



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

AGENDA Regular Meeting November 7, 2022

**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. As authorized by California Government Code Section 54953(e) and Mayor Breed's 45th Supplement to her February 25, 2020, emergency proclamation, it is possible that some members of the Civil Service Commission may attend this meeting remotely. In that event, those members will participate and vote by video. 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 #2495 262 8765. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: 2495 262 8765 # #**

LONDON N. BREED, MAYOR

COMMISSIONERS

JACQUELINE MINOR

President

KATE FAVETTI

Vice President

DOUGLAS CHAN

F.X. CROWLEY

ELIZABETH SALVESON

SANDRA ENG

Executive Officer

The public is encouraged to submit comments in advance of the meeting in one of three ways: (1) email civilservice@sfgov.org, (2) leave a voicemail message in the CSC Office main line at 628-652-1100 or (3) use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code 2495 262 8765. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record.

Regular Meeting November 7, 2022

2:00 p.m.

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

REMOTE ACCESS PROCEDURES

Phone Number
(415) 655-0001

Meeting ID
2495 262 8765 # #

- 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 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). A staff report in pdf format and one (1) 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 www.sfgov.org/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: soft@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 <http://www.sfgov.org/ethics/>.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Jacqueline P. Minor
Vice President Kate Favetti
Commissioner Douglas S. Chan
Commissioner F. X. Crowley
Commissioner Elizabeth Salveson

(2) Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(E). (File No. 0197-22-1) – Action Item

Recommendation: Adopt the report.

(3) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY’S AGENDA

(4) APPROVAL OF MINUTES - Action Item

Regular Meeting of October 17, 2022 – 2:00 p.m.

Recommendation: Adopt the Minutes.

(5) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

HUMAN RESOURCES DIRECTOR’S REPORT

(6) Overview of the Government Operations Recovery Initiatives. (File No. 0198-22-1) – Possible Action Item

Recommendation: Open for discussion.

(7) EXECUTIVE OFFICER’S REPORT

**2023 Calendar of CSC Meeting Dates including deadlines for reports.
(File No. 0199-22-1) – Action Item**

Recommendation: Adopt the calendar.

(8) Annual Planning Calendar of Required Reports to the Civil Service Commission. (File No. 0200-22-1) – Action Item

Recommendation: Adopt the calendar.

(9) Civil Service Commission Strategic Plan FY 2022-23. (File No. 0116-22-1) – Action Item

August 15, 2022: Postpone to the special meeting of August 31, 2022.

August 31, 2022: Directed the Executive Officer to the following:

- Amend the Strategic Plan per discussions and report back in November 2022.
- Submit the priorities and goals for FY 2022-2023 in a simplified format at the meeting of September 19, 2022.

Report back on the status of the goals and objectives quarterly beginning at the meeting of October 17, 2022.

Recommendation: Accept the Report.

(10) Follow-up to the Civil Service Commission’s Request to Respond to Service Employees International Union (SEIU) 1021 Public Comment Regarding Reversion Rights. (File No. 0201-22-1) – Action Item

Recommendation: Accept the 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.

(11) Review of Request for Approval of Proposed Personal Services Contracts. (File No. 0202-22-8) – Action Item

| PCS | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|------------|-------------|--|------------------|------------|
| 46734-22/23 | Airport | \$9,500,000 | Contractor will perform high tech maintenance and support of the Baggage Handling Systems (BHS) controls throughout the San Francisco International Airport (Airport). This control system consists of proprietary software and hardware which is available only to the original equipment manufacturer or licensees. The control system includes multiple sub systems including programmable logic controls, baggage sortation and tracking, interfaces with Transportation Security Agency (TSA) baggage screen equipment, and network integration within the baggage handling systems. The work also includes providing a simulation software with a virtual environment that architecturally and functionally replicates the Airport’s BHS control systems to troubleshoot issues and test system changes without impacting operations. Contractor will provide on-site and remote technicians on-call 24 hours per day, and 365 days per year. The on-site technicians will perform systems monitoring and scheduled maintenance of software, diagnose and correct faults, perform hardware maintenance and repairs, and verify control system operations. The remote support technicians will perform advanced diagnostic, configuration, and software programming services. | Regular | 12/31/2027 |

Civil Service Commission Meeting Agenda

Regular Meeting of November 7, 2022

| PCS | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|-----------------------------------|-------------|--|------------------|------------|
| 42396-22/23 | Department of Building Inspection | \$400,000 | The Department of Building Inspection (DBI) seeks to utilize the Controller's Office pre-qualified pool for financial analysis. Selected consultant will conduct and provide a comprehensive fee study analysis ("fee study") to update Department's user fees. | Regular | 10/31/2025 |
| 46163-22/23 | City Administrator | \$4,000,000 | Work to be performed is as-needed maintenance and repair services for the City's fleet of small and medium boats for departments such as PUC, Recreation and Park, Port, the San Francisco Police Department, and the San Francisco Fire Department. Proposed work to include (but not limited to): Hauling and launching of vessels; High-pressure washing and hand/mechanical scraping of underwater hull and jets to remove hard fouling; Removal and installation of hull, engine/jet anodes; Repair of all fiberglass cracks, holes, or other damage; Diagnosis of engine operation faults, error codes, and failures, and repairs to all electronic and mechanical systems as needed; Removal and replacement of engine and related control systems as needed. | Regular | 1/31/2028 |
| 46609-22/23 | City Administrator | \$6,750,000 | Contractor to provide as-needed specialized environmental engineering and oversight services related to the Navy's environmental program on Treasure Island. These services include document review, support for land transfers, post-transfer support, meeting attendance, development related tasks, and consultation related to the Navy's remediation efforts on former Naval Station Treasure Island and to provide certain other services in support of the Authority's Treasure Island/Yerba Buena Island Development Project. The Contractor will also support the Authority with environmental monitoring and reporting obligations on property that it owns or controls. Some sites where the Navy has completed its remediation require on-going monitoring, and the Authority has responsibilities for the monitoring and/or management of asbestos, lead-based paint, and other matters within facilities it owns or manages. | Regular | 12/31/2031 |
| 47321-22/23 | City Administrator | \$4,500,000 | Contractor is to provide as-needed advisory services related to housing relocation on Treasure Island. These services include direct engagement with individual households to provide information and counselling services on housing options; conducting public outreach including making phone calls and door-knocking to schedule one-on-one counseling sessions and hosting community workshops; preparing and distributing collateral used to describe transition housing options and eligibility; advising on strategic planning for transition housing plans and timing; providing translation services for written materials, public meetings, and one-on-one counseling sessions with residents; being on-call to respond to residents, and tracking Treasure Island Development Authority's progress in fulfilling our obligations in implementing the Transition Housing Rules and Regulations for The Villages at Treasure Island. | Regular | 12/31/2031 |
| 46902-22/23 | Controller | \$500,000 | The City is switching to a new banking partner (JP Morgan Chase) in Fiscal Year 2022-2023. Professional services for banking and treasury accounting using PeopleSoft Financials and Supply Change Management is necessary to ensure the accounting configuration in PeopleSoft Financials and Supply Change Management is compatible with the upcoming banking change. | Regular | 12/31/2029 |

Civil Service Commission Meeting Agenda

Regular Meeting of November 7, 2022

| PCS | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|------------------------------------|--------------|--|------------------|-----------|
| 47044-22/23 | Department of Emergency Management | \$7,000,000 | Contractor will identify standards and establish benchmarks for effective emergency planning, community preparedness, stakeholder resilience, and recovery planning (in the event of a man-made or natural disaster) for the Bay Area Region, which includes the twelve Bay Area counties and the core cities of San Francisco, Oakland, and San Jose. Contractor will build on regional capabilities such as Public Information and Warning, Mass Care Services, Cybersecurity, Operational Communications, etc. Contractor will review and analyze emergency catastrophic plans, perform gaps and needs analysis, and identify best practices to improve current planning, preparedness, and resiliency efforts. Contractor will develop plans, toolkits, templates, trainings, exercises and other evaluation activities needed to strengthen and improve the Bay Area Region's emergency planning, community preparedness, and recovery planning capabilities. | Regular | 8/31/2027 |
| 45542-22/23 | Human Services | \$3,190,000 | To develop and manage a Disability Community Cultural Center (DCCC) at The Kelsey Civic Center. DCCC will provide virtual and in-person community service programming, educational, artistic, and social networking opportunities focused on serving individuals with disabilities and their allies who live or work in the City. | Regular | 6/30/2027 |
| 49566-22/23 | Police | \$300,000 | Law enforcement recruiting agency enables the competitive recruitment of high-quality candidates through both broader and directed networking and marketing techniques that the Department is not currently capable of performing. Contract goals include advancing the recruitment of candidates in continued support of diversity and specific skill sets (i.e. linguistic capabilities). Selected agency would work in tandem with our recruitment unit on current marketing initiatives and to expand our current recruitment strategies (local recruitment, college recruitment, leveraging technology, expansive advertising campaigns, mentorship and candidate preparedness) | Regular | 6/30/2023 |
| 41282-22/23 | Public Health | \$17,100,000 | To provide security services to ensure the safety, security and welfare of patients/residents, visitors, vendors and staff at the San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), unarmed security guards will be assigned to fixed-position locations providing access control by screening people entering the facilities using visual inspection, as indicated. Unarmed security guards will also provide designated-route patrols of both interior and exterior locations. In addition, unarmed security guards will respond to incidents involving disturbances, violence and/or other needs to preserve order, including compliance with regulation pertaining to visitors, resident/patients, vendors, and the facility's premises. Contractor will provide regular written Daily Activity Reports and Incident Reports within Department designated turn-around times. | Regular | 6/30/2025 |
| 45447-22/23 | Public Utilities Commission | \$795,000 | The San Francisco Public Utilities Commission External Affairs Bureau (EA) seeks to develop 4 separate technical and specialized management augmentation and support services contracts for the following: lean problem-solving development, needs assessments, leadership and organizational development, and process improvement management. Current EA staff is requesting this support externally. This scope of work will support EA management in engaging and developing emerging internal leaders from all levels of the organization to proactively solve problems, improve delivery of services, and make measurable improvements to achieve strategic goals. The scope of work takes into account the real-world needs of EA including capacity-building, change management and resilience, and continuous improvement culture. | Regular | 8/31/2027 |

Civil Service Commission Meeting Agenda

Regular Meeting of November 7, 2022

| PCS | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|--------------------------|---|--|------------------|------------|
| 44123-22/23 | Department of Technology | \$7,535,600 | <p>Contrary to CSC's position in the past, the Commission has recently requested review of all contracts that are software-as-a-service. Since DT is seeking to amend this contract to extend it for another 2-years, this request is now made to apply retroactively to its start in 2015. DT is seeking to amend the contract to provide for a citywide purchase of 500,000 envelopes for departments to use over the next 2-years. An "envelope" is an electronic record containing one or more documents that are uploaded to the DocuSign system, and which may be processed for electronic signature. There are NO professional services in this amendment.</p> <p>All required services to maintain the proprietary software are performed by DocuSign employees on DocuSign servers. The City does NOT have access to any of the DocuSign servers and are not authorized to perform any engineering services to their proprietary software. The term "Service" in the SaaS naming convention refers to the manufacturer's service to its customers by hosting the platform on their own servers, thereby eliminating the need for any customer maintenance. The term "Service" is not used to refer to any labor services that can be performed by City employees.</p> | Regular | 10/31/2024 |
| 44311-15/16 | Airport | Current Approved Amount \$3,500,000 Increase Amount Requested \$1,500,000 New Total Amount Requested \$5,000,000 | Contractor will provide, install and implement a Ground Based Radar Water Perimeter Intrusion Detection System (PIDS) San Francisco International Airport (SFO). The radar units must be integrated with at least one thermal/infrared camera per radar unit and have the ability to integrate to additional perimeter Pan Tilt Zoom (PTZ) and/or fixed cameras. The objective of the PIDS is detection, tracking, assessment and reporting (alerting and alarming) of potential or actual intrusions into the waterside perimeter in a proactive manner to enhance the Airport's security and the efficient deployment of security personnel. | Modification | 6/30/2028 |
| 47312-17/18 | City Planning | Current Approved Amount \$10,000,000 Increase Amount Requested \$0 New Total Amount Requested \$10,000,000 | The San Francisco Planning Department has determined the need to develop a new RFQ to select a pool of pre-qualified environmental, transportation, historic resources, and archeology review consultants to use on an as-needed basis. Projects developed will include the following, but are not limited to: environmental review of transportation impact studies, historic resource & archeology review. In addition, private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, and follow the model used in most other jurisdictions. Inclusion in the pre-qualified pool are as follows: 1) enter into an independent contract with a private developer for environmental or transportation impact studies, Planning Railyard Alternatives, I-280 EIR, historic resource & archeology review which must be reviewed & finalized by Department staff or 2) enter into contracts with the City. | Modification | 01/04/2024 |
| 42573-19/20 | Public Health | Current Approved Amount \$500,000 Increase Amount Requested \$0 New Total Amount Requested \$500,000 | Contractor will provide cloud-based software for management of Department policies and procedures, including licensing and maintenance. The Department of Public Health (DPH) currently manages the multiplicity of its policies and procedures with a rudimentary system using MS Office applications (Word, Excel) which can be unwieldy and difficult to coordinate and manage. Reviewing and keeping policies and procedures current is required by federal regulators, the Centers for Medicare and Medicaid Services (CMS). DPH intends to purchase proprietary software (licensing and maintenance) to modernize and enable its policies and procedures tracking system to be more responsive to operational and regularly needs, and to ensure review of and alignment with evolving laws, guidelines, regulations, standards, and best practices. | Modification | 12/31/2027 |

| PCS | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|---------------------|---|--|------------------|------------|
| 44181-15/16 | Public Health | Current Approved Amount \$3,750,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$7,750,000 | The contractor will perform coding and abstracting of inpatient accounts using International Classification of Diseases, Tenth Revision-Clinical Modification (ICD-10-CM) and International Classification of Diseases, Tenth Revision-Procedure Coding System ICD-10-PCS classification systems and Diagnosis-Related Group (DRG) expertise; assign codes for diagnoses, treatments, and procedures according to the appropriate classification system for complex inpatient encounters; follow Center for Medicare and Medicaid Services (CMS)/American Health Information Management Association (AHIMA) coding guidelines; review provider documentation to determine principal diagnosis, comorbidities and complications, secondary conditions and surgical procedures; ensure accurate coding by clarifying diagnosis and procedural information through a query process; assign Present On Admission (POA) values for inpatient diagnoses; abstract required information from source documentation and enter into encoder and abstracting system; identify non-payment conditions Hospital Acquired Conditions (HAC) and, when required, review documentation to verify and, as necessary, correct the patient disposition upon discharge. | Modification | 12/31/2026 |
| 43499-17/18 | Recreation and Park | Current Approved Amount \$2,658,440 Increase Amount Requested \$650,000 New Total Amount Requested \$3,308,440 | Facilities capital planning software and associated facility assessment services for Recreation and Park assets and facilities, including storage, analysis and reporting of facility condition data on a proprietary software application. | Modification | 12/31/2026 |

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.

REGULAR AGENDA

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.

(12) Review of Personal Services Contract 31158 - 22/23 San Francisco Fire Department - Omit Posting. (File No. 0203-22-8) – Action Item

Recommendation: Adopt the report. Approve the requests for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

(13) Review of Personal Services Contract 44123 - 22/23 Department of Technology - Omit Posting. (File No. 0204-22-8) – Action Item

Recommendation: Adopt the report. Approve the requests for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

- (14) **Request for Status Grant from Class 2522 Senior Morgue Attendant to Class 2524 Senior Morgue Attendant. (File No. 0205-22-5) – Action Item**

Recommendation from the Department of Human Resources:

Adopt the report and grant incumbent in Class 2522 Senior Morgue Attendant status in Class 2524 Senior Morgue Attendant.

- (15) **Appeal by Brian Rogers of the rejection of his application for CBT-1822-E00003 Administrative Analyst. (File No. 0158-22-4) – Action Item**

Recommendation from the Department of Human Resources:

Deny the appeal and adopt the report of the Department of Human Resources.

- (16) **Appeal by Stella Chu of the rejection of her application for CBT 2591 E00018 . (File No. 0169-22-4) – Action Item**

Recommendation from the Department of Human Resources:

Deny the appeal and adopt the report of the Department of Public Health.

- (17) **Appeal by Yolanda Beasley of the disqualification from the 2908 Senior Eligibility Worker Examination (CBT-2908-H000010). (File No. 0086-22-4) – Action Item**

Recommendation from the Department of Human Resources:

Deny the appeal and adopt the report of the Department of Public Health.

- (18) **Appeal of Rejection of Application by Mailei Maloa for 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-T00034). (File No. 0105-22-4) – Action Item**

Recommendation from the Municipal Transportation Agency:

Adopt the report and deny the appeal by Mailei Maloa.

- (19) **Appeal of Rejection of Application by Bryan Salotti for 7380 Electrical Transit Mechanic, Assistant Supervisor (CBT-7380-T00035). (File No. 0103-22-4) – Action Item**

Recommendation from the Municipal Transportation Agency:

Adopt the report and deny the appeal by Bryan Salotti.

- (20) **Appeal by Robert Moore of the Human Resources Director’s Determination to Administratively Close Appellant’s Complaint of Retaliation. (File No. 0089-22-6) – Action Item**

October 17, 2022: Postpone to the meeting of November 7, 2022, at the request of the appellant.

Recommendation: Adopt the report, uphold the decision of the Human Resources Director, and deny the appeal by Robert Moore.

- (21) **Proposed Rule Amendments to Civil Service Commission Rules Series 005 Meetings and Hearing of the Commission Article II: Hearings and Hearing Procedures Applicable to All Classifications. (File No. 0206-22-5) – Action Item**

Recommendation: Accept the Executive Officer’s report, incorporate any changes made by the Commission, direct the Executive Officer to post the proposed amended Rule Series 005 for meet and discuss with the affected labor unions and interested stakeholders.

- (22) **Proposed Rule Amendments to Civil Service Commission Rule Volume I 110.11 Promotional Applicants Applicable to Miscellaneous Classes and Civil Service Commission Rule Volume IV 410.11 Promotional Applicants – Applicable to the Service-Critical Classes of the Municipal Transportation Agency. (File No. 0207-22-5) – Action Item**

Recommendation: Accept the Executive Officer’s report, incorporate any changes made by the Commission, direct the Executive Officer to post the proposed amended Rules 110.11 and 410.11 for meet and discuss with the affected labor unions and interested stakeholders.

- (23) **COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS**

- (24) **ADJOURNMENT**