


City and County of San Francisco  
Carol Isen  
Human Resources Director



Department of Human Resources  
*Connecting People with Purpose*  
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**MEMORANDUM**

**DATE:** March 18, 2025  
**TO:** Departmental Personnel Officers  
**FROM:** Carol Isen, Human Resources Director   
**SUBJECT:** Revision to Civil Service Commission Rules  
- Enhancing Employment Opportunities for City Employees

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The Civil Service Commission (CSC), at its March 17<sup>th</sup>, 2025 meeting, adopted significant amendments to volumes I and IV of the CSC rules to enhance employment opportunities for current City employees.

The Department of Human Resources (DHR), in collaboration with the Municipal Transportation Authority (MTA) and CSC, proposed amendments beginning in December 2024. These amendments include the creation of expedited pathways for current City employees to promote or transition into Permanent Civil Service (PCS) positions. After modification by the CSC, these amendments were posted for public review. DHR, MTA, and CSC met with various bargaining units to explain the pilot program. The CSC unanimously adopted the amendments to volumes I and IV of the rules.

The rule amendments provide the following key benefits:

- Revives and expands the Exempt to Permanent Program established through the 48<sup>th</sup> Supplement to the Mayoral Emergency Declaration
- Provides Multiple Pathways for Exempt and Provisional Employees to become Permanent Civil Service
- Provides Multiple Pathways for Current PCS Employees Seeking Promotive Opportunities
- Adds a Separate Pathway for P103 Per Diem Nurses to become Permanent Civil Service 2320 Registered Nurses
- Expedites Examination Processes for Employees

This document contains excerpts of the newly adopted CSC Volume 1 rule amendments along with general guidelines for implementation.

DHR Employment Services will host a citywide virtual forum on April 9<sup>th</sup>, 2025 to review the rule amendments and implementation guidelines. Should you have any questions, please contact Employment Services Director Anna Biasbas [[anna.biabas@sfgov.org](mailto:anna.biabas@sfgov.org)].

## Revised Rules and Implementation Guidelines

### Rule 102 Definitions

#### **Sec. 102.18 Employee**

A person currently employed by the City and County of San Francisco including the classified positions in the School Districts.

#### **Summary:**

“Employee” was added to the rules to define employees who are eligible to participate in the Program to Enhance Employment Opportunities for City Employees.

#### **Implementation:**

Only current City employees as defined above can participate in the Program. Employees who have been separated and no longer work for the City are not eligible to participate in the Program.

## Rule 111 Examinations

### **Sec. 111.16 Program to Enhance Employment Opportunities for City Employees**

#### **111.16.1 Authorization for Flexible Staffing Program**

The Human Resources Director is authorized to establish flexible staffing programs to promote permanent civil service employees past the probationary period to higher classifications within an occupational series or to another series by methods other than traditional selection procedures. In establishing a flexible staffing program, the Human Resources Director shall consider, among other factors, length of permanent service, performance appraisal ratings, availability of positions, budgetary restrictions, and equal employment opportunity. The specific procedures and qualifications established shall be listed in the flexible staffing examination announcement for the classification(s) involved.

The Human Resources Director shall administer and rule on all matters concerning the Flexible Staffing Program. Decisions by the Human Resources Director shall be subject to appeal to the Civil Service Commission, as provided elsewhere in the rules, whose decision shall be final.

#### **Summary:**

This amendment added the Program to Enhance Employment Opportunities for City Employees to the Civil Service Rules. The Flexible Staffing Program was already in the Civil Service Rules, this amendment highlights it as a component of the new program.

To use flexible staffing, positions are budgeted at a higher level in the classification series, employees are hired in the lower classification and then can "flex" up if they meet certain criteria defined in the job ad. All positions in that classification within the department must be flexible staffing positions. The flexible staffing program language must be on the announcement for the lower classification. Employees can only flex up within the same department.

#### **Implementation:**

Before moving forward with the flexible staffing program, departments should contact [DHR-RAS-Managers@sfgov.org](mailto:DHR-RAS-Managers@sfgov.org) to discuss and make the request.

**Flexible Staffing recruitments for Local 6 positions are only permitted for classes 7480 Power Generation Technician I to 7482 Power Generation Technician II. All other Local 6 classes are excluded from this program and flexible staffing recruitments should not be conducted.**

### **111.16.2 Authorization for Promotive Only Program**

The Human Resources Director is authorized to establish promotive only programs by classification to promote permanent civil service employees past the probationary period to the next higher classification within an occupational series. In establishing a promotive only program, the Human Resources Director shall consider, among other factors, length of permanent service, performance appraisal ratings, availability of positions, budgetary restrictions, and equal employment opportunity. The specific procedures and qualifications established shall be listed in the promotive only examination announcement for the classification(s) involved.

The examination announcement shall be distributed to all current permanent civil service employees past the probationary period in the immediate lower classification within an occupational series. The examination announcement will be publicly posted on the employment opportunities web page specifically for City employees. Employees who take and pass the examination will be placed on an eligible list. The certification rule for all eligible lists established under this program shall be Rule of the List.

The Human Resources Director shall administer and rule on all matters concerning the Promotive Only Program. Decisions by the Human Resources Director shall be subject to appeal to the Civil Service Commission, as provided elsewhere in the rules, whose decision shall be final.

#### **Summary:**

This amendment establishes the Promotive Only Program, which creates promotive expedited pathways for employees within an occupational series.

Current permanent employees in the immediate lower-level classification of the occupational series would be eligible for a Promotive Only exam if they meet the minimum qualifications (MQs) of the promotive classification and have passed probation in the immediate lower-level classification.

#### **Implementation:**

There can only be one Promotive Only list for each classification. Before proceeding with a Promotive Only recruitment, departments must ensure there is not an existing Promotive Only list in the classification or that one is not in progress.

#### **Request to Fill (RTF) Guidelines:**

Departments should submit an RTF by selecting "Promotive Only" in the dropdown menu of the recruitment type page.

A recruitment ID will be generated in SmartRecruiters that begins with PRO.

### **Job Ad and Notification Requirements:**

The title on the job ad must state, "Promotive Only" followed by the standard title, class, department, and eligible list ID.

The following statement must be included as the first sentence of the position description, "**This is a Promotional-Only recruitment.** Only currently active, permanent civil service City and County of San Francisco employees in the immediate lower-level classification of the occupational series who have completed their probationary period and meet the minimum qualifications for the class will be placed on the eligible list for consideration of future permanent positions."

Under the MQ section of the job ad, departments must first state as MQ#1, "Current Permanent City Employee in Class XXXX [*with the class being the immediate lower-level classification of the occupational series*], who passed probation."

MQ#2 should list the MQs from the classification specification for the promotive recruitment.

Departments conducting the Promotive Only recruitment must contact all current PCS employees in the immediate lower-level classification of the occupational series to notify them of the job ad prior to or at the time of posting.

### **MQ Review, Examination Process and Eligible List Guidelines:**

For MQ review purposes, only those employees that are PCS in the immediate lower-level classification of the occupational series, passed probation and meet MQs for the higher classification should move on to the next phase of the examination process. Probationary status may be assessed during the examination process but verification is not required until the time of hire.

A simplified and expedited exam process, such as a Training and Experience Evaluation (T&E), should be conducted since the employees who would meet the MQs will demonstrate success on the job by passing probation.

Promotive Only lists must have a 6-month duration. Extensions may be requested.

As with all selections, departments are required to first verify eligibles' qualifications (including passing probation) prior to appointment.

Promotive only recruitments for M CCP positions requires approval from DHR. Requests may be submitted to [DHR-RAS-Managers@sfgov.org](mailto:DHR-RAS-Managers@sfgov.org) prior to proceeding.

**Promotive only recruitments for Local 6 positions are exempted from this program and should not be conducted.**

### **111.16.3 Authorization for Provisional and Exempt to Permanent Status Program**

The Human Resources Director is authorized to establish programs giving provisional and exempt employees expedited pathways to transition to permanent status. The provisional or exempt employee must have served continuously in the job classification in a provisional or exempt status for the equivalent of at least one (1) year (2,080 hours). In establishing the program, the Human Resources Director shall consider, among other factors, active holdover rosters where qualified eligibles exist, availability of positions, budgetary restrictions, and equal employment opportunity.

This rule shall only apply to employees with provisional status or exempt status in Charter Category 16: Temporary and Seasonal Appointments, Charter Category 17: Substitutes for Civil Service Employees on Leave, or Charter Category 18: Special Projects and Professional Services. The specific procedures and qualifications established shall be listed in the examination announcements for the classifications involved. The examination announcements shall be publicly posted on the employment opportunities web page specifically for City employees. Employees who take and pass the examination will be placed on an eligible list. Separate eligible lists will be established for provisional-to-permanent and exempt-to-permanent programs. The certification rule for all eligible lists established under this program shall be Rule of the List.

The Human Resources Director shall administer and rule on all matters concerning the Provisional and Exempt to Permanent Status Program. Decisions by the Human Resources Director shall be subject to appeal to the Civil Service Commission, as provided elsewhere in the rules, whose decision shall be final.

#### **Summary:**

This amendment establishes the Provisional and Exempt to Permanent Status Program which offers an expedited pathway for employees in exempt or provisional roles to transition into permanent positions. To be eligible, employees must be in a current exempt category 16, 17 or 18 and have served continuously in the job class for one year (equivalent to 2,080 hours) or be provisional and have served continuously in the job class for one year (equivalent to 2,080 hours).

#### **Implementation:**

Exempt to Permanent lists and Provisional to Permanent lists will be separate from each other.

#### **Provisional to Permanent:**

There can only be one Provisional to Permanent list for each classification. Before proceeding with a Provisional to Permanent recruitment, departments must ensure there is not an existing Provisional to Permanent list in the classification or that one is not in progress.

**Request to Fill (RTF) Guidelines:**

Departments should submit an RTF by selecting “Provisional to Permanent” in the dropdown menu of the recruitment type page.

A recruitment ID will be generated in SmartRecruiters that begins with PTP.

**Job Ad and Notification Requirements:**

The title on the job ad must state, “Provisional to Permanent” followed by the standard title, class, department, and eligible list ID.

The following statement must be included as the first sentence of the position description, “This is a Provisional to Permanent recruitment. Only currently active, provisional employees of the City and County of San Francisco in this recruitment’s classification will be placed on the eligible list for consideration of future permanent positions.”

Under the MQ section of the job ad, departments must first state as MQ#1, “Current Provisional City Employee in class XXXX who have worked at least 2,080 hours.”

MQ#2 should list the MQs from the classification specification for this recruitment.

Departments conducting the Provisional to Permanent recruitment must contact all current TPV employees to notify them of the job ad prior to or at the time of posting.

**MQ Review, Examination Process and Eligible List Guidelines:**

For MQ review purposes, only those employees that are TPV in the recruitment classification and have worked at least one year (2,080 hours) with no break in service should move on to the next phase of the examination process.

A simplified and expedited exam process, such as a Training and Experience Evaluation (T&E), should be conducted since the employees have already demonstrated success on the job.

Provisional to Permanent lists must have a 6-month duration. Extensions may be requested.

As with all selections, departments are required to first verify eligibles’ qualifications (including that they have worked at least 2,080 hours) prior to appointment.

**Provisional to Permanent recruitments for Local 6 positions are exempted from this program and should not be conducted.**

**Exempt to Permanent:**

There can only be one Exempt to Permanent list for each classification. Before proceeding with an Exempt to Permanent recruitment, departments must ensure there is not an existing Exempt to Permanent list in the classification, or that one is not in progress.

**Request to Fill (RTF) Guidelines:**

Departments should submit an RTF by selecting “Exempt to Permanent” in the dropdown menu of the recruitment type page.

A recruitment ID will be generated in SmartRecruiters that begins with ETP.

**Job Ad and Notification Requirements:**

The title on the job ad must state, “Exempt to Permanent” followed by the standard title, class, department, and eligible list ID.

The following statement must be included as the first sentence of the position description, “This is an Exempt to Permanent recruitment. Only currently active, exempt employees of the City and County of San Francisco in this recruitment’s classification will be placed on the eligible list for consideration of future permanent positions.”

Under the MQ section of the job ad, departments must first state as MQ#1, “Current Exempt City Employee in class XXXX who have worked at least 2,080 hours in categories 16, 17, or 18.”

MQ#2 should list the MQs from the classification specification for this recruitment.

Departments conducting the Exempt to Permanent recruitment must contact all current exempt employees in categories 16, 17, or 18 in the classification to notify them of the job ad prior to or at the time of posting.

**MQ Review, Examination Process and Eligible List Guidelines:**

For MQ review purposes, only those employees that are exempt in categories 16, 17, or 18 in the recruitment classification and have worked at least one year (2,080 hours) in the recruitment classification with no break in service should move on to the next phase of the examination process.

A simplified and expedited exam process, such as a Training and Experience Evaluation (T&E), should be conducted since the employees have already demonstrated success on the job.

Exempt to Permanent lists must have a 6-month duration. Extensions may be requested.

As with all selections, departments are required to first verify eligibles’ qualifications (including that they have worked at least 2,080 hours) prior to appointment.

**Exempt to Permanent recruitments for Local 6 positions are exempted from this program and should not be conducted.**



#### **111.16.4 Authorization for Exempt P103 Per Diem Nurse to Permanent Civil Service Status 2320 Registered Nurse Program**

The Human Resources Director is authorized to establish programs giving exempt P103 Per Diem Nurses an expedited pathway to transition to permanent status in class 2320 Registered Nurse. The exempt Per Diem Nurse must have served continuously in the job classification in an exempt status for an equivalent of at least six months (1,040 hours). In establishing the program, the Human Resources Director shall consider, among other factors, active holdover rosters where qualified eligibles exist, availability of positions, budgetary restrictions, and equal employment opportunity.

The specific procedures and qualifications established shall be listed in the Exempt P103 Per Diem Nurse to Permanent 2320 Registered Nurse examination announcements. The examination announcements shall be publicly posted on the employment opportunities web page specifically for City employees.

Employees who take and pass the examination will be placed on an eligible list. The certification rule for all eligible lists established under this program shall be Rule of the List.

The Human Resources Director shall administer and rule on all matters concerning the Exempt P103 Per Diem Nurse to Permanent Civil Service Status 2320 Registered Nurse Program. Decisions by the Human Resources Director shall be subject to appeal to the Civil Service Commission, as provided elsewhere in the rules, whose decision shall be final.

##### **Summary:**

This amendment establishes the Exempt P103 Per Diem Nurse to Permanent Civil Service Status 2320 Registered Nurse Program which offers an expedited pathway for P103 Per Diem Nurses to transition to permanent status in class 2320 Registered Nurse.

To be eligible, the exempt Per Diem Nurse must have served continuously in the P103 job classification in an exempt status for an equivalent of at least six months (1,040 hours).

##### **Implementation:**

There can only be one Exempt P103 Per Diem to Permanent Civil Service Status 2320 Registered Nurse list.

##### **Request to Fill (RTF) Guidelines:**

Departments should submit an RTF by selecting "Exempt P103 to Permanent 2320" in the dropdown menu of the recruitment type page.

A recruitment ID will be generated in SmartRecruiters that begins with EPP.

**Job Ad and Notification Requirements:**

The title on the job ad must state, “Exempt P103 to Permanent 2320” followed by the standard title, class, department, and eligible list ID.

The following statement must be included as the first sentence of the position description, “This is an Exempt P103 Per Diem to Permanent Civil Service Status 2320 Registered Nurse recruitment. Only currently active, exempt employees of the City and County of San Francisco in class P103 will be considered for this position.”

Under the MQ section of the job ad, departments must first state as MQ#1, “Current Exempt City Employee in class P103 who have worked at least 1,040 hours.”

MQ#2 should list the MQs from the 2320 classification specification.

Departments conducting the Exempt P103 Per Diem to Permanent Civil Service Status 2320 Registered Nurse recruitment must contact all current exempt P103 employees to notify them of the job ad prior to or at the time of posting.

**MQ Review, Examination Process and Eligible List Guidelines:**

For MQ review purposes, only those employees that are exempt P103 and have worked at least six months (1,040 hours) with no break in service should move on to the next phase of the examination process.

A simplified and expedited exam process, such as a Training and Experience Evaluation (T&E), should be conducted since the employees have already demonstrated success on the job.

As with all selections, departments are required to first verify eligibles’ qualifications (including that they have worked at least 1,040 hours as a P103) prior to appointment.

Exempt P103 Per Diem to Permanent Civil Service Status 2320 Registered Nurse lists will have a duration determined by the Department of Public Health(DPH).

**Sec. 111.17 Application of Program to Enhance Employment Opportunities for Current City Employees**

Upon request by the Human Resources Director, the Civil Service Commission in its sole discretion may make changes to the criteria of these pilot programs. Changes to the pilot programs may be based on: program effectiveness, program efficiencies and other relevant criteria as determined by the Civil Service Commission.

**Sec. 111.18 Sunset and Termination of Rule 111.16 Enhancing Employment Opportunities for Current City Employees Pilot Program**

Rule 111.16 and the Pilot Program to Enhance Employment Opportunities for Current City Employees shall sunset upon the expiration of the collective bargaining agreements ending on June 30, 2027, absent action by the Civil Service Commission to extend it. Further, the pilot program may be terminated at any time before that date at the discretion of the Civil Service Commission.

**Summary:**

The Civil Service Commission has discretion to make changes to the criteria of the pilot programs and can terminate or extend the program at any time. If the Civil Service Commission takes no action, the pilot program will sunset on June 30, 2027.

**Implementation:**

Departments may be surveyed for information regarding the effectiveness, efficiency and other relevant criteria for recruitments they conducted using these programs.

## Rule 112 Eligible Lists

### **Sec.112.6      Priority of Eligible Lists**

The categories of eligible lists including those resulting under rules 111 Examination and 111A Position-Based Testing are as follows:

- promotive only;
- flexible staffing;
- provisional-to-permanent;
- exempt-to-permanent;
- exempt P103 Per Diem Nurse-to-permanent 2320 Registered Nurse;
- combined promotive and entrance; and
- entrance lists.

Subject to criteria submitted to and approved by the Civil Service Commission, where there is more than one category of eligible list available, the Human Resources Director has discretion, to determine the appropriate category of eligible list from which to make appointments.

Except as otherwise provided in these Rules, the order of priority of eligible lists within each category is that the earlier adopted eligible lists have priority over later adopted eligible lists.

#### **Summary:**

This amendment establishes additional eligible list types and gives the Human Resources Director discretion to determine the appropriate eligible list category from which to make appointments.

#### **Implementation:**

Departments will select the appropriate eligible list type and provide justification on the referral request form.

#### **Decision Criteria:**

- Whether the hiring department needs a “journey” level employee or has the resources to train an “entry” level employee.
- Whether the hiring department has already expended resources to train and integrate an existing employee on a Promotive-only eligible list.
- Whether the hiring department has already expended resources to train and integrate an existing Provisional on the eligible list.
- Whether the hiring department has already expended resources to train and integrate an existing Exempt employee on the eligible list.
- Whether an existing CBT/PBT list is “stale” based on lack of interest from the most recent referral/NOI.

## Rule 113 Certification of Eligibles

### Sec. 113.1 General Policy

#### 113.1.2

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. 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. The Civil Service Commission endorses and supports efforts to de-identify the names, address, and other personal information whenever screening determinations are conducted prior to the selection of certified eligible for interviews. Appointing officers/designees shall also be responsible for maintaining documentation of selection criteria, including efforts to de-identify eligibles' information. Departments shall make reports as requested by the Civil Service Commission on merit system issues such as recruitment, examination, and certification and selection procedures. The Human Resources Director shall report to the Civil Service Commission on the progress of the implementation of de-identification, continuous testing and entry-level certification expansion and the use of flexible staffing, promotive only, provisional-to-permanent, exempt-to-permanent, and exempt P103 Per Diem Nurse-to-permanent 2320 Registered Nurse eligible lists on an annual basis for two (2) years and thereafter on a schedule to be determined by the Civil Service Commission.

#### **Summary:**

This amendment clarifies requirements for reporting on the use of flexible staffing, promotive only, provisional-to-permanent, exempt-to-permanent and exempt P103 Per Diem Nurse-to-permanent 2320 Registered Nurse eligible lists.

#### **Implementation:**

Departments may be asked for data to support the reports to CSC.