



# CIVIL SERVICE COMMISSION

## CITY AND COUNTY OF SAN FRANCISCO

*Amended*

Date: October 3, 2022

To: Civil Service Commission

From: Sandra Eng  
Executive Officer

Subject: **Civil Service Commission Priority Goals and Objectives  
for Fiscal Year 2022-23**

### **Background**

At the Special Meeting of August 31, 2022, the Civil Service Commission directed the Executive Officer to prepare the Priority Goals and Objectives for Fiscal Year 2022-23 in a simplified format.

- ❖ Rule Amendment Proposals
  - Evaluate hiring barriers by meeting with stakeholders (e.g. hiring managers, human resources staff, employee organizations);
  - Review and Propose Amendments to Rules, policies, and procedures
  - Rule Series 005 Meetings and Hearings of the Commission – include e-mail date
  - Rule 110 Examination Announcements and Applicants – Qualifications of Applicants (Peace Officers)
  - Rule 110 and 410 Examination Announcements and Applicants – Promotive Applicants (In the effort to expedite hiring and expanding racial equity, this will allow the Department of Human Resources to provide promotive points for 1040 hours of continuous service in any position - permanent, temporary, provisional, and exempt.)
  - Rule 410 Examination Announcement and Applicants – Approval required for acceptance of non-contemporaneous documentation
- ❖ Policy Amendment Proposals
  - Policy and Procedures on Personal Service Contracts
  - Policy on Future Employment Restrictions – to reconsider the ability to remove permanent citywide bans
  - Policy and Procedures on Exempt Appointments
- ❖ Procedures
  - Prepare a Calendar of Reports to Remind Departments of Due Dates (e.g. De-identification; Exempt Hiring in Categories 16-18, Position Based-Testing);
  - Hearing of Equal Employment Opportunity Appeals
  - Establish Procedures for Hearing of Appeals Pending Grievances, Arbitration or Litigation
  - Updating Procedures for Appeal Submissions and Preparing Staff Reports in Response to Appeals
    - Reduce backlog on appeals; obtain monthly updates on the status of pending appeals from each department or schedule future meeting dates

- Set up a timeline to complete inspection service requests within 60 days to reach our goal of 70%; maintain a bi-weekly log to follow-up with departments if they are unable to meet deadlines
  
- ❖ Website
  - User friendly with a new platform
  - Frequently Asked Questions page (direct public to Rules or policies)
  - Create the ability to submit appeals online
  
- ❖ Racial Equity Action Plan
  - In collaboration with the Office of Racial Equity, Department of Human Resources, and the Municipal Transportation Agency,
  - Establish resources and provide training to assist departments in moving forward with their Racial Equity Action Plans
  - Continue meeting with the working groups/committees established by the Office of Racial Equity
  - Participate in Racial Equity Conferences/workshops conducted by other departments
  
- ❖ Training
  - Preparing and Presenting Staff Reports to the Commission
  - Appealable Matters to the Commission
  - Merit System for Hiring Managers
  - Responding to Inspection Service Requests
  - Conferences for staff development and growth

**Recommendation:** Adopt the report.