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Appointment Types

Permanent Civil Service

Permanent Civil Service positions in the City & County of San Francisco may be full-time or part-time. The benefits to Permanent Civil Service positions include membership in the retirement system, health coverage on the first pay period following employment, and salary step increases based on union contract.

In general, for Permanent Civil Service positions, you will need to file an application, show that you meet the minimum qualifications as defined by the job announcement, and then go through an examination process.

Provisional Appointments

When a department needs to fill a vacancy that is covered by the civil service process, but no applicant pool of eligible employees is available, departments are allowed to hire Provisional (or temporary) employees. Provisional employees may not receive the same benefits as permanent employees and they may be "bumped" or laid off in favor of a permanent employees.

In order for a provisional appointee to be able to retained his or her job, he or she must apply to compete for a permanent civil service appointment when the job announcement is issued. They then must go through the permanent civil service job application process (explained above) in order to become a Permanent employee. Provisional employees are not guaranteed permanent selection.

Exempt (Permanent Exempt or Temporary Exempt)

A job in this category is exempt from the Permanent civil service process described above. An exemption is granted for a variety of reasons, but usually because of the level of the position (e.g., department head), because the duties are highly specialized (e.g., confidential secretary to a department head), or because the process by which the person achieved that particular classification constitutes a sufficient test (e.g., attorney, doctor).

Employees in exempt positions are appointed by department heads, commissions, or the mayor, and serve at will. Benefits are similar to permanent civil service or provisional employees. Recruitment and selection for exempt positions is the responsibility of the person/commission who has the authority to appoint the candidate to the position (e.g., if a commission or the Mayor has the authority to appoint a person as head of the department, then they are responsible for the job announcement and selection procedures used to choose the person to be employed).