



**CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED  
MAYOR**

**AGENDA  
Regular Meeting  
June 3, 2024**

**2:00 p.m.  
Room 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place**

**This meeting will be held in person at the location listed above. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or by calling (415) 655-0001 and entering meeting id #2664 910 7733. Instructions for providing remote public comment are below.**

**LISTEN/PUBLIC COMMENT CALL-IN  
USA is (415) 655-0001 | Access Code: #2664 910 7733  
Press # twice to listen to the meeting via audio conference  
Dial \*3 when you are ready to queue**

**LONDON N. BREED, MAYOR**

**COMMISSIONERS**

**JACQUELINE MINOR**

**President**

**KATE FAVETTI**

**Vice President**

**F.X. CROWLEY**

**VITUS LEUNG**

**ELIZABETH SALVESON**

**SANDRA ENG**

**Executive Officer**

The public is encouraged to submit comments in advance of the meeting by email at [civilservice@sfgov.org](mailto:civilservice@sfgov.org), or by voicemail message at the CSC Office main line at 628-652-1100. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record. During commission meetings use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code #2664 910 7733.

## Regular Meeting June 3, 2024

2:00 p.m.

### Agenda Language for In-Person or Partially In-Person Meetings

#### REMOTE ACCESS PROCEDURES

**Phone Number**  
**(415) 655-0001**

**Meeting ID #**  
**2664 910 7733**

- Enter the Phone Number above followed by the meeting ID = Then press #
- Press # again to be connected to the meeting (you will hear a beep)
- When you hear the beep
  - Stop and LISTEN to the meeting
  - Wait for Public Comment to be announced by Item #
- When the Clerk calls Public Comment, dial \*3 to be added to the speaker line.
- When you press \* 3, you will hear “*You have raised your hand to ask a question. Please wait to speak until the host calls on you*” – WAIT for your turn to speak.
- When you hear that “*your line has been unmuted*” – THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR PUBLIC COMMENT

#### **BEST PRACTICES**

- Call from a quiet location
- Speak slowly and clearly
- Turn down any televisions or radios around you
- Address the Commission as a whole, do not address individual Commissioners

**NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES****A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is [civilservice@sfgov.org](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/). Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

**B. Policy Requiring Written Reports**

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

**C. Policy on Written Submissions by Appellants**

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). A staff report in pdf format and one (1) copy on 8 1/2-inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

**D. Policy on Materials being Considered by the Commission**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at [www.sf.gov/CivilService](http://www.sf.gov/CivilService), and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

**E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement**

**A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.**

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

**F. Policy and Procedure on Hearing Items Out of Order**

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

**G. Procedure for Commission Hearings**

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

**H. Policy on Audio Recording of Commission Meetings**

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/).

**I. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take in-person public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended. People who have received accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

**J. Public Comment and Due Process**

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

**K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**Information on Disability Access**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, remote participation, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email [civilservice@sfgov.org](mailto:civilservice@sfgov.org) to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

**Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://www.sfgov.org/bdsupvrs/sunshine).

**San Francisco Lobbyist Ordinance**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

**ITEM NO.**

**(1) CALL TO ORDER AND ROLL CALL**

President Jacqueline P. Minor  
Vice President Kate Favetti  
Commissioner F. X. Crowley  
Commissioner Vitus Leung  
Commissioner Elizabeth Salvesson

**(2) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

**(3) APPROVAL OF MINUTES - Action Item**

Regular Meeting of May 20, 2024 – 2:00 p.m.

**Recommendation:** Adopt the Minutes.

**(4) ANNOUNCEMENTS**

Announcement of changes to the agenda.

Other announcements.

**(5) ELECTION OF OFFICERS (File No. 0106-24-1) – Action Item**

**Recommendation:** Open for discussion.

**COMMENDATIONS AGENDA**

**(6) Commendation for David “Dave” Johnson, Assistant Director of Employment Services - Recruitment and Assessment Services, Department of Human Resources, for his dedicated service to the City and County of San Francisco. (File No. 0107-24-1) – Action Item**

**Recommendation:** Accept the Commendation.

**(7) HUMAN RESOURCES DIRECTOR'S REPORT**

**(8) EXECUTIVE OFFICER'S REPORT**

**RATIFICATION AGENDA**

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(9) Review of Request for Approval of Proposed Personal Services Contracts.  
(File No. 0100-24-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
45238-23/24	Airport	\$9,000,000	The Contractor shall coordinate and manage airport/airline affairs between San Francisco International Airport ("Airport" or "SFO") and the airlines represented by the San Francisco Airline Airport Affairs Committee ("SFAAAC"). Activities include meeting and facilitating discussions with airlines and airline senior staff regarding airport/airline issues, managing SFAAAC meetings, conducting financial analysis for SFAAAC on the airlines' behalf, providing technical and operational expertise to SFAAAC and airlines on capital improvement projects, and facilitating negotiations on issues such as rates and charges to the airlines, proposed capital improvement projects and issues related to Lease and Use agreements.	Regular	06/30/2029
49604-23/24	Airport	\$50,000,000	Contractor will guide San Francisco International Airport ("Airport" or "SFO") project teams through all steps necessary to transition new construction and renovation projects from project inception through programming, construction, and into a fully operational Airport facility using the Commissioning, Activation, and Simulation (CAS) process. Contractor will plan, prepare and execute the best approach to commissioning and activating new or renovated Airport facilities, including planning and implementing simulations, developing test plans for systems commissioning, assisting with developing SFO's project requirements, and planning for aircraft test fits with use of aircraft guidance systems.	Regular	06/30/2029
47979-23/24	Department of Emergency Management	\$2,250,000	This request is to contract with San Francisco Fleet Week Association to help coordinate Fleet Week activities, which will include large-scale event production, facilitation and overall management of a multi-day set of events. The partnership with the San Francisco Fleet Week Association will sustain coordination with external private sector, non-profit and Federal Government partners, including members of the Department of Defense (U.S. Navy and Marines). This request will be for five years.	Regular	12/31/2028
40224-23/24	Human Services	\$775,000	The contractor will collaborate with HSA to conduct training in these two specific areas: (1) Training of Social Work and Related Skills focused on social work intervention skills, risk assessment and case management, deep crisis intervention, and clinically-focused field experiences. Participants will include HSA trainers and to San Francisco City employees and social workers across several departments (HSA, DPH, Dept. of Child Support, OECE) who support the Families Rising program whose mission is to disrupt the intergenerational transfer of poverty by supporting parents prenatally through kindergarten. There will be a total of 30 full training days on-site in San Francisco with up to 35 HSA staff per training session. (2) Training for Welfare Fraud Detection and Prevention Techniques to HSA staff in eligibility and welfare investigators roles. Participants will include approximately 600 SF HSA eligibility workers and 100 non-eligibility staff/investigators who administer, review, and investigate public benefits across programs. Trainings are conducted via online modules in 4-hour training session. Welfare Fraud trainings are annual compliance requirements as mandated by the State.	Regular	06/30/2028

PSC	Department	Amount	Type of Service	Type of Approval	Duration
45863-23/24	Juvenile Probation	\$900,000	The department seeks Intensive Services Foster Care (ISFC) placements, licensed by the California Department of Social Services, and associated comprehensive case management and services, for youth ordered to out of home placement, both pre- and post-adjudication, by the San Francisco Juvenile Court With a contract in place, clients will receive adequate and timely programming and services.	Regular	06/30/2027
48956-23/24	Municipal Transportation Agency	\$1,500,000	The San Francisco Municipal Transportation Agency (SFMTA) provides customers receiving parking and transit violations in the City and County of San Francisco the option to perform community service in lieu of payment of parking and transit citation fines and late penalties, subject to certain limits. Based on current enrollment, the SFMTA projects approximately 1,750 plans to be enrolled per year. The SFMTA is seeking a third-party vendor to administer this program, including managing enrollment, agreements, and oversight of community service providers; maintaining a public office within one mile of the SFMTA Customer Service Center; providing participants with information regarding community service requirements; verifying participant documentation and approving community service; providing timely electronic records to SFMTA and complying with all.	Regular	12/31/2030  <i>Any approval will be conditioned on a status report to the Commission in year 4 of the PSC.</i>
44710-23/24	Police	\$4,000,000	Contractors will provide pre-employment polygraph screening on an as-needed basis during hiring periods for entry level police officers, lateral police officers (transfers from other jurisdictions), police reserve officers, and police service aides. Polygraph examinations will cover general information about employment candidates to include employment history, prior police history, criminal activity, military service, employment theft, financial issues, gambling, internet use, illegal drug use, drinking habits and incidence of domestic violence. Contractors shall provide business sites and adequate interrogation facilities.	Regular	08/31/2030  <i>Any approval will be conditioned on a status report to the Commission in year 4 of the PSC.</i>
46421-23/24	Public Utilities Commission	\$8,000,000	Emergency Firefighting Water System (EFWS), historically referred to as the Auxiliary Water Supply System (AWSS), is an independent high pressure water supply system dedicated to fire protection. It was installed in 1913 in response to the Great Earthquake and Fire of 1906 and consists of a 135-mile-long pipeline network, a high elevation reservoir with two large capacity tanks, two pumping stations, three fireboats and underground water storage tanks (cisterns). The selected Consultant will work under the direction of the SFPUC to provide planning and engineering design services for the EFWS and City's Water Distribution System pipelines. Some assignments may require SFPUC engineering staff to be integrated into the consultant project team. The Consultant's work objective will be to perform planning and engineering design services applying all applicable codes and SFPUC Procedures and regulatory requirements/guidelines administered by the State Water Resources Control Board, Division of Drinking Water. Projects are expected to pertain to pipelines, pump stations and fireboat manifold systems.	Regular	05/06/2033  <i>Any approval will be conditioned on a status report to the Commission in year 4 of the PSC.</i>
47586-23/24	Public Utilities Commission	\$800,000	Pumping out of sewer waste from the Alameda Creek Watershed Center below-grade holding tank.	Regular	05/31/2029
41064-20/21	Airport	Current Approved Amount \$36,000,000 Increase Amount Requested \$0 New Total Amount Requested \$36,000,000	San Francisco International Airport (Airport) plans to implement upgrades to the existing Sewer Treatment Plant with components that are considered immediate needs to the plant's processes. A contracted design-build team, with knowledge and experience in sanitary waste treatment processing will design and procure the bid trade packages for the direct construction work when the design is complete. The Sewer Treatment Plant Improvements Project includes four district scopes: 1) replacement of existing headworks for primary screening; 2) replacement of existing electrical load center and motor control equipment; 3) replacement of the dewatering systems; and 4) in-kind replacement of existing process equipment. The design portion of the contracted work will be 6.5% percent of the total PSC amount.	Modification	12/31/2025

**Recommendation of the Human Resources Director:**

Adopt the report. Approve the requests for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

**REGULAR AGENDA**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting.

**(10) Salary Setting for the City and County of San Francisco Board of Supervisors for a Five (5) Year Cycle, Effective July 1, 2024, Through June 30, 2029, in Accordance with Charter Section 2.100. (File No. 0102-24-3) – Action Item**

- Recommendation:**
1. The City and County of San Francisco Board of Supervisors currently earn \$163,878 annually which is above the average annual salary for Board of Supervisor Members and City Council Members within California that are full-time.

**Therefore, the base salary for the upcoming five-year cycle will be set at their current annual salary of \$163,878 effective July 1, 2024 through June 30, 2025 for FY 2024-25; and transmit your determination to the Controller for consideration of the Fiscal Year 2024-2025 budget.**

**Or**

2. **Salary setting based on CPI-U increase:** In accordance with Charter Section 2.100, the Commission has the discretion to adjust the Board of Supervisor salary based on the CPI-U that is reported in January of each year to account for upward annual movement in the CPI-U during the prior calendar year, setting increases up to a maximum of 5%.

**Therefore, set the base salary for the five (5) year cycle effective July 1, 2024 through June 30, 2029 based on the CPI-U increase of 2.6% for FY 2024-25. The annual salary to set the five (5) year cycle commencing FY 2024-25 would be \$168,139; and transmit your determination to the Controller for consideration of the Fiscal Year 2024-2025 budget.**

**Or**

3. **Set base salary and increases comparable to the percentage wage increases as negotiated with labor organizations; and transmit your determination to the Controller for consideration of the Fiscal Year 2024-2025 budget.**

*It should be noted that the salary adjustments are an estimate, and the actual salary will be determined by Class and Compensation methodology consistent with the City's process.*



**(11) Annual Salary Adjustment (3rd) Year of 5-Year Cycle of Salary for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, And Sheriff) in Accordance with Charter Section A8.409-1 For Fiscal Year 2024-25. (File No. 0103-24-3) – Action Item**

- Action:**
1. Approve the proposed salary adjustments for Elected Officials effective July 1, 2024 for Fiscal Year 2024-2025 based on the CPI-U increase of 2.6%; and transmit your determination to the Controller for consideration of the Fiscal Year 2024-2025 budget.
- Or**
2. Approve salary adjustments for Elected Officials effective July 1, 2024 for Fiscal Year 2024-2025 based on the comparable negotiated salary increases going into effect for City employees as follows; and transmit your determination to the Controller for consideration of the Fiscal Year 2024-2025 budget.
    - Effective July 1, 2024 – 1.50% wage increase
    - Effective January 4, 2025 – 1.50% wage increase
    - Effective June 30, 2025 – 1% wage increase

**(12) Annual Certification of Benefits for Elected Officials (Including Members of The Board of Supervisors) for Fiscal Year 2024-25 of the City and County of San Francisco in Accordance with Charter Section A8.409-1. (File No. 0104-24-1) – Action Item**

**Action:** Accept the report; certify the benefits of elected officials (including Members of the Board of Supervisors) for Fiscal Year 2024-2025 in accordance with Charter Section A8.409-1 at the same level of benefits as those provided to covered employees of the Municipal Executive's Association (MEA) in effect on July 1, 2024.

**(13) Review of Personal Services Contract Number 49585-23/24 from the Department of Emergency Management – Omit Posting. (File No. 0105-24-8) – Action Item**

**Recommendation from the Department of Human Resources:**

Adopt the report. Approve the request for proposed Personal Service Contract Number 49585-23/24; Notify the Office of the Controller and the Office of Contract Administration.

**(14) Appeal by Kegang Wu of the Denial of Battery Pay as a Transit Operator (9163) with the Municipal Transportation Agency. (File No. 0058-24-3) – Action Item**

**Recommendation from the Department of Human Resources:**

Uphold the department's decision and deny Kegang Wu's request for battery pay in compliance with City policy.

**(15) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

**(16) ADJOURNMENT**