



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

**LONDON N. BREED
MAYOR**

AMENDED

**AGENDA
Regular Meeting
June 17, 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 # 2661 656 0029. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: # 2661 656 0029
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, 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 # 2661 656 0029.

Regular Meeting June 17, 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 #
2661 656 0029

- 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 and the web address is 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 (4th) 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, 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/.

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 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, or on the City's website at 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 Salveson

(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 June 3, 2024 – 2:00 p.m.

Recommendation: Adopt the Minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

Presentation on the new Personal Service Contract Database and Launch.
(File No. 0119-24-1) – Possible Action Item

Recommendation: Open for discussion.

(6) 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.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0114-24-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
41848-23/24	Police	\$500,000	The SFPD is seeking to retain a local evaluator to produce a Local Evaluation Plan (LEP) and Local Evaluation Report (LER). The LEP is a written document that describes how the project will be monitored and evaluated and shows how evaluation results will be used for project improvement and decision making. The LER will document the activities completed with the support of grant funds and the outcomes achieved.	Regular	05/30/2027
49998-23/24	Public Health	\$10,000,000	Contractor(s) will support San Francisco Department of Public Health’s Skilled Nursing Facility Locations in obtaining and sustaining compliance with state and federal regulations for skilled nursing facilities. Specifically, the selected contractor(s) will conduct, at least, quarterly site visits and act as proxies for state and federal regulators and conduct full scale regulatory evaluations to test the sustainability of regulatory compliance. Areas of focus are intended to enable the skilled nursing facility to obtain and sustain compliance with state and federal regulations for skilled nursing facilities.	Regular	12/31/2028
34188-23/24	Public Utilities Commission	\$160,000	The San Francisco Public Utilities Commission is looking to migrate its aging phone system infrastructure (supporting about 3000 users over multiple counties) to a cloud-based telephony service. The new solution will leverage AT&T Cloud services in combination with Microsoft Teams and is meant to reduce some of the cost and support complexities associated with the current Avaya on-site solutions. We are looking to procure consulting services to help us plan a successful migration to the cloud by formally managing the discovery of existing configuration, identifying needs and risk areas, developing detailed design and engineering documents, and planning the porting of numbers between on-premises and cloud environments.	Regular	12/31/2025
42240-23/24	Public Utilities Commission	\$80,000,000	The Water Capital Improvement Program - Program Management Support Services contract (“Contract”) is required to provide expertise and services both for programmatic support and project-level support. Services will be requested over the duration of the Contract by task order to support both programmatic oversight functions and project-level services. For programmatic support, the following types of services may be requested: contract management, program management plan, document management, quality management, programmatic review, long-range capital planning, adaptive management processes, triple bottom line assessments, program safety, program risk management, facilities integration, project labor relations, diversity, equity and inclusion, quality assurance and control, communications and reporting, cost estimating, change management, program deliverability, climate change, standards development and review, procedures development and review, technology transfer and training, emerging technologies review, and sustainability. At the project level, the following types of services may be requested: project planning support, project management support and coordination, special project-specific evaluations, technical advisory panels, seismic evaluations and standards, hydraulic modeling, systems engineering, value engineering, cost estimating, construction as-built drawing support, asset digitalization, operations testing, training and start-up, contracts preparation support, project close-out support, project lessons learned.	Regular	11/01/2034 <i>Any approval will be conditioned on a status report to the Commission in year 4 of the PSC.</i>

PSC	Department	Amount	Type of Service	Type of Approval	Duration
43238-19/20	Public Health	Current Approved Amount \$850,000 Increase Amount Requested \$0 New Total Amount Requested \$850,000	The contractor(s) will provide interpretation in various languages as needed for on-site interpreting, back-fill for civil service staff on extended leave, and other unanticipated absences. Services will be provided for both DPH staff and patients/clients. Interpreter(s) must be available Monday-Friday, 8:00 a.m. – 5:00 p.m. and be willing and able to provide services at Zuckerberg San Francisco General Hospital and other Department facilities, on an as-needed basis. Contractor(s) must be able to provide services in the languages needed by specific patients/clients, and to provide simultaneous interpretation, as needed.	Regular	05/06/2028

PSC	Department	Amount	Type of Service	Type of Approval	Duration
41495-20/21	Municipal Transportation Agency	Current Approved Amount \$500,000 Increase Amount Requested \$249,688 New Total Amount Requested \$749,688	(See attached 'A Concise Description of proposed Work' and A Concise Description of proposed Work – Amended 07/18/23') A General The San Francisco Municipal Transportation Agency (SFMTA or Agency) is requesting proposals from qualified firms (Proposers) to provide budget support, financial reconciliation, and procedure documentation consulting services (Services) to the Finance & Information Technology Division's Budget, Financial Projections, and Analysis Section (BFPA). The selected Contractor shall support BFPA operations by conducting analyses of operating budget sources and uses to propose budget realignments for each Agency Division, conduct financial reconciliation analysis and assist in clearing the backlog of financial analysis, and assist BFPA in developing, documenting, and refining BFPA related policies and procedures All Services are to be performed in alignment with goals and policies set by the BFPA Section. Proposers must be versed in City and County of San Francisco (City), federal and state statutes regulations governing City, federal and state funding, grants, public benefits, and government programs. Given the nature of the Services, the Proposer's Project Team should have proven subject-matter and industry best-practices expertise in governmental accounting, budgeting, human resources, payroll, and purchasing. Knowledge and experience in budget analysis and realignment methodologies and the City's Oracle PeopleSoft Financials and procurement management system (FSP) is also required. B. Background The SFMTA is responsible for the management of ground transportation in the City. The SFMTA has oversight over the Municipal Railway (Muni), the City's public transit system, as well as paratransit, bicycling, parking, pedestrians, and regulation of taxis. The Agency is organized into 11 Divisions with Fiscal Year (FY) 22-23 operating and capital budgets in the amounts of \$1.364 billion and \$543.3 million. The SFMTA operating budget is partially funded by \$189.1 million in regional, state, and federal grants. In July 2017, the City implemented an Oracle PeopleSoft financials and procurement management system. The Agency's 11 Divisions are: Chief of Staff; Office of Racial Equity and Belonging; Chief Strategy Officer; Communications, Marketing and Outreach; Finance & Technology; Government Affairs; Human Resources; Streets; Safety; Taxis, Access, and Mobility Services (TAMS), and Transit. The BFPA is responsible for preparing the operating and capital budgets on a two-year cycle; managing the budget, including position control budget entries, and capital funding allocations; preparing financial analysis to support financial reporting and strategic decision making; tracking and analyzing the Agency's physical assets to achieve and maintain a state of good repair; identifying and acquiring grants through competitive processes; and administering grants, including collaborating with funding partners, monitoring spending patterns, and financial and administrative activities related to grant close-out. A realigned budget analysis would provide staff the knowledge needed to make strategic daily decisions and prepare for and complete the FY 24-25 and FY 25-26 budget cycle. A realigned budget would reduce the day-to-day workload of the BFPA team by reducing mid-cycle budget transfers. Additionally, staff shortages due to the challenges of hiring in a post-pandemic environment have created a backlog of financial analysis and grant administration tasks, such as grant close outs. Finally, the Agency is seeking assistance in developing documentation of policies and procedures for actions such as position approval, budget adjustments, and contract approval. Documentation of such procedures is a short-term project that requires resources above existing staffing levels.	Modification	12/31/2025

			<p>Scope Change: The original scope does not need to be modified as all services continue to fall within initial categories outlined; however, there are additional sub-categories of service that will need to be provided. This includes: Within the required service area A3. "Categorization of expenditure types to actuals," the following more detailed analysis has been required: Analysis of historical and current special class labor expenditures such as attrition. Analysis and reconciliation of budget entries and reports to expected amounts. Within the required service area A8. "Preparation of reports and materials that will facilitate knowledge transfer to BFPA and Division staff," the BFPA Manager noticed that with the number of new budget staff hired into the SFMTA A, the envisioned level of documentation was not sufficient to support their learning and growth. As a result, EQ has and continues to need to provide additional personalized assistance to new BFPA staff to ensure they are learning the new budget system and processes. The following more detailed support has been and continues to be required: Preparation and delivery of budget development process training material facilitating budget knowledge transfer to new budget staff. Provision of ad-hoc knowledge transfer regarding budget processes and reports to new budget staff. Additionally, as contractor time more deeply focuses on staff training and support as well as process and procedure documentation, there are elements of the original scope that have been and will continue to be deprioritized. These include: A4 "Analysis of continuing funds to identify active projects and projects that are appropriate to close-out", A5 "Analysis of manual carry-forward to identify active projects and projects that are appropriate to close-out" B1 "Analysis of purchase order to identify purchase orders that can be closed," and B4 "Reconciliation of payroll data to budget to identify corrective action to align labor charges with budgeted positions." There are task that have since been identified as possible to be completed by staff outside of the BFPA and/or may be completed by BFPA staff following training and support by the contractor.</p>		
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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.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission 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 Consent 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 Consent Agenda.

- (8) Report Back on Personal Service Number 42697-21/22 from the Public Utilities Commission. (File No. 0117-24-8) – Action Item**

Recommendation: Accept the report. ☐

- (9) Personal Services Contract Number 2000-07/08 Modification 7 with the Department of Public Health; Conditional Approval 6-month Report Back. (File No. 0113-24-8) – Action Item**

Recommendation: Accept the report.

- (10) Follow-up Report on Personal Services Contract Number 47979-23/24 Fleet Week Coordination from the Department of Emergency Management. (File No. 0118-24-8) – Action Item**

June 3, 2024: Approved PSC# 47979-23/24 from Department of Emergency Management with the condition that the vendor provide knowledge transfer to San Francisco City and County staff with the goal of becoming in-housework. Also update the Personal Service Contract to include 0931 and 0932 Classifications and remove contractor name from scope of work.

Recommendation: Accept the report.

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.

- (11) 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**

June 3, 2024: Continued to the meeting of June 17, 2024.

Recommendation: Adopt the report; consider the salary survey in accordance with Charter Section 2.100; set the base (year 1) salary for the Board of Supervisors for the five-year cycle, July 1, 2024 through June 30, 2029; consider whether to approve cost of living adjustments for years 2 through 5 based on changes to the consumer price index during the five-year cycle; and transmit the results of the vote(s) to the Controller's Office and Mayor's Office for inclusion in the Fiscal Year 2024-2025 budget.

- (12) Appeal by Brenda Donald of Human Resources Director's finding that investigation did not substantiate Donald's allegations of discrimination and retaliation. (File No. 0073-21-6) – Action Item**

April 15, 2024: Postponed to the meeting of June 17, 2024, at the request of the appellant.

Recommendation from the Department of Human Resources:

Adopt the report, uphold the decision of the Human Resources Director and deny the appeal by Brenda Donald.

- (13) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (14) ADJOURNMENT**