



MERIT SYSTEM AUDIT PROGRAM

Fiscal Year 2025–2026

June 2026

Prepared by:

Preeti Grewal

Senior Human Resources Analyst
Civil Service Commission

INTRODUCTION

The role of the Civil Service Commission is to oversee and protect the civil service merit system for the City and County of San Francisco.

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. The Commission provides oversight and hears appeals on examinations, eligible lists, minimum qualifications, classification, discrimination complaints, future employment restrictions with the City, and other merit system matters.

In its effort to ensure compliance of the civil service merit system, the Commission delineates responsibilities and goals to the Civil Service Commission Department Staff for the purposes of coordinating/conducting open dialog and discussion on the merits of existing rules, policies and procedures; make recommendations for change; and, where departmental staff, employee organizations, employees, applicants and members of the public can obtain consistent, fair and concise information on the merit system, the jurisdiction of the Civil Service Commission, and the application of its Rules, policies and procedures.

COMPLIANCE REVIEW AND TECHNICAL ASSISTANCE

Charter Section 10.101 states, "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." The Civil Service Commission at its meeting on October 16, 2006, gave general directions for the Civil Service Commission staff to conduct audits to determine if City and County departments are adhering to Federal and California State Law as well as compliance with existing Civil Service Commission Rules, policies, and procedures.

Under its Charter Authority, the Civil Service Commission staff conducts an annual Audit Program. The purpose of the Audit Program is to ensure compliance with merit system Rules, policies and procedures established by the Civil Service Commission through the investigation of the conduct or actions of appointees in all positions.

MERIT SYSTEM AUDIT PROGRAM GOALS & OBJECTIVES

The Merit System Audit Program was designed to assess compliance of Civil Service Commission Rules, policies and procedures utilized by City and County departments. Commission audit reviews may include, but are not limited to auditing departmental records, determining compliance with departmental and merit system practices, and interviewing and applying relevant merit system Rules, policies, and procedures. When an audit/review is conducted and completed, Civil Service Commission

staff prepares a written report outlining the subject matter of the audit, an analysis and summary of the findings, and if identified to be applicable, recommendations regarding areas requiring corrective action will be noted. The results and/or recommendation of an audit review could also include scheduling the matter for Civil Service Commission consideration and action if necessary or appropriate.

In summary:

- The audit is a mechanism utilized to assist departments in reviewing their internal procedures regarding the compliance of Civil Service Commission Rules, policies and/or procedures.
- The audit review provides an assessment as to whether there is compliance with required documentation and/or records and recommends changes that may be needed to meet compliance standards.

ACKNOWLEDGMENT

Appreciation is extended to the departments and their staff who graciously participated in the audit.

FISCAL YEAR 2025-26

AUDIT OBJECTIVES

All candidates selected for permanent civil service, provisional and exempt appointments must meet the minimum qualifications for the jobs to which they are appointed. It is the City's policy that employment verifications for all applicants be completed by departmental Human Resources professionals prior to an offer of employment with the City and County of San Francisco. This means that prior to extending an employment offer, or processing a candidate's appointment, hiring departments are required to verify information provided by the applicant regarding their qualifying experience and education, licenses, certifications, etc. Throughout this fiscal year, the Commission received more than 40 complaints alleging that appointees did not meet the required qualifications for the position to which they were appointed.

Therefore, this fiscal year the Commission focused on reviewing the following selection and appointment practices for twelve (12) management recruitments conducted by various City departments to assess the department's compliance with applicable Charter provisions, Commission Rules, and merit system policies and procedures.

These positions were selected based on a higher number of complaints related to minimum qualifications, hiring practices, and post-referral selection processes. Additionally, these classifications are frequently used across departments and have a higher risk of inconsistency in application of Civil Service Rules.

The position recruitments for the following departments listed below were selected for the Fiscal Year 2025-26 Merit System Audit Program.

Department	Classification	Job Type
Human Services Agency	0922 Manager I	Permanent Civil Service
Department of Public Works	0941-Manager VI	Permanent Civil Service
Public Utilities Commission	0923-Manager II 0931-Manager III 0932-Manager IV	Permanent Civil Service
Office of the Treasurer/Tax Collector	0954-Deputy Director IV	Permanent Exempt
Department of Building Inspection	0953 Deputy Director III	Permanent Exempt
Office of the City Administrator	0953 Deputy Director III 0953 Deputy Director III 0941 Manager VI 2577 Medical Examiner Investigator I	Permanent Exempt Permanent Civil Service Temporary provisional
Department of Public Health	0941 Manager IV	Exempt to Permanent

STANDARDS

CHARTER SEC. 10.101. GENERAL POWERS AND DUTIES

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; leaves of absence for employees and officers; appointments; promotions; transfers; resignations; lay-offs or reduction in force, both permanent and temporary, due to lack of work or funds, retrenchment or completion of work; the designation and filling of positions, as exempt, temporary, provisional, part-time, seasonal or permanent; status and status rights; probationary status and the administration of probationary periods, except duration; pre-employment and fitness for duty medical examinations, except for the conditions under which referrals for fitness for duty examinations will be made, and the imposition of new requirements; classification; conflict of interest; and such other matters as are not in conflict with this Charter; provided, however, that the minimum rule for the certification of eligibles shall be the Rule of Three Scores, and provided further that rules for leave due to illness or disability shall be approved by the Board of Supervisors. Changes to the rules may be proposed by members of the Commission, the Executive Assistant or the Human Resources Director and approved or rejected by the Commission. The Commission may, upon ten days' notice, make changes in the rules, which changes shall thereupon be printed and be in force; provided that no such changes in rules shall affect a case pending before the Commission.

CIVIL SERVICE COMMISSION RULES

Rule 110.9 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. Experience gained in violation of Commission Rules shall not be recognized. City and County employees shall receive credit only for the duties of the class to which appointed or assigned

unless sufficient and credible documentation is provided to verify performance of other duties. Employees may receive credit for duties not usually performed by incumbents in a class if their employee file contains contemporaneous documentation that the duties were assigned and performed. By way of example but not limitation, records that describe and verify the out-of-class assignment that may be accepted as documentation include a valid performance appraisal completed during the normal evaluation period, payroll records filed at the time of the assignment and Notice of Assignment. Credit for duties not usually performed by incumbents in a class based on non-contemporaneous documentation shall require the certification of the Appointing Officer and the approval of the Human Resources Director..."

Rule 111A.17 Adequacy of Examinations: The Human Resources Director shall approve the adequacy of the examination to rate the capacity of the applicants to perform the job. Examinations may include, but are not limited to one or more testing devices such as written examinations, oral interviews, performance exercises, assessment centers, successful completion of requirements imposed by other authorities for the award of certification, licensure, academic recognition (e.g. degree, course completion), placement on a roster as provided in Sec. 111A.27, or any other devices or methods to determine merit and fitness for tested positions.

Rule 111A.23 Posting of Tentative Eligible List Examination Score Report: At the beginning of the inspection period the Tentative Eligible List Score Report shall be posted and made available for public inspection.

Rule 112.1 Types of Eligible Lists: The names of applicants passing all phases of an examination shall be placed on one of the following types of eligible lists in the order of total score. Eligibles with tie scores shall be listed in alphabetical order.

Rule 112.1.2 Continuous Eligible List: A continuous eligible list may be used for a class after the Human Resources Director has designated the class as a "continuous list class." Each time an examination for such a class is given, the names of the eligibles resulting from the examination shall be added to the existing eligible list, ranked by the eligible's score on the examination taken. For eligibles with the same score, names shall be listed alphabetically.

Rule 113.7.4 Rule of the List:

- 1) The names of all eligibles on the eligible list shall be certified to each available position.
- 2) When Eligible List is Exhausted, "An eligible list adopted under the Rule of the List shall be exhausted when there are fewer than one third of the number of eligibles on the original list still available provided, however, if the original list had nine (9) or fewer eligibles, at least three (3) eligibles must be available; for original lists with forty five (45) or more names, at least fifteen (15) eligibles must be available. In the event that application of the one-third formula specified above results in a fraction, the next highest number shall be used. Use of the list when there is fewer than the minimum certification available shall be at the discretion of the appointing officer.

Rule 114.25 Exclusions from Civil Service Appointment states: All permanent employees of the City and County shall be appointed through the civil service process by competitive examination unless exempted from the civil service examination and selection process in accordance with Charter provisions. Appointments excluded by Charter from the competitive civil service examination and

selection process shall be known as exempt appointments. Any person occupying a position under exempt appointment shall not be subject to civil service selection, appointment, and removal procedures and shall serve at the pleasure of the appointing officer.

POLICIES

Department of Human Resources Memorandum No. 08-2010 – Verification of Employment History Information and Access to Employment Records in PeopleSoft.

This memorandum outlines procedures and policies regarding obtaining employment history and reference checks for current and past City employees prior to making a job offer. It states in part, “It is the City’s policy that employment verifications for all applicants be completed by departmental Human Resources professionals prior to an offer of employment with the City and County of San Francisco. It is particularly important that departmental Human Resources professionals review and verify employment history information for current and past City employees who are under consideration for appointment to a City position (e.g., promotion, transfer, “Prop F” hire, etc.). To facilitate that review, departmental Human Resources professionals now have access to the PeopleSoft system for purposes of employment verification prior to employment.

Department of Human Resources Policy on Verifying Possession of Minimum Qualifications (Civil Service Commission Rule 10 Series and Civil Service Commission Policy and Procedures on Exempt Appointments)

Rule 110.9.1 states, “Every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination.”

Department of Human Resources Policy on Verifying Possession of Minimum Qualifications states, “All candidates selected for permanent civil service, provisional and exempt appointments must meet the minimum qualifications for the jobs to which they are appointed at the time of the deadline published on the announcement.

Department of Human Resources Policy on Verifying Possession of Minimum Qualifications states, “Prior to extending an employment offer, hiring departments shall verify information provided by the applicant regarding their qualifying experience.”

The Department of Human Resources Policy on Verifying Possession of Minimum Qualifications, provides specific instructions on “how” and “when” to verify an applicant’s qualifications:

- When an applicant’s qualifying experience was obtained through employment with the City and County of San Francisco the verification should be performed by the Department Personnel Officer or designee, who will check available PeopleSoft records. Credit for experience obtained outside of the employee’s class will only be allowed if it was recorded and placed in the personnel file at the time the assignment was made. Qualifying experience of City and County employees should be verified prior to the examination. City and County experience should be verified by the recruiting analyst at the time of application.

- To verify work experience earned outside of City and County of San Francisco employment, the hiring authority must contact the candidate's current and/or former employers to confirm dates of service, job titles(s) and duties performed. A record of this contact must be made. If this verification information cannot be obtained, the hiring authority shall keep a written record of the due diligence efforts that were made. The hiring authority must seek verification from a candidate's current and/or former employers prior to making an employment offer. Verification may be solicited at the time of reference checks."

Civil Service Commission Policy and Procedures on Exempt Appointments states in part, "...Exempt appointees must possess the minimum qualifications for their class or position as established by the most recently issued examination announcement or class specification. The department must verify and document that the individual meets the applicable minimum qualifications at the time of appointment in accordance with the Department of Human Resources' policies and procedures; such documentation must be maintained in the employee's official personnel file in compliance with the Civil Service Commission's Citywide Employee Personnel Records Guidelines... Exempt appointment is defined as an appointment to a permanent or temporary position that is exempt from competitive civil service selection, appointment, and removal procedures in accordance with the Charter. Exempt employees are considered at-will and serve at the discretion of the department head. See applicable Charter provisions governing exempt appointments under this policy".

Civil Service Adviser No. 13- Appointments states in part, "...The Charter provides for positions and appointments excluded from civil service appointment and removal procedures. These positions and appointments are defined as "exempt." Exempt employees are considered "at-will" and serve at the discretion of the appointing officer. Department Heads may but are not required to use merit system criteria as guidelines in exempt selection, appointment and employment. However, Federal, State and Local anti-discrimination laws continue to apply to exempt selection, employment, and removal decisions..."

SUMMARY ANALYSIS OF AUDIT FINDINGS

MINIMUM QUALIFICATIONS

Minimum Qualifications (MQs), as stated in the examination announcement or class specification, establish the minimum education, experience, licenses, certifications, and other requirements that applicants must possess to be considered for participation in the examination or selection process. MQs reflect the lowest level of acceptable education and/or experience required of an individual such that the individual can reasonably be expected to satisfactorily perform the duties of the position upon entry. Applicants must meet the stated MQs in order to compete in the examination or selection process. Applicants who do not meet the MQs by the application deadline, or as otherwise specified in the examination announcement, shall be deemed not qualified and removed from further consideration. The examination announcement may also require the submission of supporting documentation, such as official transcripts, licenses, or certifications, to verify that MQs have been met. The evaluation of applications against MQs constitutes a selection procedure and must be conducted in a manner that is job-related, consistent with business necessity, and compliant with applicable federal, state, and local laws, including the Uniform Guidelines on Employee Selection Procedures (UGESP). Minimum Qualifications must be clearly defined, measurable, and directly related to the duties and requirements of the classification.

Verification as Part of the Application Process

Applicants may be required to submit verification of qualifying education and experience at any point in the recruitment and selection process. Verification may be conducted through review of submitted documentation, electronic systems of record (e.g., PeopleSoft or successor systems), and, where applicable, third-party verification services. Applicants who do not provide required verification, or whose verified information does not demonstrate that they meet the Minimum Qualifications, may be disqualified from the selection process. Departments are responsible for ensuring that verification is completed prior to appointment, applied consistently to all candidates, and appropriately documented, including verification obtained through electronic systems.

In general, there are several documents that can be requested and used to assess employment verification of experience:

- Transcripts, licenses, or certifications
- Standard letters (on letterhead) from employers
- Performance evaluations that describe duties performed
- DHR Employment Verification form
- PeopleSoft records or appointment processing form

The following provides limited information regarding experience and can be used when other verification is not obtainable:

- W2 form
- Income tax returns
- Paycheck stubs

FINDINGS

All the appointees reviewed for this audit were deemed by their respective department appointing officers or designees to have met the minimum qualifications for the position to which they were appointed. The Department of Human Resources (DHR) Policy on Verifying Possession of Minimum Qualifications requires that all documents related to verification of minimum qualifications are to be obtained prior to the appointment date of the candidate and are to be in the OEPF exhibiting compliance of procedures and policies. This applies to all candidates selected for permanent civil service, provisional or exempt appointments.

The DHR policy provides specific instructions on “how” and “when” to verify an applicant’s qualifications. To verify work experience earned outside of City and County of San Francisco

employment, the hiring authority must contact the candidate's current and/or former employers to confirm dates of service, job titles(s) and duties performed. A record of this contact must be made.

In general, there are also several documents that can be requested and used to assess employment verification of experience:

- Transcripts, licenses, or certifications
- Standard letters (on letterhead) from employers
- Performance evaluations that describe duties performed
- DHR Employment Verification form
- PeopleSoft records or appointment processing form

OVERALL SUMMARY

A total of twelve (12) appointments were audited for compliance in verifying the qualifying education and experience of appointees selected for Permanent Civil Service or Permanent Exempt management positions.

Departments provided documentation verifying their appointees' qualifications. One department provided the verification during the audit.

This year's audit illustrates how the Merit System Audit Program is indeed a constructive mechanism utilized to assist departments in reviewing their internal procedures regarding the compliance of Civil Service Commission Rules, policies, and Department of Human Resources procedures.

AUDIT REVIEWS

DEPARTMENT OF HUMAN SERVICE AGENCY



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

0922-Manager I

About the Department of Human Service Agency

Human Services Agency of the City and County of San Francisco. Support individuals, families, and communities with food, health care, financial, employment, child-care, in-home, and protective services. Human Services Agency builds well-being in our communities by offering programs that make children and adults feel connected, valued, and supported. From financial assistance to nutrition, health care coverage, employment, and protective services, our dedicated professionals are here to lend support for all in need.

Overview

The Human Resources Manager for the department was contacted for participation in the Merit System Audit Program. The audit review was conducted with the assistance of the Human Resources Manager.

Class 0922 Manager I 0922 Manager I – Privacy Officer and Public Records Requests Manager – Permanent Civil Service (PCS) Status -

Job Announcement

The Department of Human Service Agency (HSA) announced the Permanent Civil Service 0922 Manager I (Privacy Officer and Public Records Requests Manager – Program Integrity & Investigations) position on November 4, 2024, and the job announcement was closed on November 18, 2024. The announcement was listed under the position-based test (PBT) 0922-150880 and the Request to Fill (RTF) 0150879 recruitment ID. The certification rule was Rule of the List.

Minimum Qualifications

The Minimum Qualifications included on the Request to Fill (RTF) were as follows:

Education

Possession of a bachelor's degree from an accredited college or university; **AND**

Experience

Three (3) years of verifiable professional experience directly handling and evaluating confidential and/or sensitive client information in a large public or private social service agency, homeless services agency, health services agency or organization which supports a variety of programs that administer welfare benefits to families, adults, and children.

Experience Substitution: Additional experience as described above may be substituted for the required degree on a year-for year basis (up to a maximum of two (2) years). (Thirty (30) semester units or forty-five (45) quarter units equal one year).

Selection Process

This was a Permanent Civil Service appointment. The certification rule was the Rule of the List; therefore, all eligibles on the eligible list are reachable.

The Human Services Agency (HSA) invited all thirty-five (35) candidates on the eligible list to participate in the post-referral selection process. Of those thirty-five (35) candidates, eleven (11) met the additional screening criteria and were selected for interviews. Ten (10) candidates responded to the invitation and attended interviews on September 22, 2025.

Qualifications of Appointee

The appointee, holds a bachelor's degree from an accredited college or university and possesses over eight (8) years of qualifying experience in receiving and managing public documents, including Sunshine Ordinance-related requests and other public records requests. [REDACTED]

[REDACTED]

[REDACTED]

Review of Documents/Findings

Appointee meets the qualifications for the 0922 Manager I position. The certification rule for eligible list was the Rule of the List. Verification of qualifications and confirmation of qualifying experience were conducted through City and County San Francisco People and Pay job summary.

The appointee met the minimum qualifications, was a reachable eligible, and successfully completed a competitive selection process.

DEPARTMENT OF PUBLIC WORKS



0941-Manager VI

About the Department of Public Works

San Francisco Public Works is one of the largest and most complex municipal operations in the City, with a workforce of nearly 1,800 and a \$453 million annual operating budget. The department's active capital project portfolio exceeds \$3 billion. As one of San Francisco's oldest City departments, it is also one of the most forward-thinking.

As a 24/7 operation with a diverse set of responsibilities, Public Works touches every neighborhood in San Francisco. The staff designs and manages construction of civic buildings and streets, cleans and greens the right of way, maintains civic buildings; trains people for jobs, keeps the right of way free of hazards, paves the streets, repairs bridges and public stairways, expands accessibility and works at the forefront addressing some of San Francisco's biggest challenges, including homelessness. Public Works relies on a large roster of partnerships to help deliver programs and projects: nonprofits, contractors, sister government agencies and volunteers. We seek to have racial equity tenets be the grounding in all our work. The core values of integrity, responsiveness and respect strengthen the department's foundation.

Overview

The Human Resources and Operations Director for the department was contacted for participation in the Merit System Audit Program. The audit review was conducted with the assistance of the Human Resources and Operations Director.

Class 0941 Manager IV – Permanent Civil Service Status

Job Announcement

The Department of Public Works (DPW) announced the Permanent Civil Service 0941 Manager IV (County Surveyor) position on December 10, 2024, and the job announcement closed on January 22, 2025. The announcement was listed under the Position Based - Testing (PBT) PBT-0941-153814 recruitment ID. The certification rule was Rule of the List.

Minimum Qualifications

The Request to Fill (RTF) approval for this appointment listed the following qualifications.

Education: Possession of a baccalaureate degree from an accredited college or university.

Experience: Four (4) years of managerial experience in the engineering and, or the survey/mapping field, of which all four (4) years must include experience supervising survey parties and, or engineers.

Licenses/Certifications:

- Possession of a valid California Professional Land Surveyor License.
OR, A valid California Civil Engineer License which was obtained before 1982. **AND**
- Possession of a valid California driver's license with no restrictions that would prohibit applicant/candidate from legally performing the essential functions and duties of the role

Selection Process

This was a Permanent Civil Service appointment. The certification rule was Rule of the List; therefore, all eligibles on the eligible list are reachable.

The Request-to-Fill (RTF) was submitted and approved, allowing for the recruitment and selection interview process to be conducted by the analyst utilizing Rule of the List as the certification rule. There were three candidates on the eligible list, and all were invited to and participated in the interview process. A notice of certification was sent out to three (3) eligible candidates on the list.

All three candidates on the eligible list were invited to participate in the interview process. Each candidate was asked the same set of job-related, standardized questions designed to assess the knowledge, skills, and abilities required for the position, ensuring a consistent and equitable evaluation process. Appointee received the highest interview score and was selected for appointment.

The Hiring Manager of this position was Deputy Director of Support Services.

The appointee was offered the Class 0941 Manager IV position by the Department of Public Works on May 24, 2025.

Qualifications of Appointee

The appointee holds a bachelor's degree from an accredited college or university and possesses a valid California Professional Land Surveyor license, and has more than eight (8) years of professional land surveying experience, including the following:

[REDACTED]

Review of Documents/Findings

Appointee meets the minimum qualifications for the position/appointment. Verification of qualifications and confirmation of qualifying experience were conducted through City and County San Francisco Reference Check Report. The appointee met the minimum qualifications, was a reachable eligible, and successfully completed a competitive selection process.

DEPARTMENT OF BUILDING INSPECTION



0953 Deputy Director III (Permanent Exempt)

About the San Francisco Department of Building Inspection

DBI was created by voter referendum under Proposition G in 1994. The charter amendment established the body known as the Building Inspection Commission (BIC) which was designed to provide representation for the various communities which interact with the Building Department. The Department of Building Inspection protects community by ensuring code-compliant construction, building safety, resilience, and habitability, and by supporting economic development in San Francisco.

The Department of Building Inspection (DBI) oversees the effective, efficient, fair and safe enforcement of City building, housing, plumbing, electrical, mechanical, and disability access codes for San Francisco's more than 200,000 buildings. This position is located in the Permit Services Division, which issues building, electrical, plumbing/mechanical, and other construction-related permits to ensure that proposed construction meets all safety requirements.

Overview

The Human Resources Manager for the department was contacted for participation in the Merit System Audit Program. The audit review was conducted with the assistance of the Human Resources Manager.

Class 0953 Deputy Director III– Permanent Exempt Status

Job Announcement

The Department of Building Inspection (DBI) announced the Permanent Exempt 0953 Deputy Director III (Permit Services) position on February 13, 2025, and the job announcement closed on March 27, 2025. The announcement was for a permanent exempt position. In accordance with San Francisco Charter Section 10.104, exempt employees shall serve at the discretion of the Appointing Officer.

Minimum Qualifications

The Request-to-Fill (RTF) approval for this appointment listed the following qualifications.

Education: Possession of a bachelor's degree from an accredited college or university in Engineering, Architecture, Business, Construction Management or a related field.

Experience: Six (6) years of verifiable professional experience as an engineer, construction manager, architect or administrator, all of which must include supervisory experience.

Experience Substitution: Possession of a master's degree from an accredited college or university may substitute for one (1) year of the required experience.

Selection Process

This recruitment was conducted for a Permanent Exempt (PEX) 0953 Deputy Director III appointment on February 13, 2025. The Department of Building Inspection (DBI) issued the job announcement, with applications accepted through March 27, 2025.

A total of twenty-four (24) applications were received and reviewed to determine whether applicants met the minimum qualifications for the position. Based on this review, the applicant pool was narrowed to three (3) candidates who demonstrated that they met the minimum qualifications and possessed the most relevant education and experience aligned with the position. These candidates were invited to participate in the technical interview process. Following the initial interviews, selected candidates advanced to a second interview with Department management and subsequently met with executive leadership, including the Appointing Officer and the Director of DBI.

At the conclusion of the selection process, appointee was identified as the best-qualified candidate for the position. DBI Human Resources verified the appointee's education and work experience to confirm that the minimum qualifications were met prior to appointment.

This position reports directly to Appointing Officer and Director of DBI.

The appointee was offered the job class 0953-Deputy Director III position by the Department of Building Inspection on August 11, 2025.

Qualifications of Appointee

The appointee holds a bachelor's or higher degree from an accredited college or university and has more than fifteen (15) years of professional experience, including the following:

A redacted section of text, indicated by a black rectangular box.

Review of Documents/Findings

Appointee meets the minimum qualifications for the position/appointment. Verification of qualifications and confirmation of qualifying experience were conducted through City and County San Francisco Reference Check Report. The appointee met the minimum qualifications, was a reachable eligible, and successfully completed a competitive selection process.

SAN FRANCISCO PUBLIC UTILITIES COMMISSION



0923-Manager II (Permanent Civil Service)

About the San Francisco Public Utilities Commission

PUC provides quality drinking water and wastewater services to the City of San Francisco, wholesale water to three Bay Area counties, and green hydroelectric and solar power to municipal departments, as well as renewable energy to San Francisco through its clean power programs, Clean Power SF and Hetch Hetchy Power. PUC strives to work in harmony with environmental and community interests and is dedicated to protecting and sustaining the resources entrusted to its care. PUC is widely recognized as a national leader in excellent service, stewardship, and innovation.

PUC is comprised of three essential 24/7 service utilities: Water, Wastewater, and Power. These functions are supported by the Business Services, Infrastructure, and External Affairs bureaus. Headquartered at 525 Golden Gate Avenue in San Francisco, PUC has approximately 2,300 employees working across seven counties, with a combined annual operating budget of over \$1 billion.

Overview

The Chief People Officer and the Human Resources Manager for the department was contacted for participation in the Merit System Audit Program. The audit review was conducted with the assistance of the Human Resources Manager.

Job Announcement

The San Francisco Public Utilities Commission (PUC) announced the PCS 0923 Manager II (Business Services Manager – Natural Resources & Lands Management Division) position on July 10, 2025, and the job announcement was closed on July 23, 2025. The certification rule was Rule of 3.

Minimum Qualifications

Education: Possession of a baccalaureate degree from an accredited college or university. **AND**

Experience: Three (3) years of professional experience in facilities and administrative management.

Substitution: Additional qualifying work experience in the area of facilities and administrative management may be substituted for up to two (2) years of the required education on a year-for-year basis (30 semester units/45 quarter units equals one year).

Desirable Qualifications: The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

- Professional supervisory experience
- Knowledge and experience with MS Office, procurement, and administrative processes

Qualifications of Appointee

The appointee holds a bachelor's degree from an accredited college or university and has over 7 years and 6 months of professional experience of facilities and administrative management.



Selection Process for Class 0923 Manager II (Business Services Manager – Natural Resources & Lands Management Division) Permanent Civil Service (PCS) Status

This was a Permanent Civil Service appointment. The certification rule was Rule of 3. The division received an adopted eligible list containing fourteen (14) candidates on October 1, 2025. Upon review of the eligible list, the Appointee was identified as the sole top-ranked candidate. Based on the Appointee's ranking, the Appointee was selected without an interview.

Appointee's minimum qualifications were verified using copies of a baccalaureate diploma, a CCSF job summary, and the job announcement and class specification outlining experience. Prior external work experience was also confirmed through an employment verification letter from a former employer.

The hiring manager for this position was 0942 Manager VII Natural Resources and Lands Management Division Manager.

The appointee was offered the Class 0923 Manager II position by the San Francisco Public Utilities Commission on October 25, 2025.

Review of Documents/Findings

The appointee meets the qualifications for the position. The minimum qualifications were verified through a degree transcript, a City and County of San Francisco job summary, the job announcement, and the class specification outlining experience at the PUC and with a prior external employer.

The appointee met the minimum qualifications, was a reachable eligible, and successfully completed a competitive selection process.

SAN FRANCISCO PUBLIC UTILITIES COMMISSION



0931-Manager III (Permanent Civil Service)

About the San Francisco Public Utilities Commission

PUC provides quality drinking water and wastewater services to the City of San Francisco, wholesale water to three Bay Area counties, and green hydroelectric and solar power to municipal departments, as well as renewable energy to San Francisco through its clean power programs, Clean Power SF and Hetch Hetchy Power. PUC strives to work in harmony with environmental and community interests and is dedicated to protecting and sustaining the resources entrusted to its care. PUC is widely recognized as a national leader in excellent service, stewardship, and innovation.

PUC is comprised of three essential 24/7 service utilities: Water, Wastewater, and Power. These functions are supported by the Business Services, Infrastructure, and External Affairs bureaus. Headquartered at 525 Golden Gate Avenue in San Francisco, PUC has approximately 2,300 employees working across seven counties, with a combined annual operating budget of over \$1 billion.

Overview

The Chief People Officer and the Human Resources Manager for the department was contacted for participation in the Merit System Audit Program. The audit review was conducted with the assistance of the Human Resources Manager.

Job Announcement

The San Francisco Public Utilities Commission (PUC) announced the Position-Based Test (PBT) 0931 Manager III (Business Services Bureau) position on June 30, 2025, and the job announcement was closed on July 7, 2025. The certification rule was Rule of the List.

Minimum Qualifications

Education: Possession of a baccalaureate degree from an accredited college or university. **AND**

Experience: Experience: Five (5) years of experience in utility financial planning and forecasting or utility rate setting, including 3 years supervising the work of other professionals.

Substitution: May substitute up to two years of education with additional years of experience as described above on year-for-year basis. One (1) year is equivalent to thirty (30) semester or forty-five (45) quarter units.

Qualifications of Appointee

The appointee holds a bachelor's degree from an accredited college/university and has over 10 years and 11 months of professional experience in utility financial planning and forecasting or utility rate setting, including three (3) years supervising the work of other professionals.



Selection Process for Class 0931 Manager III (Business Services Bureau) Permanent Civil Service (PCS) Status

This was a Permanent Civil Service appointment. The certification rule was Rule of the List.

The division received an adopted eligible list with two (2) candidates on August 14, 2025. The eligible list was reviewed, and appointee was identified as the sole top-ranked candidate. Based on their ranking, the appointee was selected without an interview process.

Appointee's minimum qualifications were verified using copies of university transcripts, a CCSF job summary, and the job announcement and class specification outlining experience at SFPUC. Prior external work experience was also confirmed through an employment verification letter from a former employer.

The hiring manager for this position was 0941 Manager VI – Deputy Chief Financial Officer.

The appointee was offered the Class 0931 Manager III position by the San Francisco Public Utilities Commission on September 13, 2025.

Review of Documents/Findings

The appointee meets the qualifications for the position. The minimum qualifications were verified through a degree transcript, a City and County of San Francisco job summary, the job announcement, and the class specification outlining experience at the PUC and with a prior external employer.

The appointee met the minimum qualifications, was a reachable eligible, and successfully completed a competitive selection process.

SAN FRANCISCO PUBLIC UTILITIES COMMISSION



0932-Manager IV (Permanent Civil Service)

Job Announcement

The San Francisco Public Utilities Commission (PUC) announced the Position-Based Test (PBT) 0932-Manager IV (Professional Services Contract Manager - Infrastructure Project Administration Bureau) position on November 1, 2024, and the job announcement was closed on November 18, 2024. The certification rule was Rule of the List.

Minimum Qualifications

Education: Possession of a baccalaureate degree from an accredited college or university. **AND**

Experience: Five (5) years of full-time professional experience in administering professional services contracts, three (3) years of which must include experience supervising professionals engaged in contracting and procurement.

Substitution: Additional qualifying experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of 2 years). Thirty (30) semester units or forty-five (45) quarter units equal one year.

Qualifications of Appointee

The appointee holds a bachelor's or higher degree from an accredited college or university and has over seven (7) years of professional experience Office of Contract Administration, including more than four (4) years of experience supervising professionals engaged in contracting and procurement.



Selection Process for Class 0932-Manager IV (Professional Services Contract Manager Infrastructure Project Administration Bureau) Permanent Civil Service (PCS) Status

This was a Permanent Civil Service appointment. The certification rule was Rule of the List.

Nineteen (19) eligible candidates were on the adopted eligible list referred to the division on March 6, 2025. The division reviewed the applications of all candidates against established merit-based criteria, including: experience navigating professional consulting services administrative procedures and

procurement processes within a local government agency; experience developing and implementing streamlined processes and procedures for professional consulting services; experience preparing and soliciting contracts within a large organization; experience leading the development and implementation of capital program professional services contracting strategies; demonstrated leadership and management ability in directing diverse contract administration teams; and strong oral and written communication skills, including presenting to diverse audiences such as the commission, staff, stakeholders, and the public.

Nine (9) candidates who met the criteria were invited to interview. Two (2) candidates declined to participate, and two (2) did not respond to the interview invitation. Appointee received the highest interview score and was selected for the position.

The hiring manager for this position was 0941 Manager IV Director of Contract Administration Bureau, Infrastructure Division.

The appointee was offered the Class 0932-Manager IV position by the San Francisco Public Utilities Commission on June 7, 2025.

Review of Documents/Findings

The appointee meets the qualifications for the position. The minimum qualifications were verified through a degree transcript, a City and County of San Francisco job summary, the job announcement, and the class specification outlining experience at the PUC and ADM.

The appointee met the minimum qualifications, was a reachable eligible candidate, and successfully completed a competitive selection process.

OFFICE OF THE TREASURER & TAX COLLECTOR



0954-Deputy Director IV (Permanent Exempt)

About the San Francisco Office of the Treasurer & Tax Collector

The San Francisco Office of the Treasurer & Tax Collector manages the city's finances, serving as banker, tax collector, collection agent, and Chief Investment Officer, while providing financial resources and programs for residents and businesses.

The office is led by Treasurer José Cisneros, who acts as the city's banker, Chief Investment Officer, and head of revenue collection. It manages taxes, investments, and collections and offers programs to improve financial literacy and economic support, including Kindergarten to College, Bank on San Francisco, and the Financial Justice Project.

Overview

The Chief People Officer and the Human Resources Manager for the department were contacted for participation in the Merit System Audit Program. The audit review was conducted with the assistance of the Human Resources Manager.

Job Announcement

The San Francisco Office of the Treasurer & Tax Collector (TTX) announced the (PEX) 0954-Deputy Director IV position on January 6, 2026, and the job announcement was closed on January 12, 2026.

Minimum Qualifications

Education: Possession of a Baccalaureate Degree in Business Administration, Public Policy, or related field from an accredited college or university; **AND**

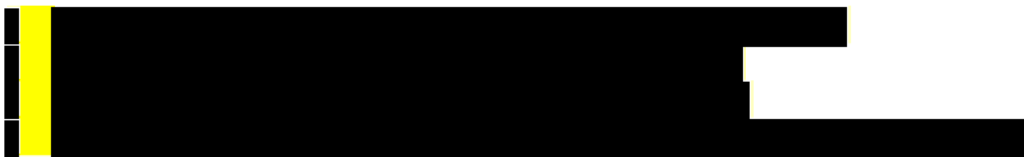
Experience: Six (6) years full-time equivalent professional-level public agency managerial experience. Six (6) years of this experience must include supervising a team of professionals

Education Substitution: Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of 2 years). Thirty (30) semester units or forty-five (45) quarter units equal one year.

Qualifications of Appointee

The appointee holds a bachelor's or higher degree from an accredited college/university and has over thirteen (13) years of professional-level public agency managerial experience, including six (6) years of

experience supervising a team of professionals with the Department of Public Health (DPH) and the Office of the Treasurer & Tax Collector (TTX).



Selection Process for Class 0954 Deputy Director IV Permanent Exempt (PEX) Status

This was a Permanent Exempt appointment. The job announcement for the Chief Assistant Treasurer (0954) – Office of the Treasurer & Tax Collector was posted privately on SmartRecruiters on January 6, 2026, and closed on January 12, 2026.

Appointee was provided with a link to the private SmartRecruiters posting and submitted their application on January 12, 2026. The Department reviewed the application to confirm that the appointee met the established minimum qualifications for the 0954 Deputy Director IV classification.

The 0954 Deputy Director IV is designated as a Category 2 Exempt Appointment and is excluded from permanent civil service appointment procedures pursuant to Charter Section 10.104. As such, while departments may use merit system criteria as guidelines in exempt selection and appointment processes, they are not required to conduct a competitive interview process.

The hiring manager for this position was - 4390 Treasurer.

The appointee was offered the Class Deputy Director IV position by the San Francisco Office of the Treasurer & Tax Collector on January 6, 2026.

Review of Documents/Findings

The appointee meets the qualifications for the position. The minimum qualifications were verified through a degree transcript, a City and County of San Francisco job summary, the job announcement, and the class specification outlining experience at TTX.

The appointee met the minimum qualifications, was reachable, and successfully completed a competitive selection process.

OFFICE OF THE CITY ADMINISTRATOR



0953-Deputy Director III (Permanent Exempt)

About the San Francisco Office of the City Administrator

The Office of the City Administrator is committed to ensuring that the City's services are inclusive, efficient, equitable, and culturally responsive for San Franciscans of all races, ethnic backgrounds, religions, and sexual orientations. This commitment requires a comprehensive review and thoughtful analysis of existing practices and policies to identify and remove barriers to meaningful inclusion.

The Department is also committed to ensuring a safe, equitable, and inclusive workplace for individuals of all races. This includes creating opportunities for hiring, promotion, retention, training, and professional development for all employees, including but not limited to Black, Indigenous, and people of color (BIPOC).

Overview

The Chief People Officer and the Human Resources Manager for the department were contacted for participation in the Merit System Audit Program. The audit review was conducted with the assistance of the Human Resources Manager.

Job Announcement

The San Francisco Office of the City Administrator (ADM) announced the (PEX) 0953-Deputy Director III position on May 9, 2025, and the job announcement was closed on May 30, 2025.

Minimum Qualifications

Education: Possession of a baccalaureate degree from an accredited college or university, with course work in real estate, business, law, public administration or related field: **AND**

Experience: Seven (7) years of progressively responsible real property appraisal, transaction negotiation experience and/or property management experience, including five (5) years of responsible supervisory/management experience.

Substitution: Additional qualifying experience outlined above may substitute for the required education on a year-for-year basis, up to two years. One (1) year (2000 hours) of qualifying experience will be considered equivalent to thirty (30) semester units or forty-five (45) quarter units.

Qualifications of Appointee

The appointee holds a bachelor or higher degree from an accredited college/university and over 16 years of progressively responsible real property appraisal, transaction negotiation experience and/or property experience with the Office of the City Administrator.



Selection Process for Class 0953-Deputy Director III Permanent Exempt (PEX) Status

This was a Permanent Exempt appointment. The job announcement for the Director of Real Property (0953) – Office of the City Administrator was posted on May 9, 2025, and the job announcement was closed on May 30, 2025.

Ninety-nine (99) applications were received. ADM Human Resources screened the applications for adherence to the job announcement instructions and for minimum qualifications. A total of 43 candidates met the minimum qualifications and submitted a cover letter. The hiring manager then reviewed this pool and shortlisted candidates for interviews based on the desirable qualifications listed in the job posting.

Appointee was the only candidate who advanced to the second round of interviews. Deputy City Administrator and hiring manager reviewed the applications and selected seven (7) candidates for panel interviews. The top candidate was then invited to a second interview with City Administrator and was ultimately selected.

The hiring manager for this position was Deputy City Administrator

The appointee was offered the Class Deputy Director III position by the San Francisco Office of the City Administrator on August 16, 2025.

Review of Documents/Findings

The appointee meets the qualifications for the position. The minimum qualifications were verified through a degree transcript, a City and County of San Francisco job summary, the job announcement, and the class specification outlining experience at ADM.

The appointee met the minimum qualifications and successfully completed a competitive selection process.

OFFICE OF THE CITY ADMINISTRATOR



0953-Deputy Director III (Permanent Exempt)

Job Announcement

The San Francisco Office of the City Administrator (ADM) conducted a private (PEX) recruitment for the 0953 – Deputy Director III position; the recruitment was not publicly announced. The position was approved as a Permanent Exempt Category 6 position for 0953 Deputy Director III on May 9, 2025. The minimum qualifications are as follows:

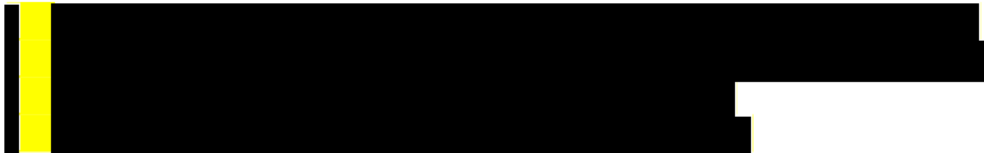
Minimum Qualifications

Education: Possession of a baccalaureate degree from an accredited college or university; **AND**

Experience: Four (4) years of progressively responsible managerial experience, all of which must include supervisory experience.

Qualifications of Appointee

The appointee holds a bachelor's or higher degree from an accredited college/university and has over five (5) years of progressively managerial experience with the City and County San Francisco.



Selection Process for Class 0953-Deputy Director III Permanent Exempt (PEX) Status

This was an exempt position, and City Administrator exercised her authority to make a direct appointment; therefore, no open recruitment or formal selection process was conducted.

The hiring manager for this position was 0953-Deputy Director III.

The appointee was offered the Class Deputy Director III position by the San Francisco Office of the City Administrator on June 28, 2025.

Review of Documents/Findings

The appointee meets the qualifications for the position. The minimum qualifications were verified through a degree transcript, a City and County of San Francisco job summary, the job announcement, and the class specification outlining experience at ADM.

The appointee met the minimum qualifications and successfully completed a competitive selection process.

OFFICE OF THE CITY ADMINISTRATOR



0941-Manager VI (Permanent Exempt)

Job Announcement

The San Francisco Office of the City Administrator (ADM) announced the (PEX) 0941-Manager VI position on March 11, 2023, and the job announcement was closed on April 4, 2023.

Minimum Qualifications

Education: Possession of a baccalaureate degree from an accredited college or university; **AND**

Experience: Four (4) years of management-level experience in the development, operations, and maintenance of information systems, including significant budgetary responsibilities and project management of complex information systems. At least four (4) years of experience must include supervising professional IT staff.

Substitution: May substitute up to two (2) years of education for a Bachelor of Arts degree with additional years of experience.

Special Requirements: Criminal Justice Information Services (CJIS) Security Clearance is required. Candidates eligible for appointment must successfully complete a background investigation to determine suitability for employment. Factors reviewed may include employment history, use of illegal/controlled substances, and other relevant considerations. Disqualifying factors may include, but are not limited to, applicable convictions, repeated or serious violations of law, inability to accept supervision or follow rules and regulations, falsification of application materials, and other relevant issues. Failure to obtain and maintain the required security clearance may result in termination.

The **ideal candidate** possesses expertise in IT infrastructure, applications, systems, and technical resilience, along with the ability to collaborate and build partnerships across organizational and departmental boundaries. This individual demonstrates strong communication and presentation skills and effectively represents the City Administrator's Office across all levels of government and professional associations. The candidate has experience working with internal and external stakeholders, fostering a collaborative environment, and developing and implementing program objectives and action plans with clear milestones and timelines. Additionally, they demonstrate a strong track record of change management within a complex organization.

Qualifications of Appointee:

The appointee holds a bachelor's degree from an accredited college or university and has over seven (7) years of experience with another city department in addition to work experience within an outside employer.



Selection Process for Class 0941-Manager VI Permanent Exempt (PEX) Status

This was an exempt position. The job announcement was posted from March 11, 2023, through April 4, 2023, and one hundred (100) applications were received. The hiring manager reviewed the applications and selected eight (8) candidates for panel interviews based on desirable qualifications. The top three (3) candidates advanced to second-round interviews with the hiring manager and City Administrator. Appointee was selected as the finalist.

The hiring manager for this position was Deputy City Administrator.

The appointee was offered the Class 0941-Manager VI position by the San Francisco Office of the City Administrator on June 28, 2025.

Review of Documents/Findings

The appointee meets the qualifications for the position. The minimum qualifications were verified through a degree transcript, a City and County of San Francisco job summary, the job announcement, and the class specification outlining experience at ADM.

The appointee met the minimum qualifications and successfully completed a competitive selection process.

OFFICE OF THE CITY ADMINISTRATOR



2577-Medical Examiner's Investigator I (Temporary Provisional Permanent)

Job Announcement

The San Francisco Office of the City Administrator (ADM) announced the Temporary Provisional Permanent (TPV) 2577-Medical Examiner's Investigator I position on November 27, 2024, and the job announcement was closed on December 13, 2024.

Minimum Qualifications

Education:

- Possession of a BA/BS Degree in Biology, Criminal Justice, Psychology, Forensic Science or closely related field; **OR**
- Possession of a current valid embalmer's license issued by the California State Board of Funeral Directors and Embalmers; **OR**
- Diplomat Certification issued by the American Board of Medico-legal Death Investigators; **OR**
- One year of verifiable experience in medical, nursing, medical examiner, coroner or investigative field. This experience must include working with deceased persons and/or their families.

License: Possession and maintenance of a valid California Driver's License within 30 days of hire.

Additional Requirements:

- Must be willing and able to work under adverse and/or hazardous conditions, involving frequent exposure to sudden, unexpected and sometimes violent deaths, decomposed bodies, bodies with extensive physical injuries, biohazards, unpleasant odors or conditions.
- Must be willing and able to work 24-hour rotating shifts, including weekends and holidays.
- Must be able to type 25 wpm within six months of employment.
- Willing and able to lift dead bodies weighing 175 pounds using acceptable removal techniques.
- Willing and able to complete a pulmonary function test and be fitted for an N-95 respirator.
- Willing and able to wear Personal Protective Equipment and respirators.
- Ability to comply with departmental policies regarding bloodborne pathogens, radiation safety, biohazards and chemical exposure prevention, and other departmental policies and procedures.
- Must be able to comply with case confidentiality requirements of the department.

Qualifications of Appointee

The Appointee holds a bachelor's degree in the required field from an accredited college or university and the possession and maintenance of a valid California Driver's License.

Selection Process for Class 2577-Medical Examiner's Investigator I Temporary Provisional (TPV) Status

A total of forty-six (46) applications were received. The hiring manager reviewed all applications based on desirable qualifications and selected six (6) candidates to advance in the selection process.

A requirement of the position includes the ability to lift and remove decedents weighing up to 175 pounds, the selected candidates were required to participate in a lift test. Of the six candidates, three (3) successfully passed the lift test.

The three (3) candidates who passed were invited to participate in panel interviews. Following the interviews, the top-ranked candidate who passed the background check was extended a conditional offer of employment. The second highest-scoring candidate was then advanced as the finalist for the position.

The hiring manager for this position was Executive Director of the Office of the Chief Medical Examiner.

The appointee was offered the Class 2577-Medical Examiner's Investigator by the San Francisco Office of the City Administrator on June 16, 2025.

Review of Documents/Findings:

The appointee meets the qualifications for the position. The minimum qualifications were verified through a degree transcript, City records, and the job announcement.

The appointee met the minimum qualifications, was a reachable eligible, and successfully completed a competitive selection process.

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH



0941 Manager VI (Exempt to Permanent)

About the Department of Public Health

The department has three main divisions — the San Francisco Health Network, Population Health and Behavioral Health.

The SF Health Network (SFHN) provides the direct health care to more than 125,000 insured and uninsured San Franciscans annually. The network includes Zuckerberg San Francisco General, Laguna Honda Hospital and Rehabilitation Center, and more than 14 primary care clinics throughout the city.

The Population Health Division (PHD) provides core public health services to all of San Francisco and addresses public health concerns, including consumer safety, health promotion and prevention, the preparation and response to public health emergencies, and the monitoring of emerging public health issues.

The Behavioral Health Services (BHS) division is the largest provider of mental health and substance use prevention, early intervention, and treatment services in the city.

Overview

The Director of Human Resources for the Department of Public Health was contacted for participation in the Merit System Audit Program. The audit review was conducted with the assistance of the Human Resources Operations Director.

Class 0941 Manager VI-Exempt to Permanent (ETP) - Citywide Status

Job Announcement:

The San Francisco Department of Human Resources (DHR) announced the Exempt to Permanent (ETP), Manager VI (0941) – Citywide (E10146) position on July 31, 2025. This was a citywide recruitment for current City employees only, and the job announcement closed on August 14, 2025.

Minimum Qualifications

Applicants must meet the minimum qualifications requirement by the final filing date unless otherwise noted.

1. Current Category 16, 17, or 18 Exempt Employee in Class 0941 who has worked at least 2,080 hours in class 0941; **AND**
2. Education: Possession of a baccalaureate degree from an accredited college or university; **AND**
3. Experience: 4 – 6 years of managerial experience of which all must include supervisory experience

Education: Possession of a bachelor's degree from an accredited college or university, and/or equivalent trade school in Building/Facility Operations and Facilities Management. **AND**

Experience: Five (5) years of verifiable progressive management experience in facilities or maintenance systems, supervisory experience in upper management and or directing work groups or project management.

Education Substitution: Additional Experience may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). One (1) year is equivalent to thirty (30) semester units/forty-five (45) quarter units.

Experience Substitution: Possession of a Juris Doctorate (J.D.) or master's degree may substitute for one (1) year of the required professional experience.

Qualifications of Appointee

The appointee holds a bachelor's degree from an accredited college/university and has over eleven (11) years of progressive management experience. The appointee was in an exempt position with the Department of Public Health (DPH) from June 22, 2024, to January 3, 2026.

Selection Process for Class 0941 Manager VI Exempt to Permanent (ETP) Status

A Notice of Inquiry (NOI) was conducted upon receipt of the certified list of eligibles for the position. In accordance with the established certification rule, NOI was issued to all three (3) eligibles on November 19, 2025, with a deadline of November 25, 2025, to indicate interest.

One (1) candidate responded to the Notice of Inquiry. The remaining two (2) candidates did not respond and were therefore considered to have declined participation in the selection process.

The hiring manager submitted a Request to Hire on December 5, 2025, for appointee for the 0941 Manager VI, Executive Director of Facility Services, Engineering, and Capital Projects position.

Appointee was selected based on demonstrated performance, relevant experience, and readiness to transition into a permanent civil service role, consistent with merit-based selection principles. The candidate met the minimum qualifications at both the application review stage and during the qualification verification process.

The hiring manager for this position was Manager VII, Laguna Honda Hospital Nursing Home Administrator and Chief Executive Officer.

The finalist was appointed to the 0941 Manager VI, Executive Director of Facility Services, Engineering, and Capital Projects position effective January 3, 2026.

Review of Documents/Findings

Appointee met the qualifications for the position. Their minimum qualifications were verified through review of their degree transcript, their experience outside the City and County of San Francisco, and

their service in an Exempt 0941 role with the City and County of San Francisco since June 22, 2024, January 3, 2026 .

The appointee met the minimum qualifications, was a reachable eligible, and successfully completed the competitive selection process.