



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

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

May 4, 2023

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: 1) ANNUAL SALARY ADJUSTMENT (5th) YEAR OF 5-YEAR CYCLE OF SALARY OF MEMBER, BOARD OF SUPERVISORS IN ACCORDANCE WITH CHARTER SECTION 2.100 FOR FISCAL YEAR 2023-24 AND, ANNUAL SALARY ADJUSTMENT (2nd) YEAR OF 5-YEAR CYCLE OF SALARY FOR ELECTED OFFICIALS (MAYOR, CITY ATTORNEY, DISTRICT ATTORNEY, PUBLIC DEFENDER, ASSESSOR-RECORDER, TREASURER, AND SHERIFF) IN ACCORDANCE WITH CHARTER SECTION A8.409-1 FOR FISCAL YEARS 2023-24.

2) ANNUAL CERTIFICATION OF BENEFITS OF ELECTED OFFICIALS (INCLUDING MEMBERS OF THE BOARD OF SUPERVISORS) FOR FISCAL YEAR 2023-24 OF THE CITY AND COUNTY OF SAN FRANCISCO IN ACCORDANCE WITH CHARTER SECTION A8.409-1.

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **May 15, 2023, at 2:00 p.m.**

This item will appear on the Regular Agenda. Please refer to the attached notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is recommended. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Notice of Meeting BOS & EO Salary Adjustments and Benefit Certification

May 4, 2023

Page 2

Cc: The Honorable London N. Breed, Mayor
The Honorable Manohar P. Raju, Public Defender
The Honorable Jose Cisneros, Treasurer - Tax Collector
The Honorable Brooke Jenkins, District Attorney
The Honorable Paul M. Miyamoto, Sheriff
The Honorable David Chiu, City Attorney
The Honorable Joaquin Torres, Assessor - Recorder
The Honorable Shamann Walton, Member Board of Supervisors
The Honorable Connie Chan, Member Board of Supervisors
The Honorable Catherine Stefani, Member Board of Supervisors
The Honorable Aaron Peskin, President Board of Supervisors
The Honorable Matt Dorsey, Member Board of Supervisors
The Honorable Dean Preston, Member Board of Supervisors
The Honorable Joel Engardio, Member Board of Supervisors
The Honorable Myrna Melgar, Member Board of Supervisors
The Honorable Rafael Mandelman, Member Board of Supervisors
The Honorable Hillary Ronen, Member Board of Supervisors
The Honorable Ahsha Safai, Member Board of Supervisors
Angela Calvillo, Clerk, Board of Supervisors
Carol Isen, Human Resources Director
Steve Ponder, Director of Classification and Compensation
Ben Rosenfield, Controller
Risa Sandler, Controller's Office, Budget, and Analysis Division
Christie Beetz, Director, PPSD
Alison Romano, Chief Executive Officer, San Francisco Retirement Service
Abbie Yant, Executive Director, Health Service System
Sandra Eng, Executive Officer, Civil Service Commission
Commission File
Commissioners' Binder
Chron

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 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.

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

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: soff@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/>.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

London N Breed

Mayor

Date: May 15, 2023

To: Civil Service Commission

From: Luz Morganti
Senior Human Resources Analyst

Through: Sandra Eng
Executive Officer

Subject: **Annual Salary Wage Adjustment (5th year of 5-year cycle) for Member, Board of Supervisors in accordance with Charter Section 2.100; Annual Salary Wage Adjustment for Elected Officials (2nd year of 5-year cycle) for (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) in accordance with Charter Section A8.409-1 for Fiscal Year 2023-2024 Budget.**

I. Civil Service Commission Authority - Salary Setting and Annual Salary Adjustment for Member, Board of Supervisors

Board of Supervisors Salary Setting: Charter Section 2.100 Composition and Salary

Charter Section 2.100 - Composition and Salary directs that the Civil Service Commission shall set the Supervisors' salary once every five years.

Board of Supervisors Salary Adjustment: Commission Action of May 20, 2019

At its meeting on May 20, 2019, the Commission approved for San Francisco Member, Board of Supervisors a salary increase of 12% effective July 1, 2019. This set the base salary for the five-year cycle at **\$140,148 effective July 1, 2019 for Fiscal Years July 1, 2019 through June 30, 2024. Fiscal Year 2023-2024 is the fifth (5th) year of this 5-year cycle.**

The Commissioners also approved for the 2nd and 3rd years that the Board of Supervisors will receive a salary increase of 3.5% each July 1st. The increase for the 4th and 5th years would continue to be based on the **Annual Average CPI-U** but not to exceed 5% in either year.

II. Civil Service Commission Authority - Salary Setting and Annual Salary Adjustment for Elected Officials

Elected Officials Salary Setting: Charter Section A8.409-1 Employees Covered

Charter Section A8.409-1 states in part, "...The Commission shall conduct a salary survey of the offices of chief executive officer, county counsel, district attorney, public defender, assessor-recorder, treasurer, and sheriff, in the counties of Alameda, Contra Costa, Marin, San Mateo, and Santa Clara. The Commission shall then average the salaries for each of those offices to determine respectively the base five-year salaries for the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff..."

The Charter states, "For the second, third, fourth, and fifth years of the period for which any base five-year salary has been set, the Commission shall annually adjust the respective salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff, to account for upward annual movement in the Consumer Price Index during the prior calendar year; provided, that whenever the upward movement in the Consumer Price Index during the prior calendar year exceeds 5%, the cost-of-living adjustment shall not be the actual increase in the Consumer Price Index for the prior calendar year but instead shall be 5%. The annual cost-of-living adjustment shall take effect July 1 of the second, third, fourth, and fifth years of the period for which the base five-year salary has been set."

Elected Officials Annual Salary Adjustment: Commission Action of May 16, 2022

In accordance with Charter Section A8.409-1, at its meeting of May 16, 2022, the Civil Service Commission certified the base salary for Elected Officials for the five (5) year cycle effective July 1, 2022, through June 30, 2027, effective Fiscal Year 2022 -2023. **Fiscal Year 2023-2024 is the second (2nd) year of this five (5) year cycle.**

III. Consumer Price Index

The annual CPI-U (Consumer Price Index – All Urban Consumers) issued by the Bureau of Labor Statistics comparing the CPI-U change in December 2022 to the previous CPI-U in December 2021 is a **4.9%** increase in the CPI-U. Therefore, in accordance with Charter Section 2.100; and Charter Section A8.409-1 the Commission may increase salaries by **4.9%** effective July 1, 2023 for members of the Board of Supervisors and Elected Officials for Fiscal Year 2023-2024.

IV. Annual Salary Adjustment

Fiscal Year 2023-2024 Recommended/Adjusted Annual Salary for Member, Board of Supervisors

The recommended Fiscal Year 2023-2024 annual salary based on the **4.9%** CPI-U (increase) change for Members of the Board of Supervisors is:

Salary of Member, Board of Supervisors Fiscal Year July 1, 2023 to June 30, 2024			
Class/Title	FY 2022-2023 Certified Salary	\$ Increase Based on CPI-U 4.9% Change	FY 2023-2024 Annual Salary (includes 4.9% increase)
0720 Member, Board of Supervisors	\$156,442	\$7,666	\$164,108

It should be noted that this is an estimate, and the actual salary will be determined by Class and Compensation methodology consistent with the City's process.

Fiscal Year 2023-2024 Recommended/Adjusted Annual Salary for Elected Officials

The recommended Fiscal Year 2023-2024 annual salary based on the **4.9%** CPI-U (increase) change for Elected Officials is:

Salaries for Elected Officials Fiscal Year July 1, 2023 to June 30, 2024			
Class/Title	FY 2022-23 Certified (Base) Salary	4.9 % Increase Based on CPI-U Change	FY 2023-24 Salary (includes 4.9 % increase)
4290 Assessor-Recorder	\$235,534	\$11,541	\$247,075
8197 City Attorney	\$294,736	\$14,442	\$309,178
8198 District Attorney	\$331,032	\$16,221	\$347,253
1190 Mayor	\$357,084	\$17,497	\$374,581
8196 Public Defender	\$271,102	\$13,284	\$284,386
4390 Treasurer	\$213,928	\$10,482	\$224,410
8350 Sheriff	\$291,746	\$14,296	\$306,042

It should be noted that this is an estimate, and the actual salary will be determined by Class and Compensation methodology consistent with the City's process.

Recommendation: Approve the proposed salary adjustments for Members of the Board of Supervisors and Elected Officials effective July 1, 2023 for Fiscal Year 2023-2024;

And

Transmit your determination to the Controller.
for consideration of the Fiscal Year 2023-2024 budget.

Attachment: Bureau of Labor Statistics – CPI-U 12 Month Percent Change

cc: The Honorable London N. Breed, Mayor
The Honorable Manohar P. Raju, Public Defender
The Honorable Jose Cisneros, Treasurer - Tax Collector
The Honorable Brooke Jenkins, District Attorney
The Honorable Paul M. Miyamoto, Sheriff
The Honorable David Chiu, City Attorney
The Honorable Joaquin Torres, Assessor - Recorder
The Honorable Shamann Walton, Member Board of Supervisors
The Honorable Connie Chan, Member Board of Supervisors
The Honorable Catherine Stefani, Member Board of Supervisors
The Honorable Aaron Peskin, President Board of Supervisors
The Honorable Matt Dorsey, Member Board of Supervisors
The Honorable Dean Preston, Member Board of Supervisors
The Honorable Joel Engardio, Member Board of Supervisors
The Honorable Myrna Melgar, Member Board of Supervisors
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Alison Romano, Chief Executive Officer, San Francisco Retirement Service
Abbie Yant, Executive Director, Health Service System
Sandra Eng, Executive Officer, Civil Service Commission

Databases, Tables & Calculators by Subject

Change Output Options: From: 2021 To: 2022 include graphs include annual averages [More Formatting Options](#)

Data extracted on: January 25, 2023 (1:14:37 PM)

CPI for All Urban Consumers (CPI-U)

Series Id: CUURS49BSA0
Not Seasonally Adjusted
Series Title: All items in San Francisco-Oakland-Hayward, CA, all urban consumers, not seasonally adjusted
Area: San Francisco-Oakland-Hayward, CA
Item: All items
Base Period: 1982-84=100

Download: [xlsx](#)

Year	Dec
2021	315.805
2022	331.222

12-Month Percent Change

Series Id: CUURS49BSA0
Not Seasonally Adjusted
Series Title: All items in San Francisco-Oakland-Hayward, CA, all urban consumers, not seasonally adjusted
Area: San Francisco-Oakland-Hayward, CA
Item: All items
Base Period: 1982-84=100

Download: [xlsx](#)

Year	Dec
2021	4.2
2022	4.9