




MEMORANDUM
DHR No. 01-2008

Date: January 23, 2008

To: Department Heads/Personnel Officers
Payroll and Personnel Representatives

From: Micki Callahan 
Human Resources Director

Subject: **Procedures for implementing the new DTIS Delegation Agreement to assist departments in the classification and selection of appropriate Information Technology (IT) staff.**

In a combined effort to support citywide IT processes, the Department of Human Resources (DHR) has entered into an agreement with the Department of Telecommunications and Information Systems (DTIS) to assist departments in the position review and hiring processes for IT classes. This memorandum will outline new procedures to be followed when departments:

1. request classification of a new IT position;
2. request a special condition on a requisition for a IT position; or
3. conduct a departmental selection process for an IT position.

Assistance with departmental selection processes is not applicable to the following large departments because they have sufficient internal IT resources. However, these departments may request DTIS assistance as necessary through the Client Services Representative:

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|----------------------------|--------------------------------|
| a. Dept. of Public Health | e. Public Utilities Commission |
| b. Airport | f. Human Services Agency |
| c. MTA | g. Community College District |
| d. General Services Agency | h. Unified School District |

All other departments should follow the procedures for departmental selection processes provided in this DHR Memorandum.

Please contact your DHR Client Services representative with any questions.

Steps for requesting classification of a new IT position

1. Prepare and submit an Express Classification form, Job Analysis Questionnaire (JAQ), organization chart, or other documentation to the DHR Client Services Representative requesting classification of a position.
2. The DHR Client Services Representative will forward a copy of the documentation via email to ***DTIS-DHR-Review*** at DTIS for review and recommendation.

3. DTIS will review the documentation submitted and make a recommendation for an appropriate IT class. (Note: DTIS may request additional supporting information.) Unless an issue requires special review or attention, DTIS will provide a response to the Client Services Representative within three working days of receipt of the request.
4. The DHR Client Services Representative will consider DTIS' recommendation and make the final determination as to the appropriate classification.

Steps for requesting a special condition on a requisition for an IT position

1. Submit the justification for a special condition to the DHR Client Services Representative either by documenting such on the Special Condition Request form or by separate documentation.
2. Provide sufficient information to create a new special condition including both a clear description of the special condition and a justification that strongly substantiates the need for the special condition.
3. The DHR Client Services Representative will consult with DTIS by forwarding an email request to ***DTIS-DHR-Review*** at DTIS for review and recommendation.
4. DTIS will respond to the DHR Client Services Representative with a recommendation on the special condition request. Unless an issue requires special review or attention, DTIS will provide a response to the Client Services Representative within three working days of receipt of the request.
5. The DHR Client Services Representative will consider DTIS' recommendation in the review of the documentation submitted and approve/disapprove the special condition request.
6. Departments should conduct periodic audits of special conditions to ensure the special conditions remain appropriate to their positions.

Steps for conducting departmental selection processes

1. Request the employment register for the appropriate IT class from DHR Recruitment and Assessment Services (RAS) staff, or submit a Request to Hire form, as appropriate.
2. RAS will forward an email copy of the register or Request to Hire form to DTIS ***DTIS-DHR-Review***.
3. Canvas the register for interest, or issue PBT or PV job announcement, as approved by RAS.
4. DTIS will determine if/how they will assist the requesting department in their selection process. DTIS will contact the Department Personnel Officer (DPO) and advise them within three working days of the request. (Note: DTIS may request assistance from decentralized departments in the review of applications and/or resumes or other documents submitted by candidates to determine if they are qualified for a particular position.)
 - a. DTIS may request a list of those responding to the letter of interest or PBT or PV job announcement and work with the requesting department in the development of appropriate selection procedures.
 - b. DTIS may request information about the position to be filled including a specific description of the position, an organization chart and any other pertinent information.
 - c. DTIS may request copies of application materials from RAS staff.
 - d. DTIS may notify the hiring department if applicants are qualified for the described position.
 - e. If the requesting department does not agree with DTIS' assessment of a candidate's qualifications, this information will be referred to RAS staff for further review.
 - f. DTIS may assist departments in developing departmental selection questions and rating guidelines and may serve on, or recommend other City staff to serve on, the rating panel for the departmental selection process.
5. DTIS will notify DHR and cc the requesting department when their review of the selection process is complete.