

City and County of San Francisco  
Micki Callahan  
Human Resources Director



Department of Human Resources  
*Connecting People with Purpose*  
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**MEMORANDUM**

**DATE:** September 5, 2019

**TO:** Micki Callahan  
Human Resources Director

**FROM:** Linda C. Simon  
Director, EEO and Leave Programs

**SUBJECT:** Fiscal Year 2017/2018, 2018/2019 – Annual Report on Completed Harassment Prevention Training

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In accordance with San Francisco Administrative Code Section 16.9-27 (Harassment Prevention Training and Reporting), this annual report contains the number of employees, by department, who have completed harassment prevention training. California State Assembly Bill AB1825 requires employers with 50 or more employees to provide at least 2 hours of sexual harassment prevention training to supervisors. Fiscal Year 2017/2018 was a compliance year, so all City & County of San Francisco supervisors, including those who act as leads, were required to complete the training. Additionally, as a proactive measure, some City departments required all employees to complete the training.

This report includes both supervisory and non-supervisory employees who completed the harassment prevention training in Fiscal Year 2017/2018 (Table A) and Fiscal Year 2018/2019 (Table B). Employees who took the training in Fiscal Year 2018/2019, a non-compliance year, may be new employees, new supervisors, or other individuals who may benefit from the training.

**Table A**  
**Number of Employees Who Completed Harassment Prevention Training by Department**  
**Fiscal Year 2017-2018**  
**(July 1, 2017 – June 30, 2018)**

<b>Department</b>	<b>Number of Employees</b>
Academy of Sciences	3
Administrative Services	347
Adult Probation	58
Asian Art Museum	18
Airport Commission	616
Art Commission	41
Assessor Recorder's Office	40
Board of Appeals	5
Board of Supervisors	76
Building Inspection	93
Child Support Services	68
Children & Families Commission	5
Children, Youth & Families	39
City Attorney's Office	260
Civil Service Commission	6
Controller's Office	125
District Attorney's Office	310
Economic & Workforce Development	112
Elections	41
Emergency Management	103
Employees' Retirement System	53
Environment	97
Ethics Commission	11
Fine Arts Museum	22
Fire	503
Health Service System	27
Homelessness & Supportive Housing	52
Human Rights Commission	18
Human Resources	186
Human Services Agency	676
Juvenile Probation	156
Law Library	2
Mayor	40
Municipal Transportation Agency	1,132
Planning	65
Police Accountability	40
Police	2,661

<b>Department</b>	<b>Number of Employees</b>
Port	243
Public Defender's Office	121
Public Health	2,488
Public Library	431
Public Utilities Commission	1,601
Public Works	784
Recreation & Parks	408
Redevelopment Agency	1
Rent Arbitration Board	14
Sheriff's Department	201
Status on Women	11
Technology	109
Treasurer & Tax Collector	194
War Memorial	34

**Total Employees Trained (FY 2017/2018): 14,747**

**Table B**  
**Number of Employees Who Completed Harassment Prevention Training by Department**  
**Fiscal Year 2018-2019**  
**(July 1, 2018 – June 30, 2019)**

<b>Department</b>	<b>Number of Employees</b>
Administrative Services	17
Adult Probation	1
Asian Art Museum	2
Airport Commission	3
Assessor Recorder’s Office	11
Board of Supervisors	8
Building Inspection	1
City Attorney’s Office	31
Controller’s Office	3
District Attorney’s Office	26
Economic & Workforce Development	14
Emergency Management	2
Ethics Commission	4
Fire	5
Homelessness & Supportive Housing	6
Human Rights Commission	1
Human Resources	27
Human Services Agency	55
Juvenile Probation	10
Municipal Transportation Agency	173
Planning	3
Police Accountability	4
Police	434
Port	19
Public Health	23
Public Library	32
Public Utilities Commission	28
Public Works	21
Recreation & Parks	48
Sheriff’s Department	2
Technology	10
Treasurer & Tax Collector	32

**Total Employees Trained (FY 2018/2019): 1,056**