Department identifies budgeted positions (from Annual Salary Ordinance)

Identify appropriate job class. Requires DHR approval. (Define job duties)

Requisition issued by department and approved by Controller, Mayor’s Office, DHR

Job analysis or job analysis revision

Issue permanent announcement

Screen applications

Administer examination

Post examination rules

Establish eligible list

Resolve appeals

Resolve appeals

Resolve appeals

Department must notify civil service eligibles (From DHR referral)

Department interviews applicants. (Certification material sent to DHR)

Appointing officer makes selection decision

Appointment processing completed by department and processed by DHR

Source: San Francisco Department of Human Resources