



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

**LONDON N. BREED
MAYOR**

**AGENDA
Regular Meeting
August 19, 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 # 2660 545 3381. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: # 2660 545 3381
Press # twice to listen to the meeting via audio conference
Dial *3 when you are ready to queue**

LONDON N. BREED, MAYOR

COMMISSIONERS

**KATE FAVETTI
President
ELIZABETH SALVESON
Vice President
F.X. CROWLEY
VITUS LEUNG
JACQUELINE MINOR**

**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 # 2660 545 3381.

Regular Meeting August 19, 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 #
2660 545 3381

- 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). An original 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 <https://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 an 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

*** Temporary Wheelchair-accessible entrances are located on Van Ness Avenue and Grove Street. Please note the wheelchair lift at the Goodlett Place/Polk Street is temporarily not available. After multiple repairs that were followed by additional breakdowns, the wheelchair lift at the Goodlett/Polk entrance is being replaced for improved operation and reliability.**

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, 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 <https://sfethics.org/>.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

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

(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 August 5, 2024 – 2:00 p.m.

Recommendation: Adopt the Minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

Commissioner announcement of intent to sever items from the Ratification Agenda.

Commissioner announcement of intent to sever items from the Consent Agenda.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

(6) Merit System Audit Report FY 2023 – 2024. (File No. 0166-24-1) – Action Item

Recommendation: Accept the report.

(7) Civil Service Commission FY 2023 – 2024 Year End Report. (File No. 0168-24-1) – Action Item

Recommendation: Accept the 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.

**(8) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0158-24-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004138 v 0.01	Department of Emergency Management	\$800,000	DEM needs support to install, integrate, configure and test the new network and server equipment with the new CAD software/system. The PSC will provide 3rd party oversight, consulting, equipment expertise to help review configurations, advise on networking and cyber security protocols and deployment.	New	28 months
DHRPSC 0004149 v 0.01	Department of Emergency Management	\$9,000,000	In 2023, DEM, in partnership with Urban Alchemy, the organization selected through a competitive bid process, launched a pilot year of what is called the Homeless Engagement Assistance Response Team (HEART). The pilot year was extremely successful with UA/HEART responding to almost triple the volume of calls anticipated by DEM. HEART has quickly become fully integrated into SF's Department of Emergency Communication's work flow and the SF Coordinated Street Response Program (the network of all street response teams). Unique from other street response services, HEART provides "rapid response" to third party calls from the public related to concerns with the needs of people experiencing homelessness. The public submits requests through the non-emergency number and 311, requests for HEART to engage with small encampments, and people experiencing homelessness. HEART assesses for ADA compliance, assesses needs, brokers services, transports and closely coordinates with other street teams. Prior to HEART there was no, non-law-enforcement team dedicated to these calls from the public and calls could sit for long periods of time as law enforcement responded to an array of other calls involving crimes and violence. To continue to meet the services demands of the city, DEM seeks to expand the funding authority of this contract and (contingent on RFP limits) and the duration timeline as detailed above.	New	60 months
DHRPSC 0004143 v 0.01	Municipal Transportation Agency	\$30,000,000	The Train Control Upgrade Project (TCUP) is a capital project that will procure a new Communications Based Train Control (CBTC) system to replace the aging train control signal system currently installed in the Market Street Subway and expand CBTC to the surface. It will provide operations and service planning staff with the tools necessary to deliver reliable, speedy, high-frequency rail transit to, from, and within downtown San Francisco. When installed, the new CBTC system will cover the entire Muni Metro railway. The CBTC system needs to be designed and engineered to meet SFMTA's requirements and ensure safety, reliability, availability, and maintainability. After preliminary design, train control components will be installed along the Muni Metro trackway and fitted to the LRV4 light rail vehicles in a geographically phased approach. Each phase will feature detailed design and construction, with project completion expected in FY35. This contract will select a professional services consultant to provide technical assistance to the SFMTA for the duration of the project, and this contract will be extended through FY35 to support warranty. Technical consulting services are needed to support the procurement, design, engineering, contract administration, integration, construction management, deployment, and acceptance of a new CBTC system, through each planned phase. These services must be provided by a qualified professional services consultant with experience supporting public transit agencies in the procurement and delivery of specialized CBTC systems to public transit agencies.	New	120 months
DHRPSC 0004135 v 0.01	Port	\$1,000,000	This contract includes the project management and specialized engineering services for the construction of a specialized crane barge.	New	28 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004137 v 0.01	Public Utilities Commission	\$10,000,000	The San Francisco Public Utilities Commission (SFPUC) intends to award a \$150 million (\$10 million design, \$140 million construction) Design-Build (DB) Agreement to support the SFPUC's Biogas Project. The Project shall assist in the execution and delivery of SFPUC's new Biogas Utilization Project at the Southeast Treatment Plant. The scope of work consists of designing, and constructing the biogas utilization facilities at the SEP, including but not limited to, the gas cleaning and separation, product gas compressors, de-ox system (if needed to meet quality) and the thermal oxidizer (abatement device to treat the tail gas that is generated in the upgrading system before its release to the atmosphere). The facilities will be designed and constructed to take raw biogas from SEP new digesters, cleaning and upgrading it to natural gas quality, compressing and injecting the product gas into an existing PG&E natural gas pipeline (in compliance with gas rules 21 and 29, established by the CPUC). The work includes meeting or exceeding the Bay Area Quality Management District (BAAQMD) air permit requirements, and the Inflation Reduction Act (IRA) requirements, including the compliance schedule. All these elements of the work are of responsibility of one entity, the Design-Builder, and are critical for the long-term success of the project.	New	49 months
DHRPSC 0004141 v 0.01	Recreation and Park	\$1,600,000	This project is for specialty design and engineering for renovation and seismically upgrading the existing two-story Kezar Pavilion, which includes a gymnasium and an adjoining annex building that houses Park staff. The newly renovated building will be three stories, and include a recreation center with multi-purpose rooms, a new annex building and a new outdoor plaza space.	New	120 months
DHRPSC 0004136 v 0.01	Technology	\$5,000,000	Cloud Support Services is an offering that includes a comprehensive set of technical services to assist the city with any issues arising from the use of cloud computing platforms. These services encompass prioritized 24x7 problem resolution for issues encountered in the City's daily use of these products. The support team will provide root-cause analysis, technical support, and escalation management (if needed) for all reported incidents and will oversee cases until they are completely resolved. These services are provided remotely and include both phone and web-based technical support in the form of advice and guidance, as well as troubleshooting specific problems, error messages, or functionality issues. The Cloud Support Services also include service delivery management, where inquiries from City departments regarding product access, functionality, and available security upgrades will be addressed. This service will aid the city in optimizing the full capabilities of the cloud platform. The procurement of these services will be on an as-needed basis and will be available under both a Citywide Enterprise Agreement and department-specific term contracts. The support services will provide the City with technical account managers and engineers who will assist City staff in implementing cloud solutions and will work to maximize the efficiency and deployment of the cloud platform. These services require expertise and knowledge of proprietary cloud products that City staff do not possess. City employees do not have enterprise-level deployment rights, access from an architectural level, or access to source code, which are necessary to perform these functions. Additionally, there will be provisions similar to a managed program, offering the City guidance and resources for optimizing cloud usage, including cost management and architectural best practices. This program aims to ensure that the City can effectively leverage the full range of services available on the cloud platform.	New	48 months

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.

(9) Report of Future Employment Restrictions and Probationary Releases for the period of January 1, 2024 to June 30, 2024. (File No. 0165-24-1) – Action Item

Recommendation: Adopt the report.

(10) Report on Position-Based Testing. (File No. 0161-24-1) – Action Item

Recommendation: Adopt the report.

(11) Report on Provisional Appointments. (File No. 0160-24-1) – Action Item

Recommendation: Adopt the report.

(12) Report of Proportion of Appointments Exempt Under Charter Sections 10.104-1, 2, and 4 through 12. (File No. 0163-24-1) – Action Item

Recommendation: Adopt the report.

(13) Report of Expired Exempt Appointments under Charter Sections 10.104-16 through 10.104-18 for the period of January 1, 2024 to June 30, 2024. (File No. 0162-24-1) – Action Item

Recommendation: Adopt the report.

(14) Report of Exempt Appointments and Position Requests under Charter Sections 10.104- 16 through 10.104-18 for the period of January 1, 2024 to June 30, 2024. (File No. 0164-24-1) – Action Item

Recommendation: Adopt the report.

(15) Annual Report on Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Fire, Police, and Sheriff. (File No. 0159-24-1) – Action Item

Recommendation: Adopt 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.

(16) Review of Request for Approval of Personal Services Contract Number DHRPSC0004105 v 0.01 from the Airport. (File No. 0167-24-8) – Action Item

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004105 v 0.01	Airport	\$750,000	Contractor shall provide veterinary care services for working canines of the San Francisco Police Department Airport Bureau K-9 Unit at San Francisco International Airport (Airport). Services include examinations, disease prevention programs, diet and weight management services, medications, and treatment as necessary to various conditions and illnesses. 24/7 emergency and specialty care include oncology treatment, cardiology, ophthalmology, and neurology services may also be required.	New	60 months

August 5, 2024: Continued to the meeting of August 19, 2024.

Recommendation of the Human Resources Director:

Adopt the report. Approve the request for proposed Personal Services Contract Number DHRPSC0004105 v 0.01; Notify the Office of the Controller and the Office of Contract Administration.

(17) Appeal by Daymian Turner of the denial of Battery Pay as with the Municipal Transportation Agency. (File No. 0075-24-3) – Action Item

Recommendation of the Municipal Transportation Agency:

Uphold the department’s decision and deny Daymian Turner’s request for battery pay in compliance with City policy.

(18) Appeal by Tatyana Orozco of Human Resources Director’s finding that investigation did not substantiate Orozco’s allegations of harassment, discrimination, and retaliation. (File No. 0002-24-6) – Action Item

Recommendation of the Human Resources Director:

Adopt the report, uphold the decision of the Human Resources Director and deny the appeal by Tatyana Orozco.

(19) COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS

(20) ADJOURNMENT