



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

**LONDON N. BREED
MAYOR**

AMENDED

**AGENDA
Regular Meeting
December 5, 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 #2491 092 9604. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: 2491 092 9604 # #**

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 by email at civilservice@sfgov.org, or by voicemail message at the CSC Office main line at 628-652-1100. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record. During commission meeting use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code 2491 092 9604.

Regular Meeting December 5, 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
2491 092 9604 # #

- 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: sotf@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 Salvesson

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

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of November 21, 2022 – 2:00 p.m.

Recommendation: Adopt the Minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

Report on the Status of De-Identification for Classification-Based Testing Recruitments. (File No. 0227-22-1) – Action Item

Recommendation: Adopt the report.

(6) EXECUTIVE OFFICER'S 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.

**(7) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 02-22-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
40284-22/23	District Attorney	\$250,000	The pre-qualified vendors will be selected through an RFQ issued on June 22, 2022 by the District Attorney’s Office (SFDA). The vendors are to provide as-needed communications consulting services to educate the public about crime prevention, consumer protection, office initiatives, and how to access services. The intended services for SFDA’s public awareness campaigns include messaging, branding, strategizing, and/or designing materials and public service announcements targeting San Francisco’s diverse population.	Regular	9/30/2024
46100-22/23	Department of Homelessness and Supportive Housing	\$720,000	This request pertains to Department of Homelessness and Supportive Housing (HSH)’s COVID-19 response efforts to acquire properties to serve as Permanent Supportive Housing (PSH) options for guests exiting Shelter In Place (SIP) hotels and emergency COVID-19 shelter sites. Acquiring properties to house current SIP guests is a critical component of the City’s SIP Rehousing Plan, and for vulnerable guests with comorbidities, successful rehousing could mean the difference between life and death. The Contractor will assist with coordination of property acquisition due diligence and related activities, including but not limited to: •Initial Feasibility Assessments as requested prior to the City entering into Letter of Intent (LOI) for acquisition, including site reports and preliminary physical needs assessments •Closing Due Diligence and Financial Modeling, including due diligence reports and analysis and project management.	Regular	1/31/2024
41067-22/23	Public Health	\$10,000,000	The Contractor will provide crisis call services 24-hours, 365 days-per-year, including crisis intervention, telephone triage, counseling and support, referrals to mental health and substance use treatment programs, coordination of deployment of City and County of San Francisco mobile crisis teams, and outreach training to all San Francisco residents, community partners and the San Francisco Behavioral Health System of Care through the Citywide Suicide Prevention and Crisis Line, Drug Relapse Prevention Line and HIV Crisis Line, as well as off-hours coverage for the Behavioral Health Access Line. These crisis lines aim to reduce the incidence of suicide, substance use, and HIV transmission; to promote awareness, prevention, and support for people living with mental illness, substance use, and HIV; and to coordinate crisis response system resources throughout the City and County of San Francisco.	Regular	1/31/2024
42383-18/19	Fire	Current Approved Amount \$4,548,060 Increase Amount Requested \$750,000 New Total Amount Requested \$1,750,000	Contractor provides clinical quality assurance services for Fire Department’s Emergency Medical Services (EMS) Division and the Department of Emergency Management’s (DEM) Dispatch Division. The Department currently has a contract on behalf of the San Francisco General Hospital Clinical Practice Group for Emergency Medicine Services, to provide these services. This contract expires in December 2019.	Modification	6/30/2029

PSC	Department	Amount	Type of Service	Type of Approval	Duration
44680-14/15	Public Health	Current Approved Amount \$1,795,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$3,795,000	Tuberculosis physician services for the delivery of prevention, diagnostic and treatment services for and related to all forms of tuberculosis and to build capacity for the elimination of Tuberculosis (TB) in San Francisco. Additional services to be provided by physicians include and are not limited to X-Rays, Computerized Tomography (CT) scans, collaborative mentorship of medical students, residents, junior faculty, interns, resident fellows and public health officials.	Modification	06/30/2034

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.

- (8) Request by Bryan Salotti for reconsideration of a Civil Service Commission Action. (File No. 0229-22-1) – Action Item**

Recommendation: Consider Bryan Salotti’s request for reconsideration.

- (9) Appeal By Daniel Brugmann of the Rejection of their Application for CBT-6319-E00020 Senior Construction Inspector. (File No. 0185-22-4) – Action Item**

Recommendation of the Department of Human Resources:

Deny the appeal and adopt the report of the Office of the City Administrator.

- (10) Appeal By David Barajas of the Rejection of their Application for CBT-6319-E00020 Senior Construction Inspector. (File No. 0186-22-4) – Action Item**

Recommendation of the Department of Human Resources:

Deny the appeal and adopt the report of the Office of the City Administrator.

- (11) Appeal by Gilbert Laga of the Rejection of their Application for CBT-2708-E00088 Custodian. (File No. 0196-22-4) – Action Item**

Recommendation of the Department of Human Resources:

Deny the appeal and adopt the report of the Public Utilities Commission.

- (12) **Appeal by Jack Livolsi of the Rejection of their Application for CBT-1767-E00075 Media Programming Specialist. (File No. 0189-22-4) – Action Item**

Recommendation of the Department of Human Resources:

Deny the appeal and adopt the report of the Office of the City Administrator.

- (13) **Appeal by Phillip Lowenthal of the rejection of their application for CBT-2803-E10137. (File No. 0209-22-4) – Action Item**

Recommendation of the Department of Human Resources:

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

- (14) **Appeal by Lynnette M. Hollins of the rejection of their application for CBT-1241-E00064. (File No. 0212-22-4) – Action Item**

Recommendation of the Department of Human Resources:

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

- (15) **Response to Commission Inquiry Regarding Radiologic Technologist Classifications (2471-2472-2473-2474) PSC No. 4134-08/09. (File No. 0230-22-8) – Action Item**

Recommendation of the Department of Public Health:

Adopt the report of the Department of Public Health.

- (16) **Response to the Civil Service Commission’s Request to Address the Hiring Decisions of the Public Utilities Commission regarding the 5260 Architectural/Landscape Architectural Assistant I and 5601 Utility Analyst Positions. (File No. 0231-22-11) – Action Item**

Recommendation of the Public Utilities Commission:

Accept the report.

(17) Findings and Recommendations of William B. Gould IV Regarding the Review of City Equal Employment Opportunity Practices, Policies, and Procedures. (File No. 0154-21-1) – Action Item

September 20, 2021: No action taken; item continued for further consideration. President Minor requested that Director Isen update the Commission in sixty (60) days on its response plan, the Controller’s workflow analysis, and the status of negotiations with the unions regarding the selection of remedy and the arbitrator being authorized to award damages. Discussions will continue on December 6, 2021.

December 6, 2021: No action taken. President Minor requested that Director Isen update the Commission again on April 4, 2022, implementing Dr. Gould’s report and the Controller’s workflow analysis; requested a preliminary review from the City Attorney’s Office with a detailed analysis and Charter implications and the use of hearing officers for appeals.

April 4, 2022: No action taken. President Minor requested that Director Isen update the Commission again at the meeting of November 7, 2022.

Recommendation of the Department of Human Resources:

Accept the report.

(18) Public comment on all matters pertaining to Items #19 and #20.

(19) Vote on whether to hold Item #20 in closed session. (Action Item)

CLOSED SESSION AGENDA

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

NOTE: The Commission may hold Item #20 in open session, closed session, or partial open/partial closed session. They have been agendized as closed session items to preserve the Commission’s ability to go into closed session if the Commission so decides.

(20) Closed Session – Request for Hearing by Julia D. Fox on behalf of appellant on their Future Employment Restrictions against all City Departments with all Sworn Law Enforcement. (File No. 0157-22-7) – Action Item

Recommendation of the Human Resources Director:

Adopt the report and rule that the appointing officer acted in a manner consistent with his authority as a department head and deny the appeal.

- (21) **Reconvene in Open Session. Vote to elect whether to disclose any or all discussions held on Item #20 in closed session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**
- (22) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**
- (23) **ADJOURNMENT**