




MEMORANDUM
DHR #04-2005

Date: February 25, 2005

To: Department Heads and Appointing Officers
Departmental Personnel Officers

From: Philip A. Ginsburg
Human Resources Director 

Subject: **"One Stop"** Appointment Processing for New Permanent Hires

I am pleased to announce the launch of **"One Stop"** Appointment Processing for new City and County of San Francisco employees, beginning Tuesday, March 1, 2005. This is the first phase of our efforts to streamline hiring of new employees. Through **"One Stop"**, new hires will now complete their health benefit and retirement enrollments and fingerprinting all at the same time – at the Department of Human Resources, 44 Gough Street. New employees will no longer have to travel to different city offices to complete their required appointment processing.

"One Stop" Appointment Processing is based on group sessions, scheduled every Tuesday and Thursday mornings. All new Permanent Civil Service (PCS) or Permanent Exempt (PEX) hires should be scheduled into a group session for processing. Representatives from the Health Services System and Retirement System will present membership and enrollment information, distribute required forms, and complete enrollments on site.

Please refer to the Guidelines for Departments, on the reverse of this memo, for detailed instructions.

"One Stop" is made possible through a collaboration with the San Francisco Employees' Retirement System and the Health Service System

Important Note: The first phase of **"One Stop"** will exclude 9163 MTA appointees, Police, Recreation & Parks, Adult Probation, Sheriff, 8238 ECD appointees, and Unified School District.

Attachment: *One Stop Appointment Processing: Guidelines for Departments*

**ONE STOP APPOINTMENT PROCESSING FOR NEW PERMANENT HIRES
DHR # 04-2005**

**ONE STOP APPOINTMENT PROCESSING
GUIDELINES FOR DEPARTMENTS**

Note: This phase will exclude 9163 MTA appointees, Police, Recreation & Parks, Adult Probation, Sheriff, 8238 ECD appointees, and Unified School District at this time.

1. Department requests for fingerprinting should continue to be sent via email (Appts.fingerprint@sfgov.org) and must include the Appointment Status and Job Code for PCS or PEX for New Hires. DHR will handle the scheduling of the groups, there will not be individual fingerprint appointment times scheduled for the appointees included in this process.
2. Department will be notified via email of the Tuesday or Thursday date scheduled for the PCS or PEX new hire processing.
3. Department will fax an advance copy of the AP form to confirm the scheduled processing date.
4. Departments are responsible for assuring that they have properly returned the Response to Certification Notice for new hire PCS Appointment requests.
5. The new hire appointees should be given a copy of the list of documents to bring to 44 Gough on the date of their One Stop Processing.
6. Appointees will check in at the DHR Front Counter at 44 Gough Street on the morning of their appointment.
7. The AP form will be signed off by SFERS and HSS for enrollments, and by DHR for fingerprinting. The original will be retained at DHR and the appointee will return a copy of the AP to your department.