

**SELF-CERTIFICATION OF “ELIGIBLE LIST PLACEMENT” FORM.**

Thank you for taking time to complete this self-certification form. With your responses to the inquiries below, our HR department at City College of San Francisco will be able to identify employees that may be eligible for direct transition into Permanent Civil Service (PCS). The goal is to reduce the number of temporary positions in our District.

We expect that the data gathered will support our efforts to:

1. Establish a list of Exempt employees currently placed on an active eligible list with the City and County of San Francisco.
2. Identify those employees who may be eligible for direct appointment transition –from Temporary (Exempt or Provisional) to Permanent Civil Service (PCS)- within our District.
3. Provide those employees eligible for direct transition with resources to understand the transition process.

All answers you provide on this form will be kept confidential as your information will be used only for analytical and strategical purposes by our District.

Lastly, we would like to remind you that while the District values all positions, there are diverse factors that may impact your eligibility to become Permanent Civil Service (PCS). Those factors include, but are not limited to, employee performance and budget type associated to the job position; as well as classification, working title, certification rule, duration, and applicant ranking number specified on the eligible list.

To ensure the success of this information request please provide a complete response to all the following inquiries.

1. **Your full name:** \_\_\_\_\_
2. **What’s your current job title at City College of San Francisco?**  
\_\_\_\_\_
3. **What’s your current classification number at City College of San Francisco?**  
\_\_\_\_\_
4. **Is your name currently placed on any active eligible list with City and County of San Francisco?**
  - o **Yes**
    - **If yes,**
      - **please enter the list ID number:** \_\_\_\_\_ **and**
      - **provide the rank number you achieved on the eligible list** \_\_\_\_\_
  - o **No**

Thanks for your cooperation!

If you have questions about this information request please contact Edward Tang at ehtang@ccsf.edu or at 415-452-7734.

**CITY COLLEGE OF SAN FRANCISCO**  
**Human Resources Department**  
50 Frida Kahlo Way, Bungalow 702 | SF, CA 94112

