



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

**LONDON N. BREED
MAYOR**

Date: October 2, 2023

To: Civil Service Commission

From: Sandra Eng
Executive Officer

Subject: **Civil Service Commission Priority Goals and Objectives for
Fiscal Year 2023-24**

- Rule Amendment Proposals
 - Evaluate hiring barriers by meeting with stakeholders (e.g. human resources staff, hiring managers, employee organizations) with a commitment to removing barriers to expedite hiring with a focus on equity
 - Delete rules that have expired or are no longer applicable (e.g. X24 Apprenticeship Program, Rule 112 Article IV Redevelopment. Rule 112 Article V Office of Community Investment and Infrastructure)
 - Rule Series 022 Employee Separation Procedures – provide clarification that this rule may be superseded by a collective bargaining agreement for those employees subject to Charter Section 8.409 except for future employment restriction matters
 - 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
- Procedures
 - Hearing of Equal Employment Opportunity Appeals
 - Establishing a database for appeals with the ability to sort by different categories such as dates received, dates scheduled, pending grievances, litigation, arbitration, settlement agreements
 - Establishing a database for inspection service requests with the ability to sort by different categories such as department, subject matter, dates received, duration of inspection
- Website
 - Add Frequently Asked Questions
 - Create the ability to submit appeals online
- Racial Equity Action Plan
 - Collaborate with the Office of Racial Equity and other racial equity leaders citywide specifically on pipelines to City employment

- Provide an overview of the merit system to racial equity leaders
 - Conduct training on the Civil Service Commission Rules, policies and procedures to racial equity leaders
 - Participate in Racial Equity conferences and other department workshops
- Training
 - Merit System Overview to human resources staff, hiring managers, and employee organizations
 - Conduct further training on appeals and staff reports to other departments and specifically design the training for specific divisions (e.g., examinations, labor relations)
 - Responding to Inspection Service Requests
 - Conferences for staff development and growth