: High

Hi [REDACTED]

Would you be able to provide the information requested below of Exams?

Thanks,

[REDACTED]
Acting Examinations Supervisor
Examinations & Classifications Unit



From: [REDACTED]
To: [REDACTED]
Subject: FW: Urgent Information Request
Date: Tuesday, October 7, 2025 9:28:50 AM
Attachments: [image001.png](#)
Importance: High

Hi [REDACTED]

Would you be able to provide the information requested below of Exams?

Thanks,

[REDACTED]
Acting Examinations Supervisor
Examinations & Classifications Unit



Office 415.646.2446

From: [REDACTED]
Sent: Tuesday, October 7, 2025 9:18 AM
To: [REDACTED]
Subject: Urgent Information Request
Importance: High

Hi all,

Hello all,

I need some timeline information for the 8219 recruitment. For efficiency, I could use your help in providing timelines associated with certain pieces.

Exams

When was the 8219 announcement posted?

When was the announcement closed?

When did candidates receive invite to the examination? If multiple dates, please provide the date specifically for Elias Georgopoulos.

What type of exam was it?

When did candidates take the exam? If multiple dates, please provide the date specifically for Elias Georgopoulos.

When was the eligible list adopted?

TADS

When was the certification issued for the 8219?

Since there were multiple positions, please advise on dates that positions were approved to be connected to the eligible list. 3 positions total right?

Please provide dates of any notices (and type of notice) to candidates on the eligible list up to and including the invites for interviews.

Thanks!

[REDACTED]

Talent Acquisition Senior Manager, SFMTA HR

Sincerely,

Elias Georgopoulos

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

On Oct 7, 2025, at 10:36 AM, [REDACTED]

[REDACTED]

Mr. [REDACTED]

Please ask your client to stop communicating directly with MTA personnel. We have advised them not to respond to his emails because he is represented by counsel and is referencing anticipated legal action. If your representation of Mr. Georgopoulos has changed, please let us know as soon as possible.

Best regards,

[REDACTED]

[REDACTED] (she/her)

Deputy City Attorney

Office of City Attorney [REDACTED]

[REDACTED]

From: [REDACTED]

Sent: Tuesday, October 7, 2025 8:12 AM

To: Elias Georgopoulos [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Cc: [REDACTED]

Subject: RE: Response - attorney/Client Privileged

[REDACTED]
Chief People Officer

Human Resources

<image001.png>

[REDACTED]
San Francisco Municipal Transportation Agency
1 South Van Ness Avenue, 6th floor
San Francisco, CA 94103

<image002.jpg>

<image003.jpg>

<image004.jpg>

<image005.png>

From: Elias Georgopoulos [REDACTED]

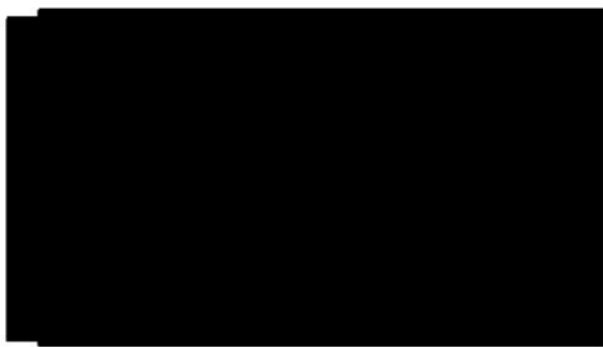
Sent: Monday, October 6, 2025 5:18 PM

To: [REDACTED]

Please acknowledge receipt of this communication and confirm in writing whether you or anyone within the City Attorney's Office instructed HR to exclude or ignore me in this recruitment.

Sincerely,

Elias Georgopoulos



On Oct 7, 2025, at 10:41 AM, Elias Georgopoulos

[REDACTED] > wrote:

Dear Ms [REDACTED]

I am writing in response to your October 7, 2025, email addressed to Mr. [REDACTED]. Please be advised that Mr. [REDACTED] does not represent me in any capacity, not in this matter nor in any other current or pending legal issue. Therefore, your direction to Human Resources to avoid responding to my

inquiries on that basis is factually and legally incorrect.

Furthermore, your correspondence confirms what I have long suspected, that the City Attorney's Office is directly advising SFMTA Human Resources to exclude me from fair consideration for the 8219 Enforcement and Operations Manager position, a position for which I am fully qualified and ranked third following the civil service examination. This constitutes retaliation and a violation of the San Francisco Charter and Civil Service Rules, including the prohibition against discrimination or reprisal for prior protected activity and litigation against the City.

I hereby place both you personally and the City Attorney's Office on notice that I will hold you and any responsible officials personally accountable for interfering with my civil service rights and for engaging in retaliation prohibited under the Fair Employment and Housing Act (FEHA) and Government Code Section 12940(h).

My communications to SFMTA HR have been limited to legitimate employment matters within the City's civil service process, not litigation. I have the full legal right to apply for and communicate about public employment opportunities as a former City employee and eligible candidate.

Please confirm receipt of this email and immediately clarify whether you or your office have directed SFMTA HR to withhold interview opportunities or communications regarding the 8219 recruitment.

From: Elias Georgopoulos [REDACTED]
Subject: Re: Response - attorney/Client Privileged
Date: Oct 7, 2025 at 11:55:41 AM
To: [REDACTED]@ [REDACTED]
[REDACTED] [REDACTED] [REDACTED] [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] [REDACTED]
[REDACTED]

Dear Ms. [REDACTED]

Following my previous email clarifying that I am not represented by [REDACTED] [REDACTED] I am writing to further address the serious impropriety of your involvement, and that of the City Attorney's Office, in the SFMTA's civil service hiring process.

It is highly improper and a clear overreach of authority for any attorney from the City Attorney's Office to advise or direct Human Resources on who should or should not be contacted or considered during an active civil service recruitment. That function belongs exclusively to SFMTA Human Resources under the San Francisco Charter and Civil Service Rules, which mandate merit-based selection and impartial treatment of all candidates.

Even if you mistakenly believed that I remained represented by Mr. [REDACTED] that assumption does not justify interference in an open employment process. The City Attorney's Office has no role in determining who may be interviewed, communicated with, or advanced in a hiring process. Doing so violates the principles of merit selection and constitutes retaliation and obstruction of civil service rights.

Your direction to HR to withhold contact or communication with me demonstrates an abuse of position and potential violations of state and professional ethics laws, including:

- California Government Code Section 12940(h) – prohibiting retaliation for prior protected activity.
- California Labor Code Section 1102.5 – prohibiting interference or reprisal against individuals engaging in protected conduct.
- California Business and Professions Code Section 6068 – imposing on attorneys the duty to uphold the law and avoid actions that obstruct justice or violate the rights of others.
- Rule 8.4 of the California Rules of Professional Conduct – prohibiting conduct involving dishonesty, abuse of authority, or actions prejudicial to the administration of justice.

In short, your office's involvement in this hiring matter is outside its legal scope and constitutes improper influence over a process that must remain independent of litigation or personal bias. HR's role is to evaluate candidates based solely on merit and qualifications—not under the direction or influence of the City Attorney's Office.

Given that the deadline to select interview time slots is imminent, your interference has effectively denied me equal consideration and further evidences a pattern of retaliation tied to my prior protected activity.

From: Elias Georgopoulos [REDACTED] os [REDACTED]
Subject: Re: Response - attorney/Client Privileged
Date: Oct 8, 2025 at 8:43:59 AM

To:

[REDACTED]@[REDACTED]
[REDACTED]
[REDACTED] N [REDACTED]@[REDACTED]
[REDACTED]
[REDACTED]

Dear Ms. [REDACTED]

I am writing regarding your involvement with SFMTA Human Resources in the 8219 Parking Enforcement Administrator recruitment. I resigned from City service on my own. I was not fired. There is no pending lawsuit and there is no pending appeal. I am not represented by counsel and I am seeking only to move forward with my life and return to the career I proudly served for 24 years.

Your direction to SFMTA personnel not to respond to my employment inquiries has improperly interfered with a merit based hiring process. This is outside the authority of the City Attorney's Office and it has resulted in my exclusion from timely scheduling of an interview. HR has continued scheduling other candidates while I have received no interview link or time.

Even if I were represented for purposes of an appeal, which I am not, it would still be improper for the City Attorney's Office to direct HR to restrict or withhold communication in a civil service recruitment. Hiring is separate from litigation matters and cannot be used to limit a certified candidate's participation. Such interference is inconsistent with the San Francisco Charter civil service provisions and the Civil Service Rules. It is also consistent with retaliation prohibited by California Government Code section 12940 subdivision h and Labor Code section 1102.5.

My intent is simple. I want a fair shot at the interview I earned. I hold no

animosity toward anyone at the agency. I do not plan to file any lawsuit against SFMTA. However, if the City or SFMTA continues to violate City law or state law or continues to discriminate or retaliate against me because of my prior protected activity, I will take legal action to protect my rights.

Accordingly, I demand that you cease and desist from any further interference with this recruitment and that you immediately notify SFMTA HR that I am to receive equal consideration and an interview opportunity on the same basis as other certified candidates.

Please do the following today.

1. Confirm in writing that you and your office will not direct HR to withhold or limit communications with me regarding the 8219 recruitment.
2. Confirm that HR will provide me with the interview scheduling link or a specific interview time without delay.
3. Preserve all records related to communications about my candidacy and scheduling for this recruitment.

I appreciate your prompt cooperation so that this process can proceed fairly and transparently.

Sincerely,

From: Elias Georgopoulos [REDACTED] go [REDACTED]
Subject: Re: 8219 Recruitment.
Date: Oct 9, 2025 at 8:42:51PM
To: [REDACTED] y.A. K. ma @ [REDACTED] co
Cc: [REDACTED]
[REDACTED] s s [REDACTED]
K [REDACTED] @ [REDACTED]

Dear Ms. [REDACTED]

I am in receipt of your October 9, 2025, email regarding the 8219 Parking Enforcement Administrator recruitment. While I appreciate your response, I must formally and unequivocally state that your message confirms that the San Francisco Municipal Transportation Agency (SFMTA) and the City Attorney's Office have violated multiple provisions of state and municipal law, including the San Francisco Charter, Civil Service Rules, and California's Fair Employment and Housing Act (FEHA).

1. Improper Influence by the City Attorney's Office

You copied Deputy City Attorneys [REDACTED] on your reply — two attorneys who directly litigated against me in my prior FEHA case. Ms. [REDACTED] previously issued a written directive (dated October 7, 2025) to my former counsel, instructing SFMTA personnel not to communicate with me, even though I am not represented by her addressee and no litigation is pending.

That action directly interfered with an open Civil Service recruitment and violated Charter §§ 10.100–10.101 and Civil Service Rules 310 and 313, which prohibit outside influence in merit-based hiring.

Your continued consultation with those same attorneys in connection with my candidacy demonstrates bias, lack of independence, and retaliatory motive.

2. Retaliatory Exclusion and Violation of FEHA and Labor Code § 1102.5

Your assertion that the Civil Service Rules “do not require” the department to interview all candidates is a misdirection. While departments may exercise discretion in selections, that discretion cannot be exercised for retaliatory or discriminatory reasons.

I ranked third on the eligible list in a small candidate pool, yet I alone was excluded — despite having 24 years of exemplary service and no disqualifying factors.

Given my prior FEHA complaint, whistleblower filing (Case # [REDACTED] and State Bar complaint involving Ms. [REDACTED] this exclusion constitutes retaliation under:

- Government Code § 12940(h) – Retaliation for opposing discrimination;
- Labor Code § 1102.5(b) – Retaliation for whistleblower activity;
- ADA 42 U.S.C. § 12112 – Discrimination based on disability.

3. Breach of Duty and Abuse of Discretion

As Chief People Officer, you are obligated to ensure impartial compliance with Civil Service procedures. Instead, you deferred to attorneys who have a documented adversarial relationship with me.

This breach of neutrality violates Civil Service Rule 101.3, which mandates fair and impartial treatment of all candidates, and raises serious concerns regarding abuse of authority.

4. Formal Notice of Escalation

Given these facts, I am filing immediate complaints with:

- The San Francisco Department of Human Resources – EEO Division;
- The California Civil Rights Department (CRD); and

- The Civil Service Commission, requesting a formal audit of the 8219 recruitment process.

These complaints will include the October 7 email from Ms. [REDACTED] your October 9 email, and the complete record of correspondence evidencing obstruction and retaliation.

If the department fails to correct this violation, I will pursue a writ of mandate under CCP § 1094.5 in San Francisco Superior Court and seek full remedies under FEHA and Labor Code § 1102.5.

5. Good-Faith Intent

I have no animosity toward any employee or department. My only request is to be treated fairly and evaluated based on merit — the same standard that governs every other candidate.

I hope SFMTA will take corrective action immediately and restore integrity to this recruitment process.

From: [REDACTED]
Subject: 8219 Recruitment.
Date: Oct 9, 2025 at 5:56:18 PM
To: Elias Georgopoulos [REDACTED]oulos [REDACTED]
Cc: [REDACTED]n [REDACTED]fc [REDACTED]ty [REDACTED]g,
[REDACTED]cy [REDACTED]
[REDACTED]
[REDACTED]

Elias Georgopoulos,

This email is in response to your questions regarding the 8219 position that you applied for. Interview invitations were sent to candidates on October 3, 2025, with interview dates scheduled for October 16-17, 2025.

Your application was not selected for an interview. Please note that the Civil Service Rules do not require a department to approve a request for reinstatement, nor do the rules require departments to interview every reachable, eligible candidate.

We are committed to a fair and equitable hiring process and are confident that we are conducting the 8219 recruitment process accordingly, which includes compliance with all Civil Service Rules.

If you believe that parts of this hiring process were not conducted in accordance with City policies, procedures and/or Civil Service rules, the Civil Service Commission acts as a third-party auditing body over such processes for the City and County of San Francisco. You may submit any additional concerns to them and request what is known as a "civil service inspection request" if you wish for this process to be audited for compliance at civilservice@sfgov.org or 628-652-1100.

Regards,

[REDACTED]
Chief People Officer
Human Resources



Mobile [REDACTED]
San Francisco Municipal Transportation Agency
1 South Van Ness Avenue, 6th floor
San Francisco, CA 94103



EXHIBIT J:

Emails Re: Supplemental ELR Review

[Redacted]

From: [Redacted]
Sent: Thursday, February 5, 2026 10:48 AM
To: [Redacted]
FW: Class 8219 Parking Enforcement Admin - Cert. Date: 2025/02/28 - Ref# [Redacted] -Pre-Interview Packet

FYI

Best Regards,
[Redacted]
Senior Human Resources Analyst
HR Talent Acquisition Unit



San Francisco Municipal Transportation Agency
1 South Van Ness Avenue, 6th floor
San Francisco, CA 94103

[Redacted]



Find our jobs on: [Job Seekers](#) | [Department of Human Resources \(sfdhr.org\)](#) [LinkedIn](#)

From: [Redacted]
Sent: Wednesday, October 1, 2025 4:18 PM
To: [Redacted]
Subject: RE: Class 8219 Parking Enforcement Admin - Cert. Date: 2025/02/28 - Ref# [Redacted] -Pre-Interview Packet

Hi all – only one employee has a record of discipline above a written warning.

Last Name	First Name	Record of Action
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

GEORGOPOULOS	ELIAS	1

[Redacted]
Sent: Thursday, September 25, 2025 11:07 AM
To: [Redacted]
[Redacted]

Subject: RE: Class 8219 Parking Enforcement Admin - Cert. Date: 2025/02/28 - Ref# [Redacted] Pre-Interview Packet
Importance: High

Hi [Redacted] ELR team,

Kindly following up on the below regarding the results on any disciplinary records since we plan to schedule interviews in October. Could you please let me know if this should be directed elsewhere in ELR?

Thank you,
[Redacted]

[Redacted]
Sent: Monday, September 22, 2025 11:53 AM
To: [Redacted]
[Redacted]

Subject: FW: Class 8219 Parking Enforcement Admin - Cert. Date: 2025/02/28 - Ref# [Redacted] -Pre-Interview Packet

Hi [Redacted] and ELR team,

Per below, we received EEO approval to screen 8219 Parking Enforcement Administrator candidates to see if any have disciplinary records on file. Could you please take a look at the attached list of candidates and let us know if any current or former employee has had any disciplinary actions equal to or above a written warning within the last 5 years of their service with the city?

6. Selection Criteria and Basis for the Interview Invitations

Any current or former employee will have their file reviewed for disciplinary actions equal to or above a written warning within the last 5 years of their service with the city. Individuals with any such records will not be invited to interview. All other eligible candidates will be invited.

Thank you!

From: [REDACTED]
Sent: Monday, September 22, 2025 7:55 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Class 8219 Parking Enforcement Admin - Cert. Date: 2025/02/28 - Ref# [REDACTED] -Pre-Interview Packet

Good morning [REDACTED]

EEO has approved the 8219 Parking Enforcement Administrator position. The division may reach out to ELR to verify whether any current or former employees have disciplinary records on file.

Please ensure that both Bill and I are copied on all email communications with ELR on this recruitment. Thank you!

Best Regards,

[REDACTED]
Senior Human Resources Analyst
HR Talent Acquisition Unit



San Francisco Municipal Transportation Agency
1 South Van Ness Avenue, 6th floor
San Francisco, CA 94103
[REDACTED]



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From: [REDACTED]
Sent: Friday, September 19, 2025 3:41 PM
To: [REDACTED]
Subject: RE: Class 8219 Parking Enforcement Admin - Cert. Date: 2025/02/28 - Ref: [REDACTED] -Pre-Interview Packet

Hi Yvonne,

Please see the updated pre-interview packet for EEO review and approval.

Thanks!

EXHIBIT K:

Emails Re: Pre-Interview Packet Selection Criteria and Supporting Policies:
Civil Service Advisor No. 008, SFMTA All Hires and Promotions Policy, and
Memorandum CSC 2014-06



RE: 8219 Post-Interview Packet - [REDACTED] CertDate_02.28.25

From [REDACTED]

Date Wed 10/15/2025 10:03 AM

To [REDACTED]

Cc [REDACTED]
[REDACTED]

Good morning [REDACTED]:

The new panel is approved.

Thanks,

[REDACTED]

From: [REDACTED]

Sent: Tuesday, October 7, 2025 1:07 PM

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: 8219 Post-Interview Packet - [REDACTED] CertDate_02.28.25

Good afternoon [REDACTED],

[REDACTED] is unable to serve on the interview panel for the 8219 Parking Enforcement Administrator position and would like to replace herself with [REDACTED]. I've attached the updated pre-interview form for your review and approval.

Please let me know if you need any additional information. Thank you!

Best Regards,

[REDACTED]
Senior Human Resources Analyst

HR Talent Acquisition Unit



San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, 6th floor

San Francisco, CA 94103

Office: [REDACTED]

Email: [REDACTED]



Find our jobs on: [Job Seekers](#) | [Department of Human Resources \(sfdhr.org\)](#) [LinkedIn](#)

From: [REDACTED] >

Sent: Friday, September 19, 2025 4:51 PM

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: 8219 Post-Interview Packet - [REDACTED] CertDate_02.28.25

Hi [REDACTED]

Please accept this email as EEO Concurrence for the pre-interview hiring process for the 4-8219 Parking Enforcement Administrator positions. Please call me with any questions.

Thanks,

[REDACTED]
EEO Officer

\ms

From: [REDACTED]

Sent: Friday, September 19, 2025 4:00 PM

To: [REDACTED]

Cc: [REDACTED]

Subject: 8219 Post-Interview Packet - [REDACTED] CertDate_02.28.25

Good afternoon [REDACTED]

Please review and approve the attached 8219 Parking Enforcement Administrator pre-interview packet. The division plans to invite all candidates on the eligible list to the interviews; however, any current or former employees will have their files reviewed for disciplinary actions at or above the level of a written warning within the past five years of service with the City. Candidates with such records will not be invited to interview. All other eligible candidates will be invited.

I have also confirmed that there are no external candidates on the 8219 eligible list; all are either active or former employees.

If you need any additional information, please let me know. Thank you!

Best Regards,

[REDACTED]
Senior Human Resources Analyst
HR Talent Acquisition Unit



San Francisco Municipal Transportation Agency
1 South Van Ness Avenue, 6th floor
San Francisco, CA 94103

Office: [REDACTED]

Email: [REDACTED]



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**SFMTA EQUAL EMPLOYMENT OPPORTUNITY OFFICE (EEO)
COMPLIANCE CHECKLIST FOR ALL APPOINTMENTS, INCLUDING EXEMPT, PROVISIONAL
AND PERMANENT**

PRE-INTERVIEW FORM

In accordance with FTA rule C-4704.1A, please forward the following information in a packet to the EEO Office before scheduling any interviews. The EEO Office shall approve the selection process within 24 hours.

Hiring Division **Streets**

Today's Date: **9/19/2025**

Division Representative: **[REDACTED]**

Phone: **[REDACTED]**

HR Analyst: **[REDACTED]**

I. Selecting Candidates for Interview

Class: **8219**

Number of Vacancies: **4 or more**

☒ Permanent ☐ Provisional ☐ Temporary (TEX) ☐ Exempt (PEX)

Please attach a copy of the:

1. Job Announcement
2. Referral List
3. List of Applicants Selected for Interview
4. Identify whether candidates are *new* or *existing* City employees and their Class
5. Identify if hiring department currently has incumbents in this position
6. Selection Criteria and Basis for the Interview Invitations

Any current or former employee will have their file reviewed for disciplinary actions equal to or above a written warning within the last 5 years of their service with the city. Individuals with any such records will not be invited to interview. All other eligible candidates will be invited.

II. Conducting the Interviews

Interview Process:	☒ Oral	☐ Written:	☐ Skills Test:
--------------------	--	-----------------------------------	---------------------------------------



Please attach a copy of the interview questions and scoring guide. Identify any questions selected from the Interview Bank. Identify any questions selected from the Interview Bank.

If there is a second round, attach the interview questions, scoring guide and add the second round panel below as well.

When indicating RACE/ETHNICITY and GENDER: Use the designated EEO categories ONLY:

Race/Ethnicity

1. **White** (not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. **Black or African American** (not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
3. **Hispanic or Latino** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
4. **Asian** (not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
5. **American Indian/Alaskan Native** (not Hispanic or Latino) – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
6. **Native Hawaiian or Other Pacific Islander** (not Hispanic or Latino) – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
7. **Two or More Races** (not Hispanic or Latino) – All persons who identify with more than one of the above six race/ethnicity groups.

Gender

1. Male
2. Female
3. X (Neither Male nor Female or Any other gender identity)



Describe the Composition of the Interview Selection Panel (below):

Name of Panelist	Race/ Ethnicity	Gender	Expertise	Place of Business	Job Title
			Administration	SFMTA	9180 Manager VI
			Enforcement	SFMTA	9177 Deputy Director
			Environmental Services	DPW	0922 Manager I
Alternate					

III. Describe the Evaluation Criteria:

- IV. Explain how each written exercise or skills test (anything other than interview questions), if any, will be scored and weighed. *Scores are cumulative of their total points from oral interviews.*
- V. Explain how the candidate(s) will be selected (Are scores cumulative or averaged?)
- VI. If there will be a second round, please explain how many candidates will go to the second round and how they will be evaluated. *N/A*
- VII. Please attach panelist information, interview questions, and rating anchors (scoring criteria)
- VIII. In the event there is a tied score between two candidates, indicate how the tie will be broken and which interview question will be used to determine the tie breaker. For example, if you determine that Question #1 is the most important, whichever of the two candidates scores the highest on that question will be selected.

Indicate the Tiebreaker Question:

4, 3, 5

Pre-Interview Form (6.11.2024)



**SFMTA EQUAL EMPLOYMENT OPPORTUNITY OFFICE (EEO)
COMPLIANCE CHECKLIST FOR ALL APPOINTMENTS, INCLUDING EXEMPT, PROVISIONAL
AND PERMANENT**

PRE-INTERVIEW FORM

In accordance with FTA rule C-4704.1A, please forward the following information in a packet to the EEO Office before scheduling any interviews. The EEO Office shall approve the selection process within 24 hours.

Hiring Division **Streets**

Today's Date: **9/19/2025**

Division Representative: **[REDACTED]**

Phone: **[REDACTED]**

HR Analyst: **[REDACTED]**

I. Selecting Candidates for Interview

Class: **8219**

Number of Vacancies: **4 or more**

☒ Permanent ☐ Provisional ☐ Temporary (TEX) ☐ Exempt (PEX)

Please attach a copy of the:

1. Job Announcement
2. Referral List
3. List of Applicants Selected for Interview
4. Identify whether candidates are *new* or *existing* City employees and their Class
5. Identify if hiring department currently has incumbents in this position
6. Selection Criteria and Basis for the Interview Invitations

Any current or former employee will have their file reviewed for disciplinary actions equal to or above a written warning within the last 5 years of their service with the city. Individuals with any such records will not be invited to interview. All other eligible candidates will be invited.

II. Conducting the Interviews

Interview Process:	☒ Oral	☐ Written:	☐ Skills Test:
--------------------	--	-----------------------------------	---------------------------------------

Please attach a copy of the interview questions and scoring guide. Identify any questions selected from the Interview Bank. Identify any questions selected from the Interview Bank.

If there is a second round, attach the interview questions, scoring guide and add the second round panel below as well.

When indicating RACE/ETHNICITY and GENDER: Use the designated EEO categories ONLY:

Race/Ethnicity

1. **White** (not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. **Black or African American** (not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
3. **Hispanic or Latino** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
4. **Asian** (not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
5. **American Indian/Alaskan Native** (not Hispanic or Latino) – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
6. **Native Hawaiian or Other Pacific Islander** (not Hispanic or Latino) – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
7. **Two or More Races** (not Hispanic or Latino) – All persons who identify with more than one of the above six race/ethnicity groups.

Gender

1. Male
2. Female
3. X (Neither Male nor Female or Any other gender identity)



Describe the Composition of the Interview Selection Panel (below):

Name of Panelist	Race/ Ethnicity	Gender	Expertise	Place of Business	Job Title
			Administration	SFMTA	9180 Manager VI
			Enforcement	SFMTA	9177 Deputy Director
			Environmental Services	DPW	0922 Manager I
Alternate					

III. Describe the Evaluation Criteria:

- IV. Explain how each written exercise or skills test (anything other than interview questions), if any, will be scored and weighed. *Scores are cumulative of their total points from oral interviews.*
- V. Explain how the candidate(s) will be selected (Are scores cumulative or averaged?)
- VI. If there will be a second round, please explain how many candidates will go to the second round and how they will be evaluated. *N/A*
- VII. Please attach panelist information, interview questions, and rating anchors (scoring criteria)
- VIII. In the event there is a tied score between two candidates, indicate how the tie will be broken and which interview question will be used to determine the tie breaker. For example, if you determine that Question #1 is the most important, whichever of the two candidates scores the highest on that question will be selected.

Indicate the Tiebreaker Question:

4, 3, 5

Pre-Interview Form (6.11.2024)

The Civil Service Commission has established the Civil Service Adviser to enhance delivery of information on important employment issues and policies affecting the merit system of the City and County of San Francisco.

SELECTION FROM CIVIL SERVICE ELIGIBLE LISTS

Civil Service Adviser

WHAT IS THE CITY POLICY ON THE SELECTION FROM CIVIL SERVICE ELIGIBLE LISTS?

The City's policy as adopted by the Civil Service Commission ("Commission") requires that the selection of eligibles from civil service eligible lists must be based on merit and fitness without regard to race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital or domestic partnership status, parental status, color, medical condition, or other non-merit factors or otherwise prohibited nepotism or favoritism. Appointments are made with due consideration to providing equal employment opportunity.

WHAT IS THE DEPARTMENT HEAD'S RESPONSIBILITY WHEN MAKING A SELECTION FROM AN ELIGIBLE LIST?

The Department Head is responsible for selecting the best qualified eligible utilizing uniform non-discriminatory merit based selection procedures.

The Department of Human Resources ("DHR") refers the list of eligibles to a department upon receipt of an approved requisition, and simultaneously notifies the eligibles that their names have been referred to the department for consideration (this is referred to as a "Notice of Certification"). The Notice of Certification is informational only and shall not require a response from the eligibles. Although the Notice of Certification is informational, the date of this notice continues to be the date that establishes seniority and status rights.

Upon receiving the list of eligibles, an appointing officer may (but is not required to) conduct a "Notice of Inquiry" to eligibles. A "Notice of Inquiry" is essentially a survey by the department for the purpose of assessing eligibles' interest in a specific position in the department, and/or to obtain additional information or submissions from the eligibles as part of the selection process. Eligibles are generally required to respond to a Notice of Inquiry within five (5) business days unless otherwise provided. Eligibles are no longer placed under waiver on the eligible list for failing to respond to a Notice of Inquiry or declining to participate in the selection process. However, departments may request supplemental certification from the next highest score(s) if all eligibles at a score waive the opportunity to

participate in the selection process or fail to respond to a Notice of Inquiry within the response period time limit.

The department head/designee may determine the appropriate method to screen eligibles who have expressed interest. This screening process must be non-discriminatory and merit system compliant and could include, but is not limited to, resumes, updated applications, writing exercises, work samples, skills checklists, and performance reviews.

The Commission and DHR highly recommend that the department head/designee interview the remaining candidates in order to select the best-qualified individual. The interview panel should be diverse and must ask job-related questions. The department is required to maintain documentation of all screening and selection criteria and may be subject to audit by DHR and/or the Commission.

The department must notify all unsuccessful eligibles to whom a Notice of Certification and/or Notice of Inquiry was sent that the department has chosen to select another candidate for the position within five business days of making an appointment.

ARE PROVISIONAL EMPLOYEES GUARANTEED PERMANENT CIVIL SERVICE APPOINTMENT?

NO. The Civil Service Commission Rules that regulate the merit system specifically state that provisional employees shall not acquire the right or preference for permanent civil service appointment (Rule 14). This means that provisional employees must successfully compete in a civil service examination process and be reachable on an eligible list to be considered for permanent civil service appointment (Rule 14). A provisional employee who was hired pursuant to a valid recruitment and selection process may be selected for permanent appointment without the department interviewing that individual or any other candidate if the provisional employee: a) successfully completed the examination process; b) is on the eligible list; c) is reachable on the eligible list; and d) is performing competently and effectively in the department. The department head/designee may also decide that another reachable eligible is the best qualified for the job, in which case, the provisional employee would be displaced.

San Francisco Civil Service Commission

E. Dennis Normandy, President
Douglas S. Chan, Vice President
Kate Favetti, Member
Scott R. Heldfond, Member
Gina M. Rocanova, Member
Jennifer Johnston, Executive Officer



Questions:

Department of Human Resources:

General 557-4800
Equal Employment Opportunity 557-4900

Civil Service Commission: 252-3247

SFMTA Policy and Procedures

All Hires and Promotions, Including Exempt, Provisional, and Permanent



I. POLICY

It is the policy of the SFMTA to provide equal employment opportunity. Consistent with this policy, the SFMTA Equal Employment Opportunity Office (EEO Office) shall monitor the hiring process to ensure that all applicants for employment or promotion are provided the same opportunity to present their qualifications. SFMTA Human Resources (SFMTA HR) will only hire or promote individuals with documentation of the EEO Office concurrence with the selection process and outcome.

II. PROCEDURES

Step 1. Advertising/Recruitment/Outreach

To develop a pool of interested candidates for all exempt and provisional positions, public advertisement must occur consistent with Civil Service Rules and/or for a minimum of five business days. SFMTA HR shall develop a robust recruitment plan in conjunction with the EEO Office to ensure that there is diversity in the pool of prospective candidates for all exempt and provisional positions.

The pool of candidates for permanent civil service positions shall be derived from the eligible lists for the job classification and associated certification rule. SFMTA HR shall develop a robust outreach plan in conjunction with the EEO Office to ensure that there is diversity in the pool of prospective candidates on the eligible lists.

Step 2. Screening applicants

All applicants must be provided the same opportunity to present their qualifications. To determine the best qualified candidates for participation in the selection process, the applicants' qualifications shall be evaluated on a predetermined set of criteria derived from the rules of the eligible list, job duties and/or minimum qualifications of the position.

Step 3. Selection Process

SFMTA HR and the hiring division will develop the selection process, which can be oral, written and/or skill based, and can consist of single or multiple phases. All phases of the selection process must be identified and approved by the EEO Office prior to the interviews.

The candidates' performance in the selection process will be evaluated by a qualified selection panel. The panel should reflect the diversity of San Francisco and the public we serve. A brief summary of the ethnicity, gender, expertise, employer and job title of the panelists must be provided to the EEO Office for approval. Division staff who

SFMTA Policy and Procedures

All Hires and Promotions, Including Exempt, Provisional, and Permanent



develop the selection process in consultation with SFMTA HR may not sit on the selection panel and score the candidates but may work with the panel to explain the skills and technical expertise needed, as appropriate. Selection panels must include at least one panelist from outside the hiring division and every effort should be made to include a panelist from outside the SFMTA. A subordinate employee may not sit on a panel with his/her/their manager or supervisor.

Step 4. Selection process approval

SFMTA HR must provide the EEO Office the job announcement, the list of all applicants, the selection criteria for determining which candidates will participate in the selection process, the selection process and the identity of panel prior to scheduling interviews.

The EEO office shall approve the selection process and panel within one business day absent the need for additional information. Upon approval of the selection process, the interviews may be scheduled.

Step 5. Selection of the best qualified candidate(s)

All candidates must be provided the same opportunity to present their qualifications. The candidates' responses during the selection process must be evaluated on the same set of criteria. Follow up questions of clarification are permissible but care should be taken to ensure that all candidates are provided the same opportunity to present their qualifications within the same allotted time frame.

Each panel member shall numerically score the performance of the candidates based on their own expertise and the previously determined set of selection criteria. Discussion amongst panel members is permissible. Panelists may discuss the relative strengths and weaknesses of the candidates but should only discuss information coming from the interviews.

The top ranked candidate(s) shall be recommended for hire absent a compelling, non-discriminatory reason for not following the results of the selection process. In the event the panelists' scores result in a numerical tie, SFMTA HR and the hiring division shall develop and submit a tiebreaker process to the EEO Office for approval.

Step 6. Post selection process

At the conclusion of the interviews, the hiring division shall forward a summary of the selection process and a copy of the score sheets to the EEO Office.

- a. The summary shall include confirmation that all the candidates were evaluated

SFMTA Policy and Procedures

All Hires and Promotions, Including Exempt, Provisional, and Permanent



based on the pre-approved selection process. It shall also contain a summary table of the ratings by each panelist.

- b. The selected candidate must be identified. In the event the top-ranked candidate is not selected, the hiring division must provide a written explanation.
- c. The EEO Office shall approve the hiring process and candidate selection within two business days, absent the need for additional information.
- d. The EEO Office shall maintain a record of the selection process and results, including EEO Office concurrence.

A handwritten signature in blue ink, appearing to read 'Jeffrey Tumlin', written over a horizontal line.

Jeffrey Tumlin
Director of Transportation

November 14, 2023

Date



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MEMORANDUM CSC No. 2014 - 16

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

Date: September 10, 2014

To: Department Heads
Human Resources Representatives

Cc: Micki Callahan, Human Resources Director

From: Jennifer Johnston, Executive Officer 

Subject: **Civil Service Commission Rules and Policies on the Civil Service Selection Process**

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

The purpose of this memorandum is to notify departments of recently adopted Civil Service Rule amendments affecting the civil service selection process (see also Memorandum CSC No. 2014-15); and to clarify and confirm the discretion afforded to appointing officers to select the best qualified candidates for civil service positions based on documented non-discriminatory, merit-based selection criteria.

I. Hiring Departments' Options Upon Referral of the Eligible List

A. Overview on Recent Rule Amendments

Under the previous Civil Service Rules, departments were required to survey all candidates who were reachable on the eligible list pursuant to the applicable certification rule when seeking to fill any Permanent Civil Service ("PCS") position. This would often extend the hiring process by a few weeks, which not only impacted departments' ability to quickly fill positions but also the City's ability to successfully compete with local public and private sector employers for the best candidates.

By action of the Civil Service Commission ("Commission") at its meeting of August 18, 2014, Volumes I and IV of the Civil Service Rules were amended to clarify selection procedures following eligible list referral; and to make the departmental survey (now referred to as the "Notice of Inquiry") optional in appropriate circumstances when the hiring department has determined that it has sufficient information to make a merit-based, objective determination as to who the best qualified reachable candidate(s) is/are based on what the candidates have already submitted and/or their performance on an examination. This would be the case, for example, if the department were seeking to hire the top candidate on a recently administered examination; or, if the department were seeking to only consider those

candidates who possess certain licensure or specific experience as captured on the job application or a supplemental questionnaire; etc.

B. New: Notice of Inquiry Now Optional, Per Recent Civil Service Rule Amendments¹

Under the newly revised Civil Service Rules, the Department of Human Resources (“DHR”) (or the Director of Transportation, for service-critical positions of the Municipal Transportation Agency (“MTA”)) now sends a “Notice of Certification” to both the hiring department and the reachable eligibles at the time that the eligible list is certified to the department to fill a PCS position. The Notice of Certification to the eligibles is informational only; it does not require a response from the eligible, and it is clear that an interview is not guaranteed. (Rule 113.11, Notice of Certification) Note also that the Rule amendments do not impact the Certification Date as defined under Rule 113.3 (for miscellaneous employees) and Rule 413.4 (for service-critical employees of the MTA).

Hiring departments then have the option of issuing a Notice of Inquiry to the eligibles for the purpose of assessing their interest in the specific position in the department, and/or requesting additional information or submissions as part of the screening and selection process. (Rules 113.5 and 113.12, Notice of Inquiry) Unless the deadline for response is otherwise extended by the Human Resources Director (or Director of Transportation, for service-critical positions of the MTA), eligibles are required to respond to the Notice of Inquiry within five business days. (Rule 113.12.2)

Eligibles are no longer placed under waiver on the eligible list for not responding to a Notice of Inquiry or for declining to participate in the selection process. If all eligibles at a rank waive the opportunity to participate or fail to respond to a Notice of Inquiry within the response deadline, the hiring department may request supplementary certification from the next highest rank(s). (Rule 113.12.3 and Article III of Rule 113) In the event that a hiring department chooses not to conduct a Notice of Inquiry, it may only consider for selection those candidates who are initially reachable on the eligible list under the applicable certification rule. In other words, the department may not request supplemental certification if it does not conduct a Notice of Inquiry. However, if the department subsequently wishes to conduct a Notice of Inquiry, it may do so with the approval of the Human Resources Director/Director of Transportation with adequate justification (e.g., no or very few reachable eligibles expressed interest in the position, no or very few reachable eligibles possessed the desirable qualifications, etc.).

It is important to remember that although the appointing officer has the discretion to conduct a Notice of Inquiry, the Commission and DHR retain their authority and oversight over the selection process, and merit system requirements still apply (see the attachment). Irrespective of whether the hiring department chooses to conduct a Notice of Inquiry, hiring departments must in all situations administer a documented, non-discriminatory, merit-based screening process for selecting amongst the reachable eligibles, as further discussed under Section II below.

C. Results of a Certification and Notice to Unsuccessful Candidates

The deadline by which hiring departments must notify the Human Resources

¹ The cited Civil Service Rule provisions apply to Volume I; however, Volume IV has parallel and nearly identical provisions. Please see the corresponding Rules in Volume IV applicable to MTA Service-Critical positions.

Director/Director of Transportation of the results of a certification has also been extended from 20 business days (one month) to 60 calendar days (two months) after the date of the Notice of Certification, in recognition of the fact that departments often require more time to complete the selection and appointment process. (Rule 113.13, Certification Results)

Commission policy also now requires hiring departments to notify all unsuccessful eligibles to whom a Notice of Certification and/or Notice of Inquiry was sent that the department has chosen to select another candidate for the position within five business days of making the appointment. (Civil Service Adviser No. 08, Selection from Civil Service Eligible Lists²)

II. Post-Referral Selection Process Requirements

A. Appointing Officer's Discretion

An appointing officer is afforded a great deal of discretion and authority in both determining the appropriate non-discriminatory and merit-based method to screen eligibles who have expressed interest in a position, as well as in ultimately selecting the candidate that he or she believes is best-suited to perform the duties of the specific position to be filled based on that screening process.

However, during the Commission meeting of July 7, 2014, DHR reported that many hiring departments were developing and administering extensive post-referral selection processes (irrespective of the level and responsibilities of the position being filled) based on an interpretation of the following policy articulated in Civil Service Adviser No. 08, Selection from Civil Service Eligible Lists:

"The Civil Service Commission and the Department of Human Resources highly recommend that the department head/designee interview the remaining candidates in order to select the best-qualified individual. The interview panel should be diverse and must ask job-related questions."

As a result, departments' post-referral selection processes oftentimes involved elaborate tape-recorded panel interviews conducted by subject matter experts, which included strict rating standards and benchmark responses designed to eliminate flexibility and discretion on the part of the interviewer. In other words, hiring departments, in an abundance of caution, were essentially administering a highly-structured testing instrument more appropriately administered as part of the examination process.

In adopting DHR's staff report at its meeting of July 7th, the Commission confirmed that such overly rigorous and time consuming practices are not required under the Civil Service Rules or merit system principles. Although DHR and the Commission *recommend* that the appointing officer interview the remaining candidates to select the best-qualified individual, the appointing officer has the discretion to determine the appropriate screening and selection processes, provided that they are: 1) merit-based; 2) job-related; 3) non-discriminatory; and, 4) documented.

² All Civil Service Advisers are available on the Commission's website at www.sfgov.org/Civil_Service under "Policies."

Civil Service Rule Series 13.1 – Certification of Eligibles – General Policy is clear on this point:

“The Civil Service Commission endorses and supports the broadening of the Rules governing certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize multicultural diversity of the work force in the City and County of San Francisco.

Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, [membership in a protected category], or other non-merit factors or otherwise prohibited nepotism or favoritism. **Appointing officers and their designees shall be responsible for establishing non-discriminatory selection procedures which may include by way of example but not limitation, scheduling each interested eligible for interview, reviewing application materials, conducting interviews by a diverse panel, and asking job-related questions.**” [Emphasis added.]

Likewise, Civil Service Adviser No. 08 provides:

“The City’s policy as adopted by the Civil Service Commission requires that the selection of eligibles from civil service eligible lists must be based on merit and fitness without regard to [membership in a protected category], political affiliation, [...or] other non-merit factors or otherwise prohibited nepotism or favoritism. Appointments are made with due consideration to providing equal employment opportunity. [...]

The Department Head is responsible for selecting the best qualified eligible utilizing uniform nondiscriminatory merit based selection procedures. [...] **The department head/designee may determine the appropriate method to screen eligibles who have expressed interest. This screening process must be non-discriminatory and merit system compliant and could include, but is not limited to resumes, updated applications, writing exercises, work samples, skills checklists, and performance reviews.**” [Emphasis added.]

B. Post-Referral Screening Criteria and Selection Processes

Provided that they are appropriately documented and uniformly applied, such nondiscriminatory merit-based screening and selection criteria *may* include, for example, any one or more of the following: performance on the examination; responses to job-related panel interview questions; performance assessments; reviews of examination application materials and/or written supplemental submissions (e.g., to determine the possession of desirable qualifications as posted on the examination announcement); work performance; disciplinary history; reference checks; etc.

For example, a department may choose to appoint the candidate who ranked first on the eligible list, based on the fact that he or she performed so successfully on the examination. This would be particularly appropriate if the hiring department is selecting from a recently-established eligible list pursuant to a PBT examination administered by that same department. Or, a department may wish to only consider candidates in the first three reachable ranks based on their successful performance on the examination; however, the hiring department must administer and document the non-discriminatory, merit-based criteria used to further screen and select from the reachable eligibles

in those ranks.

Additionally, although the Civil Service Rules are clear that Provisional employees do not acquire a right or preference for PCS appointments, Commission policy allows a department to select a Provisional employee for permanent appointment without the department interviewing that individual or any other candidate if the Provisional employee: a) successfully completed the examination process; b) is on the eligible list; c) is reachable on the eligible list; and d) is performing competently and effectively in the department. The department head/designee may also decide that another reachable eligible is the best qualified for the job, in which case, the Provisional employee would be displaced.

Note that the Commission and DHR's recommendation that the appointing officer interview the remaining candidates is based on best practices, as opposed to any merit system requirements. It could be the case that the appointing officer discovers in the course of the interview process that another candidate would be a better fit for the position; or the department may want to use the outcome of the interview process to make additional appointments from that or future referrals from the same eligible list in the interest of efficiency (provided an eligible is still reachable at the time of that future referral). It would therefore be prudent for the appointing officer to consider including interviews as a component of the selection process.

In establishing the appropriate post-referral selection criteria and screening mechanisms, departments should give consideration to the level of confidence in the testing instrument (the examination); how long ago the examination was administered; whether the examination included an interview panel on which the hiring manager/supervisor (the appointing officer's designee) participated; the propensity for or likelihood of complaints or grievances; the need for greater structure and transparency to address employee concerns or workplace morale; and the type, level and responsibilities of the position to be filled.

C. Documentation Requirements

In all instances, the screening and selection process must be documented, and such documentation must be maintained in the department's files or appropriate system of record for five (5) years from the date of creation. This is important because the appointing officer may be required to articulate why a particular candidate was selected over others in the event of an audit, grievance, litigation, or complaint resulting in an Inspection Service review. Required documentation includes copies of the examination announcement, eligibles' exam applications and the Notice of Certification from DHR/Director of Transportation; if a Notice of Inquiry was conducted, then a list of the eligibles who were contacted, the disposition of those contacts, and documentation of the contact and the eligibles' responses; what the post-referral selection process entailed and any additional related records; and if interviews were conducted, then copies of relevant records such as the interview questions and interview notes.

As a reminder, departments are also required to verify that all individuals meet the minimum qualifications for the positions to which they are appointed, and that such verifying documentation is maintained in the employees' official personnel files.

III. Continued Merit System Oversight

Civil Service Rule Series 14.1.3, Finality of Appointing Officer's Decision, is clear that, "Except as otherwise provided in these Rules, ordinances, or the Charter, the decision of the appointing officer in all matters regarding appointment shall be final." However, although the Charter, Civil Service Rules and Administrative Code afford appointing officers a great deal of discretion in selecting the best qualified eligible candidate for a position, appointing officers must continue to adhere to applicable Civil Service Rules and Commission policies that regulate how that decision is made, as outlined herein. Again, the Commission's and DHR's oversight of, and authority over the selection process is in no way diminished or otherwise affected by the recent Rule amendments or policy statements reviewed in this memorandum. See the attached for excerpts of Charter, Administrative Code and Civil Service Rule provisions governing civil service selections/appointments.

Questions: For questions regarding the Civil Service Rules and Commission policies described in this memorandum, you may contact the Executive Officer at (415) 252-3247, or email CivilService@sfgov.org. For questions regarding the implementation, administration and oversight of the selection processes described in this memorandum, please contact your designated DHR Client Services Representative.

Attachment: Excerpts of Charter, Administrative Code and Civil Service Rule Provisions Governing Civil Service Selections/Appointments.

Attachment to CSC Memorandum No. 2014-16:
Relevant Provisions Governing Civil Service Appointments

Page 1 of 3

I. Selections from the Eligible List/Civil Service Appointments

- Administrative Code Section 2A.30, Department Heads:
“The department head shall act as the ‘appointing officer’ under the civil service provisions of the Charter for the appointing, disciplining and removal of such officers, assistants and employees as may be authorized.”
- Charter Section 8A.100, Preamble [to Charter Section VIIIA, The Municipal Transportation Agency]:
“[This] Article is intended to strengthen the Municipal Transportation Agency’s authority to: 1) manage its employees; [...] and 3) protect the Agency’s right to select, train, promote, demote, discipline, layoff and terminate employees, managers, and supervisors based upon the highest standards of customer service, efficiency and competency.”
- Charter Section A8.329, Certification of Eligibles:
“Whenever a [civil service position] is to be filled, the appointing officer shall make a requisition to the department of human resources for a person to fill it. Thereupon, the department shall certify to the appointing officer the names and addresses of all those persons meeting the certification rule established for that classification. The Civil Service Commission shall establish certification rules. Certification rules shall not be more restrictive than the certification of all candidates receiving the three highest scores on the list of eligibles for such positions. The appointing officer shall fill the position by the appointment of one of the persons certified.”
- Civil Service Rule Series 13, Certification of Eligibles; Article I, General Principles:
Volume I – Section 113.1, General Policy:
“The Civil Service Commission endorses and supports the broadening of the Rules governing certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize multicultural diversity of the work force in the City and County of San Francisco.

Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, [membership in a protected category], or other non-merit factors or otherwise prohibited nepotism or favoritism. Appointing officers and their designees shall be responsible for establishing non-discriminatory selection procedures which may include by way of example but not limitation, scheduling each interested eligible for interview, reviewing application materials, conducting interviews by a diverse panel, and asking job-related questions. Appointing officers/designees shall also be responsible for maintaining documentation of selection criteria. Departments shall make reports as requested by the Civil Service Commission on merit system issues such as recruitment, examination, and certification and selection procedures.”

Volume IV -- Section 413.1, General Policy:

“The Civil Service Commission endorses and supports the broadening of the Rules governing certification of eligibles from civil service eligible lists and considers this broadening as an increase in opportunities for appointing officers to select employees who are best suited to perform the duties of specific positions and to provide greater opportunities to maximize multicultural diversity of the work force in the City and County of San Francisco. Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, race, religion, gender, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition or other non-merit factors or otherwise prohibited nepotism or favoritism. The MTA Director of Transportation/Designee shall be responsible for establishing non-discriminatory selection procedures which may include by way of example but not limitation, scheduling each interested eligible for interview, reviewing application materials, conducting interviews by a diverse panel, and asking job-related questions. The MTA Director of Transportation/Designee shall also be responsible for maintaining documentation of selection criteria. The MTA Director of Transportation/Designee shall make reports as requested by the Civil Service Commission on merit system issues such as recruitment, examination, and certification and selection procedures.”

- Civil Service Rule Series 01.3, Merit System Principles (Volumes I and IV):
“As applied to employee classifications under the competitive civil service selection, appointment and removal procedures.

Attachment to CSC Memorandum No. 2014-16:
Relevant Provisions Governing Civil Service Appointments

Page 2 of 3

The principles of the City and County's merit system include:

- 1) Recruitment, employment, retention, and promotion of employees on the basis of qualifications and performance; and,
- 2) High performance and ethical standards, consistent with hiring qualified individuals who have successfully completed the examination process, been placed on an eligible list and completed the probationary period.

Further, it is the goal and policy of the Civil Service Commission to provide fair treatment of applicants in all aspects of employment without regard to [membership in a protected category] and otherwise prohibited nepotism or favoritism.”

- Civil Service Rule Series 03.1, Policies for Equal Employment Opportunities (Volumes I and IV):
“Equal Employment Opportunity. It is the policy of the Civil Service Commission of the City and County of San Francisco that all persons shall have equal opportunity in employment; that selection of employees to positions in the City and County be made on the basis of merit; and that continuing programs be maintained to afford equal employment opportunities at all levels. Vigorous enforcement of the laws against discrimination shall be carried out at every level of each department. All persons shall have equal access to employment within the City and County, limited only by their ability to do the job.

No person shall be appointed, reduced, removed, or in any way favored or discriminated against in employment or opportunity for employment because of [membership in a protected category] or other non-merit factors or any other category provided by ordinance.”

II. Oversight on Civil Service Selection and Appointment Processes

- Charter Section 10.101, General Powers and Duties [of the Civil Service Commission]:
“The Civil Service Commission shall adopt rules, policies and procedures to carry out the civil service merit system provisions of this charter and, except as otherwise provided in this Charter, such rules shall govern applications; examinations; eligibility; duration of eligible lists; certification of eligibles; [...]; appointments; promotions; provided, however, that the minimum rule for the certification of eligibles shall be the Rule of Three Scores [...].”

“The Commission shall establish an inspection service for the purpose of investigating the conduct or an action of appointees in all positions and of securing records of service for promotion and other purposes. All departments shall cooperate with the Commission in making its investigations and any person hindering the Commission or its agents shall be subject to suspension.”

“The Commission shall have the power to inquire into the operation of the civil service merit system to ensure compliance with merit principles and rules established by the Commission. After such inquiry, the Commission may direct the Human Resources Director to take such action as the Commission believes necessary to carry out the civil service provisions of this Charter.”

- Charter Section 10.102, Department of Human Resources:
“Pursuant to and in accordance with policies, rules and procedures of the Civil Services Commission governing the merit system, the Department of Human Resources shall be the personnel department for the City and County and shall determine appointments on the basis of merit and fitness as shown by appropriate test and, except as specifically set forth in this Charter, shall perform all tests, duties and functions previously performed by the Civil Service Commission, including but not limited to authority to recruit, select, certify, appoint, [...] and other related personnel activities in order to maintain an effective and responsive work force.”
- Charter Section 10.103, Human Resources Director:
“The Human Resources Director shall verify that all persons whose names appear on City and County payrolls have been legally appointed to or employed in positions legally established under this Charter. [...] Consistent with the foregoing and other applicable provisions of this Charter, the Human Resources Director may delegate to the various

Attachment to CSC Memorandum No. 2014-16:
Relevant Provisions Governing Civil Service Appointments

Page 3 of 3

appointing officers appropriate personnel responsibilities, and shall consult with appointing officers with respect to Civil Service Commission rules affecting their operations.”

- Charter Section 8A.100, Preamble [to Charter Section VIIIA, The Municipal Transportation Agency]:
“[This] Article is intended to ensure sufficient oversight of the Municipal Transportation Agency by, among other things, preserving the role of [...] the Civil Service Commission, as to merit system issues. [...]”
- Charter Section 8A.104, Personnel and Merit System [of the MTA]:
“Except as otherwise provided in this Section, the Agency shall be governed by the rules of the civil service system administered by the City and appeals provided in civil service rules shall be heard by the City’s Civil Service Commission. [...] Effective July 1, 2000, except for the administration of health services, the Agency shall assume all powers and duties vested in the Department of Human Resources and the Director of Human Resources under Articles X and XI of this Charter in connection with job classifications within the Agency performing “service-critical” functions. Except for the matters set forth in subsection (f), the Department of Human Resources and the Director of Human Resources shall maintain all powers and duties under Articles X and XI as to all other Agency employees. In addition, the Agency shall, with respect to all Agency employees, succeed to the powers and duties of the Director of Human Resources under Article X to review and resolve allegations of discrimination, as defined in Article XVII, against employees or job applicants, or allegations of nepotism or other prohibited forms of favoritism. To the extent resolution of a discrimination complaint or request for accommodation involves matters or employees beyond the Agency’s jurisdiction, the Agency shall coordinate with and be subject to applicable determinations of the Director of Human Resources.”
- Civil Service Rule Series 13, Certification of Eligibles; Article I, General Principles:
Volume I – Section 113.1.3 - Implementation of the Rule by the Human Resources Director.
“Implementing this Rule, the Human Resources Director shall:
 - 1) adhere to all rules, policies, procedures, and directives of the Civil Service Commission and all relevant Charter provisions of the City and County of San Francisco, and
 - 2) ensure that such rules, policies, procedures, directives, and Charter provisions are adhered to by all decentralized units as delegated by the Human Resources Director, and
 - 3) take any action necessary to ensure compliance with federal, state and local anti-discrimination laws, ordinances or regulations.”
Volume IV – Section 413.1.3 - Implementation of the Rule by the MTA Director of Transportation/Designee.
“Implementing this Rule, the MTA Director of Transportation/Designee shall:
 - 1) adhere to all rules, policies, procedures, and directives of the Civil Service Commission and all relevant Charter provisions of the City and County of San Francisco, and
 - 2) take any action necessary to ensure compliance with federal, state and local anti-discrimination laws, ordinances or regulations.”

EXHIBIT L:

CSC Inspection Service Request Findings April 21, 2025



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

**DANIEL LURIE
MAYOR**

Sent Via Email

November 21, 2025

Elias Georgopolous
Eliasgeorgopolous32@gmail.com

Subject: Inspection Service Request No. [REDACTED]: Review of the Post-Referral Selection Process for the 8219 Parking Enforcement Administrator Positions with the Municipal Transportation Agency (MTA).

Dear Elias Georgopolous:

This is written in response to the request for Inspection Service review that you submitted to the Civil Service Commission regarding the post-referral selection process for Class 8219 Parking Enforcement Administrator at the San Francisco Municipal Transportation Agency (MTA).

Authority

The Civil Service Commission is authorized by Charter (Article X Section 10.101. General Powers and Duties) to establish rules, policies, and procedures to carry out the merit system provisions of the Charter. Therefore, the Commission provides oversight and review on examinations, minimum qualifications, and other merits system matters.

Charter Section 10.101 states in relevant part,

“The Commission shall establish an inspection service for the purpose of investigating the conduct or an action of appointees in all positions and of securing records of service for promotion and other purposes. All departments shall cooperate with the Commission in making its investigations and any person hindering the Commission or its agents shall be subject to suspension. [...] The Commission shall have the power to inquire into the operation of the civil service merit system to ensure compliance with merit principles and rules established by the Commission.”

Standards

***San Francisco Administrative Code Sec. 2A.30 Department Heads*, states in part,**

“...The department head shall act as the “appointing officer” under the civil service provisions of the Charter for the appointing, disciplining and removal of such officers, assistants and employees as may be authorized. On the written direction of the department head concerned, the head of any utility, institution, bureau or other subdivision of such department may be designated as the “appointing officer” for such utility, institution, bureau or other subdivision. Non-civil service appointments and any temporary appointments in any department or subdivision thereof, and all removals therefrom shall be made by the department head, bureau head or other subdivision head designated as the appointing officer...”

***Civil Service Commission Rule 410.9.1 Qualifications of Applicants*, states in part,**

“Every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination.”

Civil Service Commission Rule 413.1.2 General Policy

“Selection of employees from eligible lists shall be based on merit and fitness without regard to relationship, race, religion, gender, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition or other non-merit factors or otherwise prohibited nepotism or favoritism. The MTA Director of Transportation/Designee shall be responsible for establishing non-discriminatory selection procedures which may include by way of example but not limitation, scheduling each interested eligible for interview, reviewing application materials, conducting interviews by a diverse panel, and asking job-related questions. The MTA Director of Transportation/Designee shall also be responsible for maintaining documentation of selection criteria...”

***CSC Adviser No. 8 Selection from Civil Service Eligible List* states in part,**

“The Department Head is responsible for selecting the best qualified eligible utilizing uniform nondiscriminatory merit-based selection procedures...The department head/designee may determine the appropriate method to screen eligibles who have expressed interest. This screening process must be non-discriminatory and merit system compliant and could include, but is not limited to, resumes, updated applications, writing exercises, work samples, skills checklists, and performance reviews.”

***Civil Service Commission Rules and Policies on the Civil Service Selection Process, September 10, 2014*, states in part,**

“... the Department of Human Resources (“DHR”) (or the Director of Transportation, for service-critical positions of the Municipal Transportation Agency (“MTA”)) ... sends a “Notice of Certification” to both the hiring department and the reachable eligibles at the time that the eligible list is certified to the department to fill a PCS position. The Notice of Certification to the eligibles is informational only; it does not require a response from the eligible, and it is clear that an interview is not guaranteed. (Rule 113.11, Notice of Certification) Note also that the Rule amendments do not impact the Certification Date as defined under Rule 113.3 (for miscellaneous employees) and Rule 413.4 ...

An appointing officer is afforded a great deal of discretion and authority in both determining the appropriate non-discriminatory and merit-based method to screen eligibles who have expressed interest in a position, as well as in ultimately selecting the candidate that they believe is best-suited to perform the duties of the specific position to be filled based on that screening process.

Provided that they are appropriately documented and uniformly applied, such nondiscriminatory merit-based screening and selection criteria may include, for example, any one or more of the following: ***performance of the examination; responses to job-related panel interview question; performance assessments; review of examination application materials...work performance, disciplinary history; reference checks***...the hiring department must administer and document the non-discriminatory, merit-based criteria used to further screen and select from the reachable eligibles in those ranks..." [Emphasis added.]

Findings

8219 Parking Enforcement Administrator Position Based Test (PBT-8219-153055) Examination Announcement

The 8219 Examination Announcement posted on November 13, 2024, and filing deadline was November 26, 2024. According to the examination announcement the minimum qualifications were the following:

Experience:

Five (5) years of full-time verifiable experience in vehicle parking code enforcement and traffic control field experience with a public agency which included extensive interaction with members of the public of which three (3) years must be at the supervisory level.

Education:

Two (2) years (60 semester units/90 quarter units) of college-level coursework in business administration, public administration, criminal justice or a related field from an accredited college or university.

Substitution:

1. Additional college-level coursework in business administration, public administration, criminal justice or a related field from an accredited college or university beyond the Minimum Qualifications as described in minimum qualification #2 may substitute for one year of the required three (3) years of supervisory experience. (30 semester units/45 quarter units equal one (1) year of experience)
2. Additional supervisory level experience beyond the Minimum Qualifications as described in minimum qualification #1 may be substituted for the educational requirement described in minimum qualification #2 on a year-for-year basis. (30 semester units/45 quarter units equal one (1) year of experience)

Training:

Basic proficiency in computer applications; e.g. Microsoft Word, Excel and Outlook. (To be tested prior to appointment and/or tested during probationary period)

License:

Possession of a valid driver's license at the time of appointment.

Selection Process for PBT 8219 Examination

According to the announcement, the examination process included the following:

- Written Examination/Multiple Choice weighted 100%

The score report/eligible list resulting from the examination was adopted on February 26, 2025. There was a total of ten (10) eligibles in nine (9) ranks, and all ranks are single except for one rank which has two eligibles on the score report/eligible list. The Certification Rule for the examination was Rule of the List. You were successful in the examination and placed on the eligible list at rank 3.

MTA received approval to fill one (1) position which a referral was issued on February 28, 2025 and later received approval for three (3) additional positions which referrals were issued on August 29, 2025.

A review of the criteria utilized to determine who would be invited to the interviews, were job-related, uniformly applied for each candidate. Unfortunately, you were not selected for an interview.

Provided that they are appropriately documented and uniformly applied, such nondiscriminatory merit-based screening and selection criteria may include, for example, any one or more of the following: ***performance of the examination; responses to job-related panel interview question; performance assessments; review of examination application materials...work performance, disciplinary history; reference checks***...the hiring department must administer and document the non-discriminatory, merit-based criteria used to further screen and select from the reachable eligibles in those ranks..." [Emphasis added.]

Analysis

An appointing officer is afforded a great deal of discretion and authority in both determining the appropriate non-discriminatory and merit-based method to screen eligibles who have expressed interest in a position, as well as in ultimately selecting the candidate that they believe is best-suited to perform the duties of the specific position to be filled based on that screening process.

Based on the review of the rating criteria, MT utilized job related criteria to determine who was being selected for the post-referral interview. Departments are not required to send a Notice of Inquiry or conduct interviews to select a candidate to a position. The Civil Service Commission Rules and Policies on the Civil Service Selection process states in part, "it is clear that an interview is

not guaranteed.” Unfortunately, you were not selected for an interview. Please note that although you were not selected you remain on the eligible list until its expiration date.

Conclusion

MTA has conducted the selection process for Class 8219 in accordance with the Charter, Civil Service Commission Rules, policies, procedures, and Department of Human Resources processes.

Should you have additional questions, please contact me by email at
[REDACTED] or [REDACTED], Human Resources Analyst by email at
[REDACTED]

Sincerely,

CIVIL SERVICE COMMISSION

[REDACTED]

Executive Officer

EXHIBIT M:

Separation Report June 28, 2022



SEPARATION REPORT

INSTRUCTIONS: Please complete the Separation Report to:

1. Document internal departmental processes. Please do not send to DHR.
2. Document that the employee separation is not a complete separation from City service, Separation Report must be completed by the sending department and submitted to the receiving department to be attached to the AP ESR.
3. To process a layoff. Please send to the DHR layoff coordinator.
4. To administer a settlement agreement involving the separation of the employee-submit documentation to your Client Services Representative. (Reference TER_RZA)*

Date of Request: [REDACTED]
Department Contact: [REDACTED] Email: [REDACTED] Phone: [REDACTED]

SECTION I: PERSONAL AND JOB INFORMATION

Name (Last, First, M.I.): Georgopoulos, Elias Employee I.D.: [REDACTED]

Job Code: 8216 Job Title: Senior Parking Control Office

Position Number [REDACTED] Hourly Rate: [REDACTED] Step: 7 Effective Date: 05/11/2022

Empl. Class: PCS Work Schedule: Full-Time

Is the employee serving a probationary period at the time of the separation? ☐ Yes ☒ No

Is this a complete separation from City and County Service? ☒ Yes ☐ No

If no, continuing in:

Department Code: (Select One) Status: Job Code: Effective Date:

Is employee granted leave pursuant to Civil Service Rule 120.31? ☐ Yes ☐ No

If no, is employee a transfer? ☐ No ☐ Yes, type of Transfer: (Select One)

SECTION II: SEPARATION INFORMATION

☒ Resignation

☒ Satisfactory Services (TER_RSS)

☐ Unsatisfactory Services (TER_RUS)
(Form DHR 1-13 must be on file)

By the appointee: I hereby freely and voluntarily resign from the above position. I request approval of this resignation as of the effective date with the full understanding that once approved, I may acquire another position in this class only as provided in the rules of the Civil Service Commission (see employee copy and CSC Rules 114&119).

Employee Signature

Date

☐

☐ Involuntary Leave (PCS_LIL) ☐ Elective Involuntary Leave (PCS_EIL)

☐ Involuntary Lay-off (PCS_LIO) ☐ Voluntary Lay-off (PCS_LVO)

☐ (PV & EX Only): (Select One)

Reason for lay-off: (Select One)

Employee acknowledges receipt of the DHR information leaflet.

Employee Signature

Date

SEPARATION REPORT

DEPARTMENT USE ONLY

☐ Termination

☐ Settlement Agreement (TER_RZA)
*(Separation Report and Settlement Agreement must be forwarded to Client Services Rep.)

☐ Release from appointment: (Select One)

☐ Release from probation: (Select One)

☐ Dismissal: (Select One)

☐ Terminated for cause (TFC) (TPV, NCS, & Exempts only)

☐ Automatic Resignation (ARS)

☐ Never Reported to Work (DSH)

☐ Death of an employee (DEA)

☐ Other (Specify): _____

☐ Retirement: (Select One)

DEPARTMENT CERTIFICATION

The Appointing Officer/Authorized Designee named below hereby certifies that the information provided on this Separation Report is accurate, complete, and in compliance with applicable CCSF rules and policies.

Appointing Officer/Authorized Designee Signature Telephone

Name/Title: _____ HR Analyst

Department Number: 68 Department Name: MTA

Personnel File Forwarded? ☐ Yes ☒ No

Forwarded to:
Department: _____ Contact: _____

DHR USE ONLY

Action Pending? ☐ Yes ☐ No

Analyst Name Telephone

☐ SR Ref Number: _____ Holdover Canvass: _____

Reference Number used for layoff actions: _____