



MEMORANDUM
DHR #03-2005

DATE: February 17, 2005

TO: All Appointing Officers
Department Personnel Officers

FROM: Philip A. Ginsburg
Human Resources Director

SUBJECT: **MCCP Updates and Selection Guidelines for MCCP Positions**

We are pleased to announce that the MCCP permanent examination process is in full progress. To date, 21 eligible lists in MCCP classifications have been established. The team has developed and implemented an aggressive examination plan that prioritizes examinations based on Charter limits on provisional employment, resolution of reconsideration requests, and departmental hiring requirements.

As you know, we are engaging in an ongoing review of our procedures in order to identify practices and processes for improvement. To that end, we have designed a streamlined selection process for making permanent MCCP appointments that provides added flexibility to you. This streamlined process includes two (2) basic options for appointing officers to select from when making a permanent appointment from an MCCP eligible list. The basic options are:

1. Conduct a standard selection/interview process; or
2. Request an Immediate Appointment, verifying that at least one of the following criteria has been met:
 - Completion of a review of application materials, or
 - Verification that a competitive selection process was completed at the time of provisional appointment, or
 - The incumbent has a written competent and effective performance appraisal, completed within the year preceding the date of the examination announcement.

All requests for immediate appointments of provisional incumbent that are certified by the appointing officer or their designated representative will be approved.

The new MCCP Selection Guidelines are attached to this memorandum. If you have questions on the guidelines, please contact Robert Pritchard at (415) 557-4806.

Attachment



MCCP Selection Guidelines
DHR #03-2005

By agreement with the Municipal Executives' Association (MEA), the certification rule for all MCCP eligible lists is the Rule of the List. Individuals on the eligible lists are ranked, based on an assessment of their performance in the selection process described in the examination announcement for each position.

In order for an appointing offer to make a final selection for a permanent appointment, one of the following basic options must be used:

- Option 1: A standard department selection/interview process.
- Option 2: Request an Immediate Appointment, verifying that at least one of the following criteria has been met:
- The appointing officer or designee may request to review application materials submitted to the exam analyst and make the selection based upon this review.
 - The appointing officer or designee may appoint a provisional incumbent if the department can verify that an open, competitive, selection process was previously completed at the time of the original appointment.
 - The appointing officer or designee may appoint a provisional incumbent if a written, competent and effective City and County of San Francisco Performance Appraisal was completed within the one-year period prior to the issue date of the announcement.

Please note that if you select Option 2 above, the appointing officer, or designee must complete and submit the attached REQUEST FOR IMMEDIATE APPOINTMENT form with your Department Response Form (included in the referral materials). The completed form should be returned to Mauricio Martinez, Referral Services, Department of Human Resources, 44 Gough Street, San Francisco Ca 94103. All requests received that are certified by the appointing officer or their designated representative will be processed.

It is important to remember that the Department of Human Resources has determined that the individuals on the eligible lists meet the minimum qualifications for the position. Individuals have been ranked based on the assessment process described in the job announcement. If a standard selection/interview process is utilized, departmental staff should contact their DHR Representative for additional information on selection criteria.

If special requirements such as licenses or certificates are required for the position, a copy should be obtained by the department from the applicant. The hiring manager is responsible for confirming prior experience and credentials to the extent possible given company, organization and/or legal constraints.

All verifications and background processes will continue to be the responsibility of the hiring department. In addition, all new employees must provide documentation verifying their entitlement to work in the United States.



**Gavin Newsom
Mayor**

**Philip A. Ginsburg
Human Resources Director**

REQUEST FOR IMMEDIATE APPOINTMENT

Please complete and submit this form with the Department Response Form (provided in the Referral Material Package directly to: Mauricio Martinez, Referral Services, 44 Gough Street, San Francisco, CA 94103.

I request immediate appointment of:

Name of Eligible: _____

Social Security Number: _____

Adopted MCCP Eligible List ID # _____

Based on the following criteria: (Please check one)

_____1. A review of submitted application materials has been completed.

_____2. A documented open, competitive selection process was previously completed at the time of the original appointment.

_____3. A written, competent and effective City and County of San Francisco Performance Appraisal was completed within the one-year period prior to of the announcement.

the issue date

I certify that the above criterion has been met:

Appointing Officer or Designee

Department

Date

DHR Review: _____ Date: _____