



## Civil Service Department

### Request for Selective Certification Form

#### **PURPOSE:**

To request a selective certification for a department.

#### **RELEVANT RULES AND REGULATIONS/POLICY:**

Civil Service Rules and Regulations Section 28:

“When a vacancy occurs in a classification composed of more than one position and an appointing authority informs the Commission, in writing, that the vacant position requires, in addition to the classification's minimum qualifications, special skills, knowledge, or abilities not required of other employees in the classification, the Commission, at its discretion, shall authorize the Executive Director to certify only the names of those on the eligible list who possess the particular skill, knowledge or ability. Authorization for certification under this section shall be granted if the Commission considers the written justification provided by the appointing authority to be satisfactory. Otherwise, certification shall be in accordance with Section 27 of these rules and regulations.”

#### **PROCESS:**

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes the request for selective certification.
  - The requesting department completes Section I of this form and Civil Service completes Section II of this form.
- Request Form emailed to Civil Service Department Executive Assistant
- Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

**SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:**

**DATE FORM COMPLETED:** 9/29/2021 **DEPARTMENT:** Technology & Innovation

**REQUISITION NUMBER:** TI21-073 **TITLE OF THE CLASSIFICATION:** Business Systems Specialist VI

**Form completed by:** An Lan Pham-Jenkins, Administrative Analyst III

**Number of vacancies to be filled by the selective certification request:** 1

**Describe the specific skills that are being requested.**

- Deep understanding of GIS technologies and best practices.
- Directly overseeing and leading the efforts of a team of GIS professionals.
- Managing GIS-related applications, datasets, and projects.
- Vendor and contract management.
- Customer experience and establishing harmonious working relationships with partner departments.
- Esri software suite (e.g. ArcGIS Server, ArcGIS Pro, ArcGIS Online, ArcSDE, Portal for ArcGIS, etc.), Python, enterprise database management systems (Oracle, PostgreSQL, or SQL Server)

**Describe the reason for the need of the specific skill.** GIS is a critical function at many City departments, including Development Services, Energy Resources, Fire, and Police. A strong supervisor is required to mentor and grow the team in order to meet the diverse needs of City departments.

**Do other employees in the work area have the requested skill?** ☐ Yes ☒ No

**How much time will the employee be required to use the skill?** 40 hours a week

**Will this replace an employee with the same skill?** ☐ Yes ☒ No

**Describe how the specific skill was assessed.** The skill will be assessed by asking questions about highly technical aspects of the job. Basic/low-level skills will be assumed, but more robust knowledge of Geographic Information Systems and the ability to oversee and lead a team of GIS professionals will be discerned by asking technical questions in the supplemental questionnaire on the application and in the selection interview.

**Was the specific skill identified on the job opportunity bulletin as a desirable qualification?** ☐ Yes ☒ No

**Will this request require a new recruitment and eligible list?** ☒ Yes ☐ No

**SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:**

☒ **Request received by Civil Service. Date Received:** 09/29/21

☒ **Requisition submitted:** ☒ Yes ☐ No

☒ **Was the specific skill identified on the job opportunity bulletin as a desirable qualification?** ☐ Yes ☒ No

☒ **Verify that specific skill was assessed (i.e. supplemental questions, examination, etc.).** Current eligible lists have been surveyed. Results did not yield candidates who have the special skills.

☒ **Will this request require a new recruitment and eligible list?** ☒ Yes ☐ No Civil Service staff is working with the Technology & Innovation and Human Resources Department to open a working title recruitment to identify and recruit for the specialized skills needed to fulfill the needs of the department.

☒ **Provide notice to requesting department to attend Civil Service Commission Meeting.**

☒ **Suggested Action:** Staff recommends approval.



## Memorandum

**Date:** October 13, 2021

**To:** Civil Service Commission

**From:** Desiree Davalos, Personnel Analyst

**Subject:** REQUEST FOR SELECTIVE CERTIFICATION – BUSINESS SYSTEMS SPECIALIST VI (GIS PROGRAM MANAGER)

Correspondence has been received from Lea Eriksen, Director of the Technology & Innovation Department, requesting the Civil Service Commission authorize the selective certification for a Business Systems Specialist with experience, knowledge, and training with software programs and technologies used in the area of Geographic Information Systems (GIS) which is a specialized discipline requiring unique education and certifications. Software programs include Esri software suite (e.g. ArcGIS Server, ArcGIS Pro, ArcGIS Online, ArcSDE, Portal for ArcGIS, etc.), Python, and enterprise database management systems (Oracle, PostgreSQL, or SQL Server). This type of GIS experience is a critical function at many City departments, including Development Services, Energy Resources, Fire, and Police. At a grade level VI, this position would also be responsible for supervising and leading a team of GIS professionals and manage vendor relationships and contracts. Staff has reviewed this request and recommends authorization of the selective certification in accordance with Article IV, Section 28 of the Civil Service Rules and Regulations and Section 2.26 of the Civil Service Commission Policies and Procedures.

### **Facts for Consideration:**

- Currently there are 6 eligible lists for Business Systems Specialist I-VII. A total of 168 candidates were placed on these eligible lists. Seven have been selected and 161 remain on the list.
  - All the current eligible lists were surveyed with a previous selective certification approved action for this and several other specialties. Candidates were invited to complete a supplemental application to provide staff with sufficient information to determine their eligibility on the selective certification.
  - Of those surveyed, staff determined there were no individuals who have the special skills required to fill this vacancy.
- Seeing that those surveyed on the current eligible lists did not provide the department with a candidate who possesses the special skills needed to fill the vacancy, Civil Service staff will



now work with the Technology & Innovation and Human Resources departments to open a working title recruitment to identify and recruit for the specialized skills needed to fulfill these vacancies.

Personnel requisition TI21-073 requesting these Business System Specialist positions were received by the Civil Service Department on October 04, 2021.

The Technology & Innovation Department has been informed that this request is on today's agenda. A department representative will be present to answer any inquiries for the Civil Service Commission.



Date: September 29, 2021

To: Civil Service Commission

From: Lea Eriksen, Director, Technology & Innovation *LE*

Subject: REQUEST FOR SELECTIVE CERTIFICATION – BUSINESS SYSTEMS  
SPECIALIST (GIS PROGRAM MANAGER)

---

The Technology and Innovation Department requests your approval for Selective Certification in the classification of Business Systems Specialist (working title Geographic Information Systems Program Manager).

Requisition TI21-073 has been submitted for approval to permanently fill one vacancy. The skills, knowledge, and abilities for this position differ significantly from the majority of the Department's other Business Systems Specialists, including but not limited to, experience, knowledge, and training related to Esri software suite (e.g. ArcGIS Server, ArcGIS Pro, ArcGIS Online, ArcSDE, Portal for ArcGIS, etc.), Python, and enterprise database management systems (Oracle, PostgreSQL, or SQL Server). These are different software programs that are used specifically in the area of Geographic Information Systems (GIS) which is a niche area in the IT field.

Therefore, selective certification is required. This request is in accordance with Article IV, Section 28 of the Civil Service Rules and Regulations. The additional specialized skills will be assessed by asking technical questions related to the position in the supplemental questions and during the selection interview.

Please contact Nicole Gross, Administrative Officer, at (562) 570-6272 if you have any questions or need additional information.

cc: Behrang Abadi, Business Information Services Bureau Manager  
Maura Ventura, Business Operations Bureau Manager  
Nicole Gross, Administrative Officer

