



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

**LONDON N. BREED  
MAYOR**

**AGENDA  
Regular Meeting  
November 18, 2024**

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

**This meeting will be held in person at the location listed above. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or by calling (415) 655-0001 and entering meeting id # 2664 971 8620. Instructions for providing remote public comment are below.**

**LISTEN/PUBLIC COMMENT CALL-IN  
USA is (415) 655-0001 | Access Code: # 2664 971 8620  
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. **Effective January 1, 2025, public comment received by email or voicemail at least three hours prior to the start of a meeting will be provided to the members of the Civil Service Commission and will be included in the record on the Civil Service Commission website. These public comments will no longer be read aloud at meetings.** During commission meetings, members of the public may use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code # 2664 971 8620.

## Regular Meeting November 18, 2024

2:00 p.m.

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

#### REMOTE ACCESS PROCEDURES

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

**Meeting ID #**  
**2664 971 8620**

- 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.sf.gov/civilservice/](http://www.sf.gov/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 November 4, 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**

**(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. 0219-24-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004669 v 0.01	Airport	\$6,000,000	The San Francisco International Airport ("Airport") is seeking support and maintenance for the existing Common Use Passenger Processing system that was originally installed in 2000 and later upgraded in 2007 and 2015. The Passenger Processing systems are specialized systems used solely by airports to allow airlines to share common airport resources used for passenger processing, such as passenger check-in, baggage processing, passenger boarding. The system consists of four tightly integrated core vendor-developed components: 1) virtualized Common Use application, 2) Self Service Kiosk application, 3) Resource Management application, and 4) Airport Operational Data Base. The services will also include supporting the Information Display Systems (IDS), which are used to display flight and baggage information.	New	45 months
DHRPSC 0004785 v 0.01	City Administrator	\$300,000	Contractor will act as the central point of contact between the City and the various newspapers through which City advertisements are placed. In this role, Contractor will receive and coordinate the placement of Official Advertisements, Community Outreach Advertisements and Neighborhood Outreach Advertisements with various local newspapers selected by the Board of Supervisors annually through a competitive solicitation issued by the Office of Contract Administration. Duties include: 1) Ad Placement and Distribution: Contractor will coordinate the placement of advertisements, ensuring that ads reach the desired audience in the appropriate formats and locations. 2) Billing and Payment Processing: Contractor will facilitate payment transactions between City and the newspapers. 3) Compliance and Ad Quality Control: Contractor will ensure that ads comply with City regulations and platform-specific guidelines, preventing issues like fraudulent ads or inappropriate content from being displayed.	New	84 months
DHRPSC 0004383 v 0.01	Public Health	\$4,250,000	The Department of Public Health's (DPH) Cancer Navigation Program provides patient navigation/case management services and facilitates ongoing survivor support groups. Patient Navigation/Case Management will involve multilingual Navigator staff who will work onsite to support patients newly diagnosed with cancer. Survivor Support Groups will involve organizing, publicizing and facilitating support groups, and offering education and support to patients in a group setting.	New	60 months
DHRPSC 0004792 v 0.01  <i>Postponed</i>	Public Health	\$2,240,000	The selected contractor shall pick up Laguna Honda Hospital (LHH) resident's personal laundry and apply regulatory compliant Infection Prevention and Control practices to wash, dry, fold, seal, and return all laundry back to the residents. The contractor shall do so daily, while maintaining a 48-hour turnaround time. The work must adhere to Title 22 regulatory and Infection Prevention and Control requirements and compliance standards as outlined in the contract.	New	24 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004147 v 0.01	Public Works	\$7,500,000	Perform as-needed environmental planning assessments and studies to support capital improvement projects. This includes negotiating with regulatory agencies, preparing comprehensive environmental impact reports, risk assessments, and planning documents. Services also encompass field surveys, utility location and specification gathering, and coordination with multiple regulatory bodies to ensure compliance with environmental regulations. The consultant must be capable of addressing various planning-related issues such as land use, zoning, biology, air quality, water quality, noise, historic resources, urban design, transportation, and environmental compliance monitoring. Additionally, the consultant will provide public outreach, professional consultations, and compliance monitoring to ensure adherence to mitigation measures and regulatory requirements.	New	80 months
DHRPSC 0004764 v 0.01	Municipal Transportation Agency	\$250,000	To provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency (SFMTA).	New	60 months
DHRPSC 0004436 v 0.01	Port	\$660,000	The team that is awarded this contract shall provide the following services and deliverables: <ul style="list-style-type: none"> <li>· Project Management – perform regular project management tasks including communications, budget tracking, and invoicing.</li> <li>· Monitoring of physical conditions of the gravel beach (visual assessments, photos, surveys).</li> <li>· Biological assessments and documentation of species on site, including but not limited to birds, marsh vegetation (especially the endangered species California Seablite), and oysters.</li> </ul> Annual Monitoring Reports – compile data for each calendar year into a comprehensive technical report for Port review, to be submitted to the BRITT and other stakeholders. There is a specific schedule for monitoring and reporting that will be laid out in the solicitation documents and final contract.	New	99 months
DHRPSC 0002262 v 1.01	City Administrator	Current Approved Amount \$95,800,000 Increase Amount Requested \$24,200,000 New Total Amount Requested \$120,000,000	The contractor will provide refuse collection and disposal services (recyclables, compostables, and trash) for the City and County of San Francisco departments.	Amendment	Increase months 36 Total months 120

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004801 v 1.01	Fire	Current Approved Amount \$99,000 Increase Amount Requested \$501,000 New Total Amount Requested \$600,000	Contractor shall provide fire code and administrative services for the Fire Department (FIR). Contractor shall manage the compliance reporting process for adopted fire codes and administration of fire and life safety system inspection reports as outlined in the National Fire Protection Association code for life safety systems on behalf of the FIR. Contractor shall manage the reporting of inspection reports annually. Contractor will be provided with a list of existing licensed ITMC currently used by the FIR and shall use search methods and search criteria utilization to identify new licensed ITMC. Contractor shall receive Inspection, Testing, and Maintenance reports with adherence to the current official California Code of Regulations, California Fire Codes, City of San Francisco Municipal Codes, and all other adopted local, state, and federal standards as may be applicable. Contractor shall verify Licensed ITMC contact information and license status. Contractor shall request, receive, process, record, and maintain inspection reports from licensed ITMC for fire and life safety system inspection types that include but are not limited to, the following: 1.4.1 Fire Alarm Systems; 1.4.2 Automatic Sprinkler Systems; Including but not limited to Dry Chemical Suppression Systems, Dry Pipe Sprinkler Systems, Pre-Action Systems, Deluge Sprinkler Systems, Special Suppression Systems 1.4.3 Commercial Hood/Duct Cleaning; 1.4.4 Commercial Hood Suppression System; 1.4.5 Standpipe System; 1.4.6 Active Smoke Control System	Amendment	Increase months 0 Total months 36

*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.

- (8) Public Comment on all matters pertaining to Items 10 and 11, including public comment on whether to hold Items 10 and 11 in closed session.**
- (9) Vote on whether to hold Items 10 and 11 in closed session. (Action Item)**

**CLOSED SESSION AGENDA**

- (10) Appeal by Chadwick LeDoux of Human Resources Director’s determination that the Port of San Francisco did not violate the City’s EEO Policy in denying Appellant’s request for a religious accommodation that would exempt Appellant from the City’s Vaccination Policy. (File No. 0132-24-6) – Action Item**

**Recommendation of the Human Resources Director:**

Adopt the report, uphold the decision of the Human Resources Director, and deny the appeal by Chadwick LeDoux.



- (11) **Request for a Hearing by Jason Jurow former Electrical Line Helper (7432) on their Future Employment Restrictions with the City and County of San Francisco. (File No. 0124-24-7) – Action Item**

**October 7, 2024:** Postponed to the meeting of November 18, 2024, at the request of the appellant.

**Recommendation of the Human Resources Director:**

The Department respectfully requests that the Civil Service Commission uphold the Department's decision to impose the permanent Citywide future employment restrictions on Jason Jurow and deny the appeal.

- (12) **Reconvene in Open Session. Vote to elect whether to disclose any or all discussions on Items 10 and 11 in closed session (S.F. Admin. Code §67.12 (a)) – Action Item**

**Recommendation:** Open for discussion.

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

- (14) **ADJOURNMENT**