

Employment with the City and County of San Francisco

Equal Opportunity Employment

San Francisco is a city on the front lines of economic growth, urban development, social issues and change, and is moving forward with a vision and desire to heighten the quality of life for San Franciscans and citizens of the greater Bay Area. Our employees play an important role in the future of San Francisco.

The City and County of San Francisco employs over 28,000 individuals in over 1,600 different job classifications. City employees provide direct services to a diverse population through activities such as maintaining city streets and parks, driving buses and cable cars, and providing public health services.

The City and County of San Francisco hires employees based on a merit system and conducts examinations to ensure that employees are hired and promoted on the basis of merit and fitness for the job. The City and County of San Francisco provides equal employment opportunities for all persons regardless of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Conditions (ARC).

The Merit System Service of the Department of Human Resources provides assistance to the public and to city departments by recruiting qualified applicants, developing and administering examinations, and establishing eligible lists from which departments may hire and/or promote individuals.

Job Announcement

The selection process begins with the posting of a job announcement. The job announcement, also called *Employment Opportunity* bulletin, describes the general duties, salary, type of examination(s) and the job-related areas that may be tested, and where, when, and how to file an

application. Each classification is open separately for the filing of applications, and is tested separately. You may file an application for a classification only when that classification is open for filing. Job announcements and applications are available at the Department of Human Resources, 44 Gough Street, San Francisco, CA 94103. Announcements for Provisional Employment (not Permanent Civil Service) are also posted at 44 Gough Street. Applications for these positions must be filed with the city departments offering the positions.

Applications

Applications are distributed and accepted when a job announcement is posted. It is very important that you take the following steps when applying:

Step 1: READ the entire announcement, giving special attention to *filing requirements, time limits, and minimum qualifications*. Filing periods vary, so it is important to apply as soon as possible. The job announcement is your guide to successful completion and filing of your application. You should keep the job announcement available until you have completed the entire process.

Step 2: FILL OUT the application and any supplemental forms required. When filling out the application, it is critical that you demonstrate your ability to meet the minimum qualifications by giving clear, concise and complete information.

Step 3: RETURN the application and any required attachments to the location listed on the job announcement within the filing date(s) stated on the announcement. Unless specifically required by the announcement, DO NOT submit originals of documents. DO make a copy of your application and any other papers before filing it with the Department of Human Resources. Applications and papers filed with the application are not returnable nor subject to retrieval once filed.

Once you have filed an application, it is extremely important that you inform the Merit System Services of any change of address. You must come into the office and complete the Change of Address form. All notification by the Department of Human Resources is done by

mail. If you are notified that you qualify for the test, you should begin preparing for the examination.

Examination

The City and County of San Francisco administers a variety of examinations, designed specifically for each job classification, which test the knowledge, ability and skill levels required for successful job performance. Your examination may include one or more of the following components:

Written Examination - Used to test candidates' technical and/or general knowledge. Written examinations typically include items such as multiple choice, fill-in-the-blank, and short answer questions.

Oral Examination - A panel of two, three or four subject-matter experts asks each candidate a series of job-related questions. Candidates are rated based on the specific knowledge, ability and skill levels demonstrated when answering the questions. This test is NOT a job interview.

Performance Examination - A panel observes and rates candidates as each performs job-related activities. A performance examination may involve typing a letter, preparing an architectural blue print, paving a parking lot, or identifying tools.

Assessment Center - This examination method places a candidate in simulated work situations. For example, a candidate may be asked to make an oral presentation, participate in a group discussion, demonstrate writing skills and/or participate in a prioritizing exercise. Assessment Centers are generally used for administrative and management positions.

Reasonable accommodation will be made to facilitate the participation of disabled candidates in the examination process. If you qualify to take the examination, please notify the Merit System Services prior to the date of the examination of any special needs you may have. Call the telephone number located on the job announcement or the Telecommunication device for the Deaf (TDD) at 415/775-9484.

Identification/right to work

All persons employed by the City and County of San Francisco are required to comply with the Immigration Reform and Control Act of 1986 by presenting documents to verify identity and authorization to work in the United States. Acceptable Forms of identification as required by the Federal Immigration and Naturalization Service may be found in the pamphlet Federal Immigration and Naturalization Service Requirements, available at 44 Gough Street.

Change of Address

Applicants/Eligibles are responsible for notifying the Department of Human Resources of any change of address by filing a change of address form at 44 Gough Street.

Appointment

After receiving a conditional offer of employment, prospective employees may be required to pass a medical examination, which might include drug testing. Some positions (e.g., patient contact positions) in the Department of Public Health require that employees meet departmental Disease Immunity Standards for certain vaccine-preventable diseases and/or that employees undergo periodic tuberculosis testing. Most new appointees will be finger-printed. Some departments or positions require a background check or security clearance. When reached for employment, eligibles who are required to drive must be insurable under that department's automobile liability insurance. Qualifications must be maintained throughout employment. Classifications which are represented by bargaining units that have contracts with the City and County may have benefits, terms of employment, and working conditions that are subject to the terms of the particular agreement as signed by the representing bargaining unit.

Additional Information

The following information pamphlets are available at the Department of Human Resources office at 44 Gough Street:

- How to get a Job with the City and County of San Francisco

- The Certification process
- Applicant Information: Veteran's preference
- Applicant Information: Arrest and Conviction Policy
- Applicant Information: Education (including a list of accredited colleges and universities world-wide)
- Information about Exempt Employment of Individuals Who are Severely Disabled

For further explanation concerning any of the above information, contact the Department of Human Resources, located at 44 Gough Street, 557-4800, or call the personnel analyst at the telephone number listed on the back of the examination announcement.

Please note that all City and County employees are designated by both State and City law as "Disaster Service Workers." In the event of a declaration of emergency, any employee of the City and County of San Francisco may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times and under conditions that are significantly different than the normal work assignment and may continue into the recovery phase of the emergency.

City and County of San Francisco
Department of Human Resources
44 Gough Street
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(415) 557-4800



IMPORTANT EMPLOYMENT INFORMATION

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**All information in this pamphlet is subject to
change without notice.**