City and County of San Francisco

Gavin Newsom
Mayor

Department of Human Resources

Micki Callahan
Human Resources Director

M E M O R A N D U M
DHR No. 02-2009

DATE: April 15, 2009

TO: Department Heads
Departmental Personnel Officers

FROM: Micki Callahan
Human Resources Director

SUBJECT: New Preliminary Classification Submittal Process

We are pleased to announce that, as part of our civil service reform efforts, the Department of Human Resources' ("DHR") is initiating a new electronic, streamlined review process to grant preliminary approval of new and substitute positions in the FY 2009-10 budget. In order to expedite the preparation of preliminary classification approval letters for submission to the Budget Analyst and the Board of Supervisors, we ask that you prepare and submit position information for review and processing no later than April 27, 2009.

DHR's Client Services Team has developed a new electronic process for submitting your department's preliminary position documentation, with several forms now available in form fill-able and email-enabled format for easier submission. These forms can be accessed on the DHR official website at: http://www.sfgov.org/dhr (select the **"Preliminary Classification Approvals - FY 2009-10 Budget"** link under the "**Highlights**" tab). A set of instructions is also posted on this link in order to help guide you in completing and submitting the required documentation (see attachment).

Once completed, the documentation can be sent directly to DHR for review by simply selecting the "**Submit Form**" tab located at the top-right corner of the form. Upon successful transmission, the documentation will be sent directly to DHR's designated email address for receiving preliminary classification requests: FY2009-10.DHR-Annual-Prelim-Classification@sfgov.org.

We hope to provide those departments who submit the required documentation on or before April 27th with a letter of preliminary approval by May 18, 2009. This schedule will allow Client Services staff adequate time to review your complete requests, and prepare staff recommendations to the Budget Analyst well in advance of your department's scheduled Budget Hearings before the Board of Supervisors. Requests and documentation submitted after April 27th may require a longer processing time; therefore, departments are strongly encouraged to submit requests as soon as possible.

Should you have questions or need any assistance, please contact your assigned DHR Client Services analyst.