Department Budget Submission Checklist

To be completed by: All departments.

<u>Instructions</u>: Submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

Depar	ment Name: CIVIL SERVICE COMMISSION
	X Summary of Major Changes: Completed "Form 1A: Summary of Major Changes" explaining major
	changes submitted in department's budget proposal.
	🗹 Proposed Efficiency/Reduction Savings Loaded in BPMS via Target Reports: Printed report
	from GFS Target, reports #15.40.001 & 15.40.002
	Department Budget Summary: Submission includes copy of report # 15.50.012.
	Revenue Report: Completed "Form 2A: Revenue Report." NONE
	☐ Fees & Fines: Completed "Form 2B: Fees & Fines." NONE
\$3	☐ Cost Recovery: Completed "Form 2C: Cost Recovery." NONE
	☐ Expenditure Changes: Completed "Form 3A: Expenditure Changes."
LONE	☐ Position Changes: Completed "Form 3B: Position Changes." NONE
Ho.	☐ Equipment & Fleet Requests: Completed "Form 4A: All Equipment Funded in prior budget"; "Form
	4B: New General Fund Equipment"; "Form 4C: Fleet". NONE
	☐ Minimum Compensation Ordinance: The effects of the MCO in contracting have been considered as
	part of the budget submission.
	☐ Proposition J Description, Summary, City Cost, Contract Cost: Required for all existing or new Prop.
	M Landon and 16 1 - D I - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -
r	Interdepartmental Services Balancing: Included Excel download of 15.20.012 3.b.2 IDS balancing rep
	Organizational Charts: Submission contains updated position-level organizational charts for your
	department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect
	any proposed position changes.
	☐ New Legislation: NONE
1	☐ Included draft legislation that department would like to submit with the budget; or,
DIE	☐ Draft legislation in progress at this time. A description of the proposed changes is included
	in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by
	☐ Other Requests: Submitted requests for the following items (through separate forms), if applicable:
	□ COIT
68	☐ Capital
9	
For Ch	ef Financial Officer/Budget Manager:
I have	eviewed the attached budget submission and affirm that all applicable forms checked off above are
either	ncluded in this submission or have been submitted through the proper online forums.
Full N	me:SANDRA ENG
	1. 1. 4
Signa	re: Janara

BUDGET FORM 1A: Summary of Major Changes FY 2020-21 and FY 2021-22

	FY 2020-21 and FY 2021-22
Maior Changes	CIVIL SERVICE COMMISSION
Major Changes 1. SUMMARY. What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal, and how the department proposes to fund each significant change (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in Position section below.	Department Response The department is conducting more training and investigations due to the 81% increase in complaints received while not having to increase staffing. There is a slight increase (\$1,280) in temporary salaries so the department may continue participating in the Opportunities For All Program and the Step Adjustment (\$2000.00).
2. EXPENDITURES. What expenditure changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.	The department was unable to make any reductions in the General Fund due to the following: increase (\$15,723) in real estate (rent), benefits and salaries (\$76,755 in FY21 and \$30,303 in FY22); an 81% increase in Inspection Service Requests regarding concerns of favoritism, nepotism, and fairness in the hiring process; requests to meet from all stakeholders (e.g. employees, unions, and management); and requests for training. However, the department continues to have work orders with PUC and MTA in the total amount of \$360,839.
(This should match an Audit Trail, as shown in form 3A Expenditure Changes).	
3. REVENUE. What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.	The department does not have ongoing revenue. (There is not 15.30.005 report available.)
(This should match an Audit Trail, as shown in form 2A Revenue Report).	
4. TARGET. How did the department meet its target? What are the programmatic, operational, or staffing impacts of this proposed reduction?	The department is unable to make any reductions due to the increasing need to efficiently respond to all stakeholders regarding diversity and the fairness in hiring. Reducing staff would have a hugh impact in our response to the public.
5. POSITIONS. Did the department include changes to positions or special classes? What is the overall General Fund impact? Highlight any changes related to major changes/initiatives as noted in the Summary section.	There are no changes in the positions. Due to the increase in demand for policy and rule change regarding hiring, assignments have been reprioritized without affecting public service.
(Reminder: No increases to General Fund supported FTE should be loaded in the system. Include reference numbers for all position changes).	

BUDGET FORM 1A: Summary of Major Changes FY 2020-21 and FY 2021-22

CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION
The department continues to receive workorders from PUC and MTA. There are no proposed
changes.
g o
7
The department does not seek to submit any legislation with the budget.
9 8 8 8
**
There is no existing Prop J Analyses and the department's budget does not proposed any new
contracting out of work previously done by City workers.
No
No
W 14
No, the department does not plan to apply for any fellowship program, but will be involved in
conducting training on the merit system for the 1249 HR Analyst Trainee Program. The
conducting training on the merit system for the 1249 HR Analyst Trainee Program. The
conducting training on the merit system for the 1249 HR Analyst Trainee Program. The
conducting training on the merit system for the 1249 HR Analyst Trainee Program. The
conducting training on the merit system for the 1249 HR Analyst Trainee Program. The department is planning to participate in the Opportunities For All Program.
conducting training on the merit system for the 1249 HR Analyst Trainee Program. The

1A Summary of Major Changes Page 2 of 2

Select a Report

Budget Year Snapshot Department

15.40.001 GFS Target & Non GFS Balance - Dept Detail 2021

Current CSC

CY 2020 Phase CY 2019-2020 Phase BY 2020-2021 Phase BY+1 2021-2022 BY+1 2022

15.40.001 GFS Target & Non GFS Balance Time run: 2/21/2020 10:22:20 AM

Department: CSC Civil Service Commission (General Fund Supported)

		BY Genera	al Fund Sup	ported	BY+1 Gen	eral Fund S	upported
Account Lvl 2 Code	Category	BY Base	BY DEPT+ MYR Changes	BY:MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
EXPENDITURE	Mandatory Fringe Benefits	338,458	0	338,458	340,815	0	340,815
· ·	Materials & Supplies	3,395 .	0	3,395	3,395	. 0	3,395
÷	Non-Personnel Services	35,795	0	35,795	35,795	0	35,795
	Salaries	766,318	0 -	766,318	794,264	0	794,264
	Services Of Other Depts	257,466	0	257,466	257,466	0	257,466
ties, juliania	n terrena arabatan dalam berapakan	1,401,432	0	1,401,432	1,431,735	0	1,431,735
REVENUE	Expenditure Recovery	360,839	0	360,839	360,839	0	360,839
		360,839	0	360,839	360,839	0	360,839

	Category	BY Base	BY	BY MYR	BY+1	BY+1	BY+1
		Amt	DEPT+	Proposed	Base	DEPT+	MYR
			MYR	Amt		MYR	Proposed
			Changes			Changes	Amt
GES	General Fund Support	1.040.593	0	1.040.593	1,070,896	- 0	1,070,896

General Fundament	d Support - B	/ Target vs Mayor F	roposed		General Fu	nd Support - BY+	1 Target vs Mayor Pr	oposed	
Department Reduction Target	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target	BY+1 Department Reduction Target		BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target	
(36,114)	1,004,479	1,040,593	- 36,114		(72,227)	998,669	1,070,896		72,227

Select a Report

Budget Year Snapshot Department

15.40.002 GFS Target & Non-GFS Balance - Dept Summary 2021

Current CSC

CY 2020 Phase CY 2019-2020 Phase BY 2020-2021 Phase BY+1 2021-2022 BY+1 2022

15.40.001 GFS Target & Non GFS Balance Time run: 2/21/2020 10:24:19 AM

Department: CSC Civil Service Commission (General Fund Supported)

		BY Genera	al Fund Sup	ported	BY+1 Gen	eral Fund S	Supported
Account Lvl 2 Code EXPENDITURE	Category	BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT+ MYR Changes	BY+1 MYR Proposed Amt
EXPENDITURE	Mandatory Fringe Benefits	338,458	0	338,458	340,815	0	340,815
	Materials & Supplies	3,395	0	3,395	3,395	0	3,395
	Non-Personnel Services	35,795	0	35,795	35,795	0	35,795
	Salaries	766,318	0	766,318	794,264	0	794,264
n ale tember scheid zu 1994	Services Of Other Depts	257,466	0	257,466	257,466	0	- 257,466
		1,401,432	0	1,401,432	1,431,735	0	1,431,735
REVENUE	Expenditure Recovery	360,839	0	360,839	360,839	0	360,839
		360,839	0	360,839	360,839	0	360,839

	Category	BY Base	BY	BY MYR	BY+1	BY+1	BY+1
		Amt	DEPT+	Proposed	Base	DEPT +	MYR
			MYR	Amt		MYR	Proposed
			:Changes			Changes	Amt
GFS	General Fund Support	1,040,593	0	1,040,593	1,070,896	0	1,070,896

General Fund	d Support - B	Y Target vs Mayor	Proposed		G	General Fu	nd Support - BY+	1 Target vs Mayor Pro	oposed	
Department Reduction Target	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target		BY+1 Department Reduction Target		BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target	
(36,114)	1,004,479	1,040,593	36,	114		(72,227)	998,669	1,070,896		72,227

Select a Report

Budget Year Snapshot Department

15.50.012 Department Total Budget Historical Comparison 2021

Current

CSC

CY 2020 Phase CY 2019-2020 Phase BY 2020-2021 Phase BY+1 2021-2022 BY+1 2022

Authorized Positions	2019-2020 Original Budget	2020-2021 Proposed Budget	Change From 2019-2020	2021-2022 Proposed Budget	Change From 2020-2021
Total Authorized	6.01	6.01		6.01	0
Non-Operating Positions (cap/other)					
Net Operating Positions	6.01	6.01	0.00	6.01	0.00
Sources		**		± 85	
Expenditure Recovery	360,839	360,839		360,839	
General Fund Support	975,285	1,040,593	65,308	1,070,896	30,303
Sources Total	1,336,124	1,401,432	65,308	1,431,735	30,303
Uses - Operating Expenditures			*	i. S	52 ()
Salaries	740,383	766,318	25,935	794,264	27,946
Mandatory Fringe Benefits	312,286	338,458	26,172	340,815	2,357
Non-Personnel Services	35,795	35,795		35,795	
Materials & Supplies	3,395	3,395		3,395	
Services Of Other Depts	244,265	257,466	13,201	257,466	
Uses Total	1,336,124	1,401,432	65,308	1,431,735	30,303
Uses - Division Description	*		W		
CSC Civil Service Commission	1,336,124	1,401,432	65,308	1,431,735	30,303
Uses by Division Total	1,336,124	1,401,432	65,308	1,431,735	30,303

Requester Dept	g - Perrorme - Dept	g Decoration Pair	Departme Code	ri Departmen Tris	Code Title		on Section Description			Code	Authority Triso	Project Code	Project Tide		ACTIVITY ACCENT Trile Crida	Acquest Tale	CY One Arm	BY Orig Arm	Basa And	Dept	BY Am. Mayor Proposed	Technical			Arris 1	Arre -		Ant - C Technical R	ecommended :	Ara .
CEC	ADA	CSC-ADIO	2292081	CSC CWE Service Commission				GFS 100	Arcial Acour	10000	Operating	10025690	CI CWI Service Commission	21110	CIMent betisc System Support	: GF-Purch-Mail Services	l21 210	434	0 4340	(\$4,340)	(\$4,540)	-\$4,340	(Se SAC)	(54,546)	-4340	(44.40)	(34,345)	(54,549)	(\$4,54E)	(\$4.540)
CSC	ADM	CSC-ADIV	2292001	CSC CMI Service Commission				G#S 100	Arrusi Acour Cui	1	Operang	10025690	CI GWI Eervice Commission		GI Mare: 681922 System Support	b-Purch-Reproduction	e g1792	76	2 -762	(\$747)	(3702)	-57102	(\$782)	(\$252)	-762	(S.EFZ)	(\$762)	d782)		(5)(2)
CSC	ADM	CSC-ADV	229261	DSD GMI Service Communica				GFS 100	Average Chi	1	Орентин		Envice Commission	*******	Ci sien: 561890 System Support	GF-Rent Paid To Red Estate	H (F72,569		0 -24963	1974 (950)	d314.950)	-574,903	(\$74.5 0 2)	£74.061)	-74900	(\$74,903)	(574,503)	(\$74,693)	gT±950;	(\$74.HG)
csc	CAT	CSG-CAT	221061	CSD GMI Sentos Donnession				GF6 100			Operating		CI Civil Servica Commission	1	CI Mar: 581270 System Support	GF-Gity Attamoy- Legal Service	(\$90.000	9000	00000	decases	(193,856)	-590,000	(690,000)	(500 600)	-60000	(\$96,690)	(\$10,000)	(900,000)	goon deby	(990,600)
CSC	HRD	CSC-HRD	229261	CSC CMI Senton Commission				GFS 100	Annual Annual Annuar Cut	1	Operating	10026690	CI Civil Service Commission	4	CI Merr 581470 System Support	GF-HR-Diant Sys- Rector-Assess	(\$02.24)	-2226	7 -22267	(522.257)	(522,267)	422.267	(E12.26T)	(522 257)	22267	(\$22.267)	(\$21207)	(\$22,261)	(SEC 207)	(\$22,254)
CSC	HAD	CSC-HRD	229261	CSC Ghri Exercise Commission				GFS 100	Armed Accoun	10000	Ormening	10226890	CI CM Service Commission	13	Ct Meilt 551490 System Support	G=HR-Ong Testing	(\$55,100	1) -2510	-25100	\$25,190	(#25.180)	-\$25,100	(\$25,160)	(\$26,100);	-25100	(\$26,180)	(628,100)	1925 1003	1925,00%	G25 150)
CSC	TIS	CSC-TIS	229261	CSC Chris Services Commission		T		GFS 100	OG OF Armusi Accoun	4	Operating	10025690	CI Civil Service Commission	1	Ci Memi (581146) System Support	DT Technology Projects	Si	0	0 0	50	50	80	\$0	\$0	٩	50		10	\$0	50
CSC	TIS	CSC-TIS	229061	CSC CA1 Service Commission				GFS 100			Ормина	10026600	CI Cod Service Commission	2.50	Cf Medi : 681210 System Buggart	DI Technology Infrastructure	(811)500	-6185	-12205	212,256	(312,666)	-512.396	(\$12,956;	(\$12.795)	+12395	(\$12.195)	(112.396)	IS12.3954	E 12,2454	G12.95)
CSC	TIS	CSC-TIS	229261	CSC Cod Service Commission		Ì		GFS 100	Armel Accoun	10000	Operating	10026690	CI DAI Service Commission	100000	CI Med 551326 System Support	OT Enterprise Tech Contracts	(5776	-79	B -796	(2754)	(5705)	-\$798	62562	(\$794)	-796	rimaj	jā ma	3796)	(S70E)	(5769)
cec	Tis	esc-ns	229261	CSG Civil Service Commission		T	T	GFS 100	Armusi Armusi Account		Operating	10025590	CI Cwi Service Commesse	10000	CI Meni - 581360 System Support	DT Teleconviruntations Services		-220	-2208	(\$2,50%)	(82.206)	-\$2.20	(F1.254)	(52,265)	-2208	(52.22a)	62.264)	والاشتاة	(92,204)	(\$2,006)
MILA	CSC	MIACSC	229261	CEC DAR Service Commission				GPS 100	Arrual Arrual Arrual		Operating	1003656	CI CAN Senice Commissio	911505	Citent Atonou System Support	Esp Rec Fr Public TeproprinAAD	\$160.83	6 16063	8 160534	\$160,000	. \$160,830	\$160,600	\$160,836	\$160,000	160639	\$160,820	\$160,830	\$160,839	\$160,839	\$160,639
Puc	CEC	PUC-CSC	229261	CSC CMI Service Commission				GFE sur		10000	Operating	10038650	CI CAR Service Commission	0001	CI Warts 485740 System Support	Exp Rec Fr PUC IAAO)	\$200,00	0 20000	200000	\$200,000	\$200,000	\$200,000	\$250,000	\$200.000	200000	\$200.000	\$200,000	\$200,000	\$200,000	\$270,000
***************************************				51	ennaisius	***************************************			Sna and Sou Adju	rce Tide is n retreents: I an Field - A	of equal to /	is nonin Ad rehatema: puri Lat 3 (EDWO dintere	2016 to 0	FSUP . Adjustme Work Order) . El	nts: Auto Balanco PY Industrians: Overhead COVERY', SVOS_OTI-	, Estimination	ma: Reve	enue Franc	der	7			11						(cornent)

equesting i	Performing	December	t - Deparme	nt Department Tale	Dhyalon		Section		GFSTm+	Fund	Fund Title		: Authority Title	Project	: Project Title	Armin	Activity Title				BYDE										ETY+1 Amt B		BY+1 A
ipl .	Dept	Pak	Code		Code		Cnde	Description		Code		Code		Code		Code		Code		Am)	Ant	ANE				Committee Recommended				-Mayor Proposed		committee is commended	- Board Appnre
ic i	ADN	CSC-ADM	228875	ACM Real Estate Dwiston		AEVA Promei Services		ADRI Reel Estate	Self Supporting	14300	SR Real Property	17378	Real Estate Real Property Fund	10001302	ADRE Real Estate Operations	0021	Rest Rezyeles	486240	Exp Rec Fr DMI Service (AAD)	\$72,589	74903	74903	\$74,900	\$74,903	\$74,903	\$74,900	\$74,903	14900	\$74 IKO	\$74,565		574,903	574.
sc	ADM	CSC-ADM	228080	ADM ReproMeit		ADM Internal Services	228880	Devotor ADM Reprofiles	Self Supporting	28310	REPRODUCTION	LDONO	Operatory	10003058	ADRP Repromel	0001	Repromet Operators	455240	Exp Rat Fr Cod Service (AAD)	\$6,102	5102	5102	56,102	\$6,102	\$5,102	\$5.102	\$5,162	6162	\$5,102	\$5,102	\$5,102	\$5,102	\$5,
sc	ADM	CSC-ADW	225261	CSC Call Service	-				GFS		FUND GF Aroual	10000	Operating	10026590	CI Civil Service	boes	Ct Went Bystem	681750	GF-Purch-Wall	(34,147)	-4340	-4340	34,40)	(\$4,540;	-\$4,340	(54,340)	(54,346)	-4340	(54,346)	(\$2.52))	(54,340)	(54,340)	(\$2.7
ic	ADW	CSC-ADM	229261	Commission CSC Cell Service Commission				**********	OFE	10000	Account Call GF Armind Account Call	10000	Operating	10026690	Cl Civil Service Commission	0001	Co Mem System Support	\$81R20		(\$762)	-762	-762	(\$782)	(\$742)	-5762	3762)	(\$762)	-762	(3762)	;67e2)	g1(2)	(B162)	4
IC .	ADU .	DSC-ADW	225261	CSC Ced Service Commission					OFE		GF Armusi Account Carl	10000	Operating	10026690	Cl Civil Service	0001	Ci Nem System Support	601010	SF-Jump Paid To Real	(672,585)	-74903	-74903	(674,552)	(\$74,000)	-\$74,903	d14.002)	(\$74,863)	.74503	(574.90)	(\$74,993)	(574,900)	(874,900)	\$144
sc	CAT	CSC-CAT	22(642)	CAT Cry Alterney					GF5	10000	GF Aresul Account Carl	10000	Operating	10001638	GA Legal Sentors	0001	Legal Services-	488240	Esp Rec Fr Call Service (AAD)	\$90,000	80000	90000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	90000	\$10,000	\$90,000	\$50,000	590,000	\$90,
5C	CAT	CSC-CAT	22(251	CSC Old Serves	-				GFE		BF Arnual	10000	Operating	10025690	CI Dwi Service	0001	: CI Hert System Subcort	501270	: GF-Cey Anomey- Legal Service	(590,066)	-50000	-90000	(590,060)	(\$50,500)	-590,000	(999.000)	(350.5%)	-90000	1550,0051	(\$90,000)	\$840.05-07	(69) 084)	(16-0.0
sc	HALD	CSC-HAD	229261	CSD Civil Service					GFS	10000	GF Arnual Account Citi	10000	Operang	10021690	CI Dvi Service	0001	- Ci Meit System - Support	681470		(2)2.362	-22267	-222117	1205744	(523,251)	-\$22,267	(\$22.26F)	m22.26()	-22297	(\$52,287)	(522,267)	(\$22.257)	(522,207)	(522.2
5C	неп	CSC-HRD	229261	CSC Clvl Service					GF5		GF Arrest Account Ctd	10000	Operating	10020690	CI Cost Service Commission	0001	CI Merit System	581490	GF-HR-Orug Testing	(525, 100)	-25100	-59100	[330,160]	(States)	-\$25,100	(011,63)	dester)	-25100	(1001,100)	(526,100)	(\$251(4))	(525.100)	1625,1
sc	HRD	CSC-HRD	232025	HRD Recruit Assess-	272025	HRD Recruit-Assess-			GFS	10000	GF Armyst Account CH	10000	Operator	10026742	HR Administration	0001		485240	Exp Rec Fr Ceril Service (AAO)	\$22.267	22267	22267	\$22,257	\$22-267	\$22,267	\$22,267	\$22.267	22267	\$22,267	\$22,267	\$22.207	\$22,267	\$22,
sc	HRD	CSG-HRD	232026	HRD Recruit Assess-	222025	HRD Remail-Assess-			GFS .		GF Work Order	10002	Prienteperamental-Overheau	10026742	HR Administration	0001	HR Administration	485240	Exp Rec Fr Card Service (AAO)	\$25,100	25100	25100	\$25,100	\$25,100	525 100	\$26,100	\$25,100	25100	\$25,100	\$25,100	\$25,100	\$20,100	\$25,1
SC	TE	cac-ns	207907	DT Adm Telephone Billing	203915	DT Aphenitenson	207917	DT Adm Telephone Billing	Self Supporang	(1000)	ETIF NON PROJECT CONTROLLED	10000	Oyenstrig	10024777	DT Di Operaneg Maste Project	0001	DT Operating Master Project	488240	Exp Rec Fr Chill Service (AAO)	\$2,427	2208	2206	\$2,209	\$2,298	\$2,208	\$2,208	\$2,200	2208	\$2,208	F2,208	\$2,206	\$2,208	\$2.5
sc****	Tis	csc-ns	207921	DT Adm Procurement Pass-	201918	DT Administrator	267921		Sell Supporting		STIF Annual Authority Ctrl	17608	Di Work Order Projects	1000 4810	DT HTERDEPARTMENTA SERV	Cote	EAs - Adobe -01	486240	Exp Rec Fr Carl Service (AAO)	50	٥	0	30	50	30	50	50	0	\$0	\$0	\$0	\$0	
sc	TE	CSC-YIS	207921	DT Adm Procurement Pass- Dru	207916	DT Administration	207921	DT Adm. Procurement Pass-bru	Self Supporting	28070	STIP Annual Authority Cot	17608	Di Work Order Projects	10024810			EAs - Wereselt	486240	Exp Rec Fr GMI Service (AAO)	\$775	796	790	\$790	\$796	57P0	\$796	\$756	790	STRO	Srun	\$798	\$750	
sc	TIS	CSG-71S	229261	CSC Carl Service					GFS	10000	GF Armal Account Get	10000	Cysestry	10028690	CI Cell Service	COU	CI Mert System	551140	DT Technology Projects	50	0	0	50	50	10	50	\$1	0	\$0	\$0	śn	50	
sc .	TE	CSC-NS	228261	CSC Cwil Service Commission	person.		-		GFS	10000	G= Artnal Account Cat	10000	Operating	10026690	- CI Ciril Service	COOL	CI Meet System Support	581210	DT Technology	\$115K	-11855	-12396	\$12,7%	(312.2E3)	-612,395	(\$12,295)	(852,386)	-12396	d12,376)	(\$12.36)	(\$12,30%)	(\$12,355)	(5123
SC SC	TIS	CSC-Tis	228251	CSC Cod Service			*********		GFS	10000	6= Artual	10000	Operang	10026690	: CI Ciril Service : Commission	0001	CI Meet Byston Support	581325	DT Emarprise Tech	(8775)	-796	-750	((798)	(\$740)	4796	[2756]	157901	-798	(\$750)	(åres)	3796)	(\$758)	(\$2
sc	Yes	CSC-TIS	225061	CSG Carl Service Commission					ars	10000	GF Armiel Accoved Chi	10000	Operang	10026610	CI Coré Serves Commission	toon	CI Merc System Support	501260	Telecommunications - Services	(\$2,427)	-2201	-2208	(\$2,200)	(<u>E1 508</u>)	42,201	(61.206)	(\$2,209)	-2296	(\$2,253)	(\$0,205)	(\$2,208)	(32,200)	18.23
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Organizational Chart

Civil Service Commission (6 FTE total)

RULES AND POLICY APPEALS BOARD FOR THE CITY'S MERIT SYSTEM

- Establish, ensure and maintain an equitable merit system for public service for the citizens of San Francisco
- Set the standard for excellence in personnel management through an effective, fair, and modern system that recognizes and builds on the diversity, skills and dedication of public employees
- Provide the best-qualified candidates for public service in a timely and cost-effective manner.

Executive Director (1 FTE) Currently Vacant 0961 Department Head I

Department Head - manages department's operations and activities, that includes Appeals, Rules Policies and Administration, Merit System Review/Audit and Employee Relations Ordinance Administration; Secretary to the Commission - prepares, records, carries out rulings and decision; Reports on operation of civil service merit system; Prepares budget and maintains control of expenditures.

1244 Senior Human Resources Analyst (1 FTE)

Conducts merit system audits, prepares related analysis and reports results to EO and the Civil Service Commission; investigates and responds to Inspection service requests; conducts salary surveys to set the wages and benefits of elected officials and the Board of Supervisors; prepares staff reports for the CSC, memorandum, letters and other documents; administers all aspects of the Employee Relations Ordinance, investigates charges of unfair labor practice involving peace officers; researches historical records, and related duties; performs surveys and analysis of human resources and personnel projects under the jurisdiction of the CSC; advises representatives of departments

Deputy Director (1 FTE) 0951 Deputy Director I

In absence of the Director, acts as Secretary to the Commission and Acting Department Head; Manages day-to-day administrative office functions; Conducts meetings on labor discussions and policy or Rule changes; Monitors merit system issues and meets with employees, managers, employee organizations, and the public; Oversees inspection service requests and findings; Analyzes data and information from investigations, appeals, and reports; Proposes Rule and policy changes to the Director, Prepares budget requests and oversees expenses; Prepares staff reports for the CSC; Advises on Rules, policies, procedures of CSC; Administers appeals to CSC; Conducts training on the appeals process and the merit system; Presents budget and merit system matters to the Commission; Responds to records requests from other departments and the public; and Manages Department's website design and maintenance; and duties as assigned by EO.

1241 Human Resources Analyst (1 FTE)

Answers and responds to inquiries on the City's merit system and Civil Service Commission rules, policies, procedures; Conducts Inspection Service Requests and responds to public record and administrative record requests; Processes CSC actions; liaison and contact source on appeals and request for hearings; reviews reports to determine status and proper processing procedures; creates and maintains data base files of Commission actions and appeal decisions; assists in developing new procedures for appeals and with research projects; Assists in departmental merit system audits; monitors processing of appeals, processes separation documents for final administrative action and documents that reflect final Commission action and maintaining card files: assists in ERO functions; prepares Commission documents for meetings; and entering, researching and retrieving records related to Commission business and actions.

Rules, Personnel & Office Coordinator (1 FTE) 1203 Personnel Clerk

Prepares memos for the Executive Director, Annual Reports; Organizes, complies materials for appeal hearings; Prepares notices, agenda and materials for the CSC Meetings - both open and closed and training and classes conducted by the Executive Director; Updates and maintains the CSC website; Maintains, manages and updates four volumes of Civil Service Commission Rule Books in both print and electronic files; Maintains and updates CSC policies and procedures on the CSC website and in distribution; Prepares commendations; Performs general administrative work, filing, copying, mailing(s), taking inventory, and ordering materials and supplies; Prepares documents and processes personnel requisitions, appointments, separations and other employment transactions; Maintains CSC department position control; Prepares and processes payroll for CSC department; Scheduling appointments and arranging meeting rooms; Perform other duties as required of the CSC.

Administrative Staff Assistant (1 FTE) 1426 Senior Clerk Typist

Performs journey-level administrative clerical work; Maintains knowledge about the Rules and appeals process enable to respond to requests for information or referrals; Processes appeal acknowledgement and final administrative actions; Prepares forms, letters and memoranda; Performs receptionist functions; Performs and maintains correspondence/mail flow duties; Files general office materials and documents and performs photocopying; Utilizes the document management system to maintain correspondence and meeting material; Maintains job announcement files; Picks up and drop off materials from city departments (paychecks); Purchases needed items for Commission and other meetings; and Maintain database as assigned.