



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR #17-2005

DATE: September 6, 2005

TO: Department Heads
Departmental Personnel Officers

FROM: Philip A. Ginsburg
Human Resources Director

SUBJECT: Implementation of Mayor Newsom's August 15, 2005 Civil Service Reform Directives

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg".

On August 15, 2005, Mayor Newsom issued a memo directing departments to begin implementation of key recommendations in six areas of our May, 2005 Civil Service Reform report. The purpose of this memo is to update you about projects planned or underway at DHR and provide guidance and resources for departments to implement these directives.

Faster Permanent Hiring / Eliminating Provisional Appointments

DHR staff is drafting proposed Civil Service Rule changes to allow departments to speed permanent hiring and reduce the number of provisional hires. These changes will be introduced to the Civil Service Commission in early October, and we hope to have a new 60-day permanent hiring program operational in early 2006.

We have also been working with the Mayor's Budget Office and Controller's Office to introduce changes in requisition approval processes that will shorten approval timelines. Our goal is to have the changes operational by early October. Departmental Personnel Officers and Chief Financial Officers will be invited to an informational session on the changes at the end of September.

Training for Supervisors and Managers

Effective immediately, the Mayor is requiring all departments under his direction to provide 24 hours of training to newly hired supervisors and managers within the first six months of employment, including training on performance planning and appraisals. To support this directive DHR will continue to offer workshops in management and supervision as part of the Key Skills for Supervisors series. Over the next few months DHR plans to add additional training staff to increase the number of workshops. Beginning October 2005 DHR will offer at least one Performance Planning and Appraisal workshop each month through the end of the fiscal year. We can also perform a special workshop for your department at your site. All workshop schedules are available at the DHR website www.sfgov.org/dhr. If you have any questions please contact Paul Van Houten, Director of Training at (415) 551-8902.

- o DHR is also continuing to offer its Sexual Harassment Prevention Workshops. Two-hour workshops will begin at 10:00 am and 1:30 pm on September 21, September 27, October 11, and October 25 in the Koret Auditorium at the Main Library. DPOs can sign up their supervisors and managers for this course by contacting Ellen Gunselman in our EEO unit via email or phone at (415) 557-4832. The schedule is also posted on our website.

- DHR has published a calendar of citywide training opportunities offered by various City departments that are open to all employees. Supervisory and management skills courses are among the options offered. Visit our website at www.sfgov.org/dhr and follow links to the Citywide Training Calendar 2005-06.
- The Municipal Executives' Association (MEA) is a member of the Institute for Management Studies (IMS), which offers monthly one-day workshops on management development topics. For additional information and a course schedule, go to www.ims-online.com/sanfrancisco. Pursuant to the MEA Memorandum of Understanding, the workshop fee is covered for MEA members until dedicated funds are exhausted. Please contact MEA Executive Director Ed Lieberman at staff@sfmea.com or (415) 989-7244 with questions. Non-MEA members may contact IMS at (916) 772-6350 for more information.
- City College offers classes in supervision and business management, including employee development and appraisal. Visit www.ccsf.edu for a course catalog.

We are developing policies and procedures to help departments track completion of supervisory and management training courses, including an option of recording training data in PeopleSoft. DHR can of course provide you with information on your employees' participation in the courses we offer. Please note that departments are expected to track and verify compliance with the Mayor's directive.

By the end of this fiscal year, DHR will provide a plan to require all newly hired supervisors and managers to complete a core training curriculum upon initial appointment and ongoing training in supervisory and management skills.

Tracking Performance Planning and Appraisals

Effective immediately, departments under the Mayor's direction have also been directed to ensure that performance planning and appraisals are completed annually for every employee, and to certify the percent completed with their next budget submission. We are aware that departments may have their own tools for tracking performance planning and appraisal meetings. The Employee Review panel in PeopleSoft offers another tool to record the date and type of meeting conducted for each employee. We will discuss this new tool at the next Department Personnel Officer meeting on September 23, 2005 and offer training to staff that you designate to perform this function shortly thereafter. As with supervisory and management training, departments are expected to track and verify compliance with the Mayor's directive.

Simplify and Revise Civil Service Rules

The Mayor has asked that Linda Richardson, President of the Civil Service Commission, and I convene a task force to simplify our four volumes of Civil Service Rules. The task force will be announced by the end of October and is directed to complete its revisions by January 1, 2007. Please contact Michelle Allersma at (415) 557-4889 if you are interested in participating.

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We will continue to keep you updated on our efforts to implement civil service system changes. Visit our website at www.sfgov.org/dhr for news and information.