



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

**LONDON N. BREED
MAYOR**

**AGENDA
Regular Meeting
November 4, 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 # 2663 683 1053. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: # 2663 683 1053
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 #2663 683 1053.

Regular Meeting November 4, 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 #
2663 683 1053

- 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 October 21, 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.

Public comment, including public comment on any additional Ratification or Consent items that the public would like severed from the agenda.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

**(6) 2025 Calendar of CSC Meeting Dates including deadlines for reports.
(File No. 0211-24-1) – Action Item**

Recommendation: Adopt the calendar.

- (7) **Commission Discussion and Potential Action with Respect to City Attorney’s Memorandum on Closed Sessions to Consider Individual Personnel Matters, including discussion of whether to develop a policy and procedure on closed session personnel matters. (File No. 0216-24-1) – Possible Action Item**

Recommendation: Open for discussion.

- (8) **Commission Discussion and Potential Action with Respect to Continuing to Allow Remote Public Comment at Commission Meetings and Reading Aloud Written Public Comment. (File No. 0215-24-1) – Possible Action Item**

Recommendation: Open for discussion.

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. 0212-24-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004712 v 0.01	Public Health	\$4,875,000	Contractor will provide occupational therapy support to children and youth who are at risk of being placed outside their homes or require a higher level of care. This includes providing occupational/vocational assessment to build narratives of client's interests, strengths, and aspirations, along with developing a personal portfolio. Each client will receive an individualized case plan that incorporates client strengths and includes specific, measurable, and realistic/attainable goals. To ensure ongoing support, clients will attend weekly individual therapy sessions. Additionally, assistance will be provided in identifying and setting personal and occupational/vocational goals with the support of an occupational therapist. Clients will receive help in finding job placements and work experience that match their interests and skills and will work closely with adult mentors. The contractor will also provide social work intervention to assist clients and their families in accessing necessary community services.	New	60 months
DHRPSC 0004256 v 0.01	Public Works	\$4,000,000	At ZSFG Building 2 Central Plant, the construction scope includes the replacement of chillers, boilers and cooling towers, including new interior main switchboard and second exit door in basement electrical room, and new exterior transformer and PG&E switchgear on slab foundation with retaining walls on site. The project also includes temporary removal and reinstallation of two separate bays of existing glazed curtainwall and steel seismic bracing, to facilitate removal and replacement of large equipment, and creation of a separate 1-hr rated chiller room within the existing boiler room, with new exit door direct to exterior.	New	60 months
DHRPSC 0004578 v 0.01	Public Works	\$5,000,000	Provide specialized services in Landscape Architecture to support Public Work's design staff on an as-needed basis. Work shall include full design consultation services for landscape architectural projects, constructability reviews of landscape projects, construction administration, and related support services.	New	84 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004741 v 0.01	Police	\$500,000	The O2X Human Performance program is designed to target areas of risk and improve occupational health outcomes within the department. Through an integrated approach, O2X focuses on reducing the risk of injury and mitigating occupational health issues in the areas of orthopedic injury, cardiac disease risk, obesity and associated health risks amplified by jobdemands. In addition, the program is designed to improve fitness and conditioning, increase readiness and resilience, and optimize performance in job-related tasks and demands. Along with on-site specialists, virtual resources included in the O2X program are able to extend the bandwidth of the on-site specialists and incorporate resources and education in the areas of nutrition and energy management, mental health, resiliency, and sleep. The O2X Human Performance targets increasing readiness, enhancing resilience, improving retention and extending career longevity for members at every department level.	New	24 months
DHRPSC 0004652 v 0.01	Sheriff	\$450,000	The current security system installed in the San Francisco County Jail Facility is proprietary. The security system's software and equipment were specifically designed and programmed for the San Francisco County Jail Facility. The proprietary security system installed at San Francisco County Jail Facility has been maintained on a "as needed" basis to maintain the systems functionality for the last few years. Following a recent malfunction of the door control panel, the Sheriff's Building Engineers and the Supervisor overseeing the Sheriff's Bureau of Buildings and Structures evaluated the overall jail security system and found that it urgently requires a Contractor to provide regular systems checks and maintenance to ensure the security cameras, control panels, locks, doors and public address system are operating properly. The contractor will include analytics and 24/7 support of the entire proprietary security control system located in County Jail #1 and County jail #2. The contractor will provide programming, technical, and service support to the Sheriff's Office by continuing to utilize the existing programming of each system currently installed. The maintenance and support will include the software, device schedules, PLC code for the HMI control stations and consoles, the CCTV and video recording equipment within the facility, the integrated door control boards, programmable logic controllers, intercoms and Paging, panic alarms, remote lighting and security management data logging computer/server software and code. The four year annual support will ensure the security system will be operational through 2026.	New	60 months
DHRPSC 0004667 v 1.01	Municipal Transportation Agency	Current Approved Amount \$2,200,000 Increase Amount Requested \$550,000 New Total Amount Requested \$2,750,000	Detailed facility and fleet assessment to address the following topics: a) maintenance facilities assessments, b) total power required at each facility, c) upgrades required to convert each of the facilities to accommodate battery electric buses, d) coordination with Pacific Gas and Electric (PG&E), San Francisco Public Utilities Commission (SFPUC), and all other stakeholders, e) review of the existing bus yard management practices and recommended best practices for operating battery electric buses out of each facility, f) schedule of cost and timeline for converting the facilities, g) proposal for a backup power solution at each facility, h) recommendation on ratio of replacement of hybrid and trolley coaches with battery electric coaches, i) options available to use the existing overhead power distribution infrastructure, j) details needed to successfully submit the California Air Resources Board's (CARB) Zero Emission Bus (ZEB) Rollout Plan.	Amendment	66 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0001783 v 1.01	Public Utilities Commission	Current Approved Amount \$300,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$2,300,000	The San Francisco Public Utilities Commission (SFPUC) is launching a Pilot Residential Green Infrastructure Grant Program and seeks to retain the services of a qualified Program Administrator to assist the SFPUC with the implementation of the Program. This new pilot Program will test new technologies on residential properties, encourage residential property owners to manage stormwater on-site, improve sewer collection system performance during wet weather, and educate San Franciscans on the collection system and stormwater management. This professional services contract will be used to fund a short-term, pilot-scale program to test a new grant administration structure and deliver a limited number of projects. The lessons learned from the results of this contract will contribute to future budgeting and staffing for the Residential Green Infrastructure Grant Program. The Program Administrator will be responsible for program administration, financial management, property owner outreach and coordination, project management, and reporting for the installation of green stormwater infrastructure facilities on residential properties in San Francisco. The Program Administrator will conduct outreach to interested homeowners and recruit them to participate in the Program through workshops, outreach collateral, and site visits. The Program Administrator will assess residential properties and support homeowners in developing applications for grant funding. The Program Administrator will issue payments to homeowners for the cost of design and construction services to build green stormwater infrastructure projects on their properties. The Program Administrator will also provide customer service, collect and manage data, and submit monthly reports on Program performance to the SFPUC.	Amendment	Increase months 45 Total months 73
DHRPSC 0004455 v 1.01	Public Utilities Commission	Current Approved Amount \$3,750,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$7,750,000	The O'Shaughnessy Dam Outlet Works Rehabilitation Project is organized into a series of individual tasks. The Consultant selected to perform the work under this contract will provide detailed design services of the following 3 tasks: 1) Access & Drainage Improvements which includes items that are related to improving safety, access, and drainage inside of O'Shaughnessy Dam; 2) Drum Gate Rehabilitation which includes items that are related to the drum gates and spillway; and 3) Rehabilitation of Bulkheads & Slide Gates and Installation of New Diversion Pipe Butterfly Valve - which includes items that are related to the existing bulkhead system (shutters), existing slide gates, and a new butterfly valve on the existing diversion pipe.	Amendment	Increase months 48 Total months 158

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.

- (10) Follow-up response on Personal Service Contract Number 49798-23/24 from the Human Services Agency. (File No. 0213-24-8) – Action Item**

Recommendation Approve scope of work under contract.

- (11) Review of Request for Approval of Proposed Personal Services Contract Number DHRPSC0004099 v 0.01 from the Human Services Agency. (File No. 0214-24-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
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

October 28, 2024: Continued PSC #DHRPSC0004099 v 0.0 from the Human Services Agency to the meeting of November 4, 2024, for the department and SEIU Local 1021 to continue the conversations on this PSC.

Recommendation from the Department of Human Resources:

Adopt the report. Approve the request for proposed Personal Services Contract #DHRPSC0004099 v 0.01; Notify the Office of the Controller and the Office of Contract Administration.

- (12) Appeal by Matthew Suhr of the Disqualification of their application for the H004 Inspector, Fire Department examination. (File No. 0174-24-4) – Action Item**

Recommendation of the Human Resources Director:

Adopt the report of the Department of Human Resources and deny the appeal by Suhr.

- (13) **Appeal by Christine Bao Tran Truong Appealing the Disqualification of Their Application for the H004 Inspector, Fire Department Examination. (File No. 0176-24-4) – Action Item**

Recommendation of the Human Resources Director:

Adopt the report of the Department of Human Resources and deny the appeal by Truong.

- (14) **Appeal by IBEW Local 6 of the Human Resources Director’s decision to deny IBEW Local 6’s request to use Certification Rule, Rule of Three Scores for the 9240 Airport Electrician Examination (CBT-9240-A00010). (File No. 0172-24-4) – Action Item**

Recommendation of the Human Resources Director:

Adopt the report and deny the appeal submitted by IBEW.

- (15) **Public Comment on all matters pertaining to Item 18 including public comment on whether to hold Item 18 in closed session.**
- (16) **Vote on whether to hold Item 17 in closed session. (Action Item)**

CLOSED SESSION AGENDA

- (17) **Performance Evaluation – Executive Officer – PERSONNEL EXCEPTION – San Francisco Administrative Code Section 67.10(b) and California Government Code Section 54957 (b)(1). (File No. 0186-24-1) – (Discussion and possible Action)**

September 16, 2024: The Commission voted not to disclose any discussions held in closed session. The Performance Evaluation is not completed.

- (18) **Reconvene in Open Session. Vote to elect whether to disclose any or all discussions on Item 17 in closed session (S.F. Admin. Code §67.12 (a)) – Action Item**

Recommendation: Open for discussion.

- (19) **COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS**

- (20) **ADJOURNMENT**