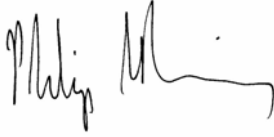




Memorandum
DHR #19-2005

Date: September 30, 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

The first phase of the "One Stop" Appointment Processing for new City and County of San Francisco employees has been completed and we are happy to announce that it has been a success. New hires have been able to complete their health benefit and retirement enrollments all at the same time and at the same place – eliminating the need for them to travel to various city offices to complete their required appointment processing.

Building on this success, we are now ready to enter a new phase. Beginning in October, we will be making the following changes:

- One Stop will be expanded to include new Permanent Civil Service (PCS) or Permanent Exempt (PEX) hires from Police (non-uniform), Recreation & Park, Adult Probation, Sheriff, and 8238 ECD appointees.
- The overall capacity for One Stop will increase to 20 new employees and we have consolidated One Stop sessions to Tuesdays only.
- We will be able to handle up to 12 employees for fingerprinting on this day.

We expect to make One Stop the standard process for all new PCS and PEX appointments.

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

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



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

One Stop Appointment Processing for New Permanent and Permanent Exempt Hires

DHR #19-2005

(Issued September 30, 2005)

**One Stop Appointment Processing
Guidelines for Departments**

1. Departments are responsible for assuring that they have properly returned the Response to Certification Notice for new hire PCS Appointment requests to the DHR Referral Unit. At the time they return the Response to Certification Notice to the Referral Unit, they should also e-mail an advance copy of the AP form (to DHR-Referral@sfgov.org) to confirm the scheduled start work date for the new hire. The AP form will be used by DHR's Support Staff to schedule the new PCS employee for the Tuesday One Stop Processing appointment.

Departments that handle the fingerprinting for their own employees will also follow this process. DHR's Support Staff will use the advance AP form to schedule the One Stop Processing date for the new employee.

The Referral Unit will only accept e-mailed AP forms from designated/authorized department staff members.

2. For PEX appointments, departments should e-mail an advance copy of the AP form to Appts.fingerprint@sfgov.org to request an appointment for the One Stop Appointment Processing.
3. Departments will be notified via e-mail of the Tuesday date scheduled for the PCS or PEX new hire processing. The departments will be responsible for notifying their new employees of this appointment date.
4. 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. It is critical that the appointees bring the required documents. Forgetting to do so can delay the processing of the employees' retirement and or health benefits.
5. The employee needs to bring with them the original AP form. It will be signed off by SFERS and HSS for enrollments and by DHR for fingerprinting (if necessary). The original will be retained at DHR and the appointee will return a copy of the AP to the department.
6. Appointees will check in at the DHR Front Counter at 44 Gough Street on the morning of their appointment.