



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

**LONDON N. BREED  
MAYOR**

**AGENDA  
Regular Meeting  
October 21, 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 911 4084. Instructions for providing remote public comment are below.**

**LISTEN/PUBLIC COMMENT CALL-IN  
USA is (415) 655-0001 | Access Code: #2661 911 4084  
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](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 #2661 911 4084.

## Regular Meeting October 21, 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 911 4084**

- 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). 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/](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 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](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 <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 October 7, 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**

**(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. 0207-24-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004306 v 0.01	Controller	\$2,500,000	Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of the State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits; develop and maintain a database of sales tax information for use by City employees, provide as-needed tax revenue enhancement services, develop a website for sales and use tax data.	New	84 months
DHRPSC 0004202 v 0.01	Public Health	\$450,000	Contractor will provide Cognitive Behavioral Therapy (CBT) trainings, post-training consultations, and case consultations to Department of Public Health (DPH) clinicians/providers with the goal of increasing the use of CBT treatment in community behavioral health settings.	New	113 months
DHRPSC 0004099 v 0.01	Human Services	\$1,700,000	In recognition that people struggling with addiction to illegal drugs often need significant support to engage in treatment successfully, HSA seeks a contractor to provide end-to-end substance use treatment support services to ensure that clients subject to Prop F requirements remain eligible for CAAP benefits. These services include administering substance use assessments, providing individualized care coordination, and monitoring client participation in treatment. Individualized care coordination will ensure that those facing greater challenges in engaging and/or remaining engaged in treatment will receive increased levels of support, including regular outreach, motivational interviewing, peer support, and accompaniment of the client to treatment.	New	24 months
DHRPSC 0004545 v 0.01	Municipal Transportation Agency	\$3,000,000	As-needed Technology Consulting services utilizing California Department of General Services Technology Digital and Data Consulting Master Service Agreement to support the Technology section's needs in various service categories as follows: Intelligent Transportation Systems Project Support, Technology Network Infrastructure Support, Data and Analytics Infrastructure Support, SharePoint Administration and Migration Support, Java / Middleware Engineer Support, Salesforce Development and Administration Support.	New	36 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004555 v 0.01	Municipal Transportation Agency	\$1,500,000	<p>The proposed work will build upon and operationalize a successful Federal Highway Administration (FHWA) Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) Proof of Concept (PoC). The ATCMTD grant was awarded in 2018 and the traffic signal PoC completed in 2021 demonstrated reductions of up to 20% in travel time and 75% in red light delay for transit across a 1-mile (10 intersections) sensor deployed corridor in the Mission Bay neighborhood, without significant traffic delay impacts for other road users. This time around there will be modifications in equipment and detection methods via different tiers of installation packages for purposes of determining scalability and viability of each tier in relation to costs, benefits, and installation and management complexity.</p> <p>Tier 1: Replacement of existing traffic detection cameras with new cameras that can identify and classify objects (cars, trucks, trains, buses, pedestrians, bicyclists). Deploy to 8-12 intersections.</p> <p>Tier 2: Augment existing traffic detection cameras with a different camera system from (1) to identify and classify objects. Deploy to 20 intersections.</p> <p>Tier 3: Utilize floating car data obtained through third party. Deploy to the remaining corridor – 50 intersections.</p>	New	18 months
DHRPSC 0004340 v 0.01	Mayor’s Office	\$4,000,000	<p>The Mayor’s Office of Housing and Community Development iteratively grows the service and expand its Salesforce data model to migrate almost all of its data into the same instance, it seeks support from an experienced custom-development Salesforce consultant, with particular strength in data model and custom solution development. The Mayor’s Office of Housing and Community Development has decades’ worth of extensive data from multiple functional areas of the department, the bulk of which exists in Microsoft Excel spreadsheets and isolated Microsoft Access databases. Staff members face challenges created by process information across multiple spreadsheets and the absence of single sources of truth for key data. Aligning data across the Mayor’s Office of Housing and Community Development divisions, with the participation of key staff, is the biggest project challenge, but the Mayor’s Office of Housing and Community Development also seeks assistance with the following:</p> <ul style="list-style-type: none"> <li>• Support for continuing DAHLIA development, as needed</li> <li>• Data model development and maintenance</li> <li>• Changes as required to accommodate data from additional areas of the department and future business requirements</li> <li>• Data migration from varied existing sources to the modified design</li> <li>• Support for new business processes and practices (including select training and reporting assistance), modified as the result of data migration</li> </ul>	New	60 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004569 v 0.01	Public Utilities Commission	\$500,000	The SFPUC is issuing this RFP for a qualified professional services Contractor to provide electric utility rate consulting services. Services provided by the Contractor shall include a full cost of service rate study for both of the SFPUC's power utilities, Hetch Hetchy Power and CleanPowerSF. The analysis shall include a review of the revenue requirements projected in SFPUC's existing financial planning models (the consultant is not expected to prepare a unique revenue sufficiency analysis, but instead evaluate existing SFPUC models and use that model as the basis of the cost of service and rate design), a cost of service analysis, and updated rate design for each power utility. In addition to the utility rates, SFPUC is seeking support with the development of new miscellaneous fees. New cost of service and rate design models developed as part of this study will be provided to SFPUC as one of the deliverables. This model should be dynamic and designed to accept new expense information from the SFPUC financial models as well as new customer billing data, allowing SFPUC staff to update independently in subsequent fiscal years. Upon completion of the analysis, the consultant shall prepare a detailed report that clearly articulates the methodology used during the rate study, detailing the steps taken, the data sources, and assumptions used to calculate the final rates and charges. Before the contract is closed, the consultant shall perform at least one training session with SFPUC staff, providing instructions and guidance for updating the cost of service and rate design models so that staff may be able to perform annual updates to rates in the subsequent years.	New	24 months

*Note: New Personal Services Contracts start date may not exceed eighteen (18) months after approval/commission meeting date.*

**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.

- (8) Appeal by Kai Wei on the decision of the Director of Transportation to deny Workers Compensation Battery Pay. (File No. 0170-24-3) – Action Item**

**Recommendation of the Municipal Transportation Director:**

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

- (9) Public Comment on all matters pertaining to Items 10, 11, 12, 13 and 14, including Public Comment on whether to hold Items 11, 12, 13, and 14 in closed session.**

- (10) Vote on whether to hold Items 11, 12, 13 and 14 in closed session. (Action Item)**



**CLOSED SESSION AGENDA**

- (11) **Appeal by Frank Manuel Corsetti of the Transportation Director’s determination that by a preponderance of the evidence that there is insufficient evidence to establish findings of violations of the SFMTA’s EEO Policy. (File No. 0149-24-6) – Action Item**

**Recommendation of the Municipal Transportation Director:**

Adopt the report. Sustain the decision of Transportation Director; deny the appeal by Frank Manuel Corsetti.

- (12) **Appeal by Peter Kreiden of the Human Resources Director’s determination to administratively close Kreiden’s complaint of harassment, retaliation, and denial of reasonable accommodation. (File No. 0196-23-6) – Action Item**

**February 5, 2024:** Postpone the hearing of the appeal to the Civil Service Commission Meeting of July 1, 2024, at the request of the appellant.

**Recommendation of the Human Resources Director:**

Adopt the report, uphold the decision of the Human Resources Director, and deny the appeal by Peter Kreiden.

- (13) **Appeal by Michael Lane of the Transportation Director’s determination that by a preponderance of the evidence that there is insufficient evidence to establish findings of violations of the SFMTA’s EEO Policy. (File No. 0149-24-6) – Action Item**

**Recommendation of the Municipal Transportation Director:**

Adopt the report. Sustain the decision of Transportation Director; deny the appeal by Michael Lane.

- (14) **Request for Hearing by Daniel W. Bryant former 7355 Truck Driver with the San Francisco Department of Public Works on their Future Employment Restriction. (File No. 0145-24-7) – Action Item**

**October 21, 2024:** Postponed to the meeting of October 21, 2024, at the request of the appellant.

**Recommendation of the Municipal Transportation Director:**

Uphold the Department of Public Works’ decision to restrict the future employment of Daniel W. Bryant with the City and County of San Francisco, amend the restriction to only positions that require driving, require 1 year of satisfactory outside employment in a position that requires driving, and deny the appeal.

- (15) **Reconvene in Open Session. Vote to elect whether to disclose any or all discussions on Items 11, 12, 13, and 14 in closed session (S.F. Admin. Code §67.12 (a)) – Action Item**

**Recommendation:** Open for discussion and vote.

- (16) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (17) **ADJOURNMENT**