



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

**LONDON N. BREED
MAYOR**

**AGENDA
Regular Meeting
April 3, 2023**

**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. 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 #. Instructions for providing remote public comment are below.

LISTEN/PUBLIC COMMENT CALL-IN

**USA is (415) 655-0001 | Access Code: # | followed by password # 27230
Press # twice in order to listen to the meeting via audio conference
Dial *3 when you are ready to queue**

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 # followed by password #27230.

Regular Meeting April 3, 2023

2:00 p.m.

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

REMOTE ACCESS PROCEDURES

Phone Number
(415) 655-0001

Meeting ID
#2594 190 9960

Password
27230

- 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, remote participation, 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 March 20, 2023 – 2:00 p.m.

Recommendation: Adopt the Minutes.

(4) **ANNOUNCEMENTS**

Announcement of changes to the agenda.

Other announcements.

(5) **HUMAN RESOURCES DIRECTOR'S 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. 0058-23-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
43155 - 22/23	City Administrator	\$350,000	Contractor will work closely with Animal Care & Control (ACC) staff to provide as-needed veterinary dental treatments to animals that are in ACC's care. The dental care services are for dogs and cats only. Nearly 85% of dogs and cats over two years of age have some degree of dental disease. Many of the dogs and cats that are impounded at the shelter have moderate to severe dental disease that impacts the animal's quality of life and their likelihood of adoption or ability to be transferred to a partner agency. Veterinary dental care must be performed by a specialized registered veterinary technician at ACC when there is a veterinarian on-site to supervise the care. Care will be provided during regular business hours, Sunday through Friday, from 8am to 5pm.	Regular	7/15/2028
46270 - 22/23	City Administrator	\$250,000	The proposed work of the vendor will be to take requests for American Sign Language (ASL) interpreter services, provide interpreters upon request, match the skills of interpreters with the specific requests, track and bill for requests. American Sign Language (ASL) is a complete, natural language that has the same linguistic properties as spoken languages, with grammar that differs from English. ASL is expressed by movements of the hands and face. It is the primary language of many North Americans who are deaf and hard of hearing and is used by some hearing people as well. ASL interpreters provide specialized language services to the ASL users. Services will be as needed.	Regular	3/2/2028
43631 - 22/23	Public Works	\$6,500,000	This request is for design-build services for the design and construction of a tiny home housing community on 1979 Mission Street. Public Works is managing this work on behalf of our client, the Department of Homelessness and Supportive Housing under the emergency order.	Regular	3/6/2025
46763 - 22/23	Economic and Workforce Development	\$5,000,000	As required by a State grant, these services are in furtherance of Bay Area regional economic and workforce development planning in response to changing economic conditions from the COVID-19 pandemic. OEWD requires third-party support for stakeholder engagement of Bay Area regional economic and workforce development partners and community members in compliance with the California Community Economic Resilience Fund program goals and outcomes. Third-party support will be required for convening and facilitating regional Bay Area economic and workforce development stakeholders and sub-regional stakeholders within each Bay Area county; coordinating regional economic and workforce stakeholders and project goals across the Bay Area and sub-regions; and economic and workforce program development services, including but not limited to technical assistance, research and evaluation, and system design services.	Regular	12/31/2026

PSC	Department	Amount	Type of Service	Type of Approval	Duration
49091-22/23	Public Health	\$800,000	<p>Contractor qualified will provide the San Francisco Department of Public Health (DPH) with 24 hour technical support, proprietary software support and upgrades and onsite support for the existing security system to ensure that the System, as defined below, remains continuously operating in good condition for which it was designed, improved, constructed, altered, or repaired, at various sites within DPH.</p> <p>Maintenance Definition: Routine, recurring, and usual work for the preservation, protection and keeping of any publicly owned facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, constructed, altered or repaired.</p> <p>As part of "usual work for preservation" of the System, Maintenance shall include comprehensive Systems assessments, including System documentation, System growth needs, System deficiencies if any, and System, gap analysis at periodic times requested by City and agreed to by Contractor. In General, the System includes: 1. Headend servers located at Zuckerberg San Francisco General Hospital (ZSFGH); 2. Security Operations Center at ZSFGH, which monitors and responds to device and closed circuit television (CCTV) alarms; and 3. A badging station at ZSFG.</p> <p>The complete System is comprised of an access/alarm system and a video management system which integrate with each other. The system is currently comprised of eight active sites with a roadmap to add additional sites over the duration of this contract with at least six additional sites currently identified. Maintenance services will be provided for the eight current sites. Additional sites will be quoted by the vendor as they come online. The Contractor will maintain those sites as required at an additional cost to the City.</p>	Regular	12/31/2028
49399-22/23	Public Health	\$500,000	<p>The Department of Justice (DOJ) of the State of California, has awarded a contract for prescription data collection services for the Controlled Substance Utilization Review System (CURES). Specifically, the contractor will provide their Prescription Drug Monitoring Clearinghouse solution gateway (PMP Gateway) and analytical reporting service (Narxcare) to The Department. This solution allows integration of DOJ's CURES system with our hospital's Electronic Health Records System, which will provide real time Prescription Drug Monitoring Program (PDMP) Data at the Point-of-Care, provide automated PDMP searches, one location queries for individual patients, multi-state PDMP data, and full transparency into prescription transactions. As the DOJ awarded contractor, supports these processes effectively through its proprietary solution, and helps our Department comply with the California Health & Safety Code section 11165(d).</p>	Regular	2/28/2026
45026-22/23	Public Utilities Commission	\$600,000	<p>After-hour roving security to make rounds in the town of Sunol between the Sunol Yard, the Storage Yard, and the San Antonio Pump Station – all locations within several miles of each other.</p> <p>The Storage Yard and San Antonio Pump Station will require a thorough drive through to look for vandalism, perimeter fencing, gates and door intrusion into the facility and loitering. The Sunol Yard will require perimeter fence and gate inspections for intrusion, walking the perimeter of the buildings and scanning a badge at a few exterior doors while looking for any intrusion and vandalism.</p> <p>This service is expected to last until the security apparatus in the Yard is fully upgraded, including exterior lighting and camera systems. It is anticipated that this will occur by the middle of 2024; although it may take up to an additional year to complete installation.</p>	Regular	4/30/2026

PSC	Department	Amount	Type of Service	Type of Approval	Duration
46193-22/23	Public Utilities Commission	\$300,000	The purpose of this contract is to provide annual maintenance, inspection, calibration and as-needed repair services for the electrical equipment and instrumentation and control system at the Wastewater Enterprise (WWE) Oceanside Water Pollution Control Plant (OSP) Recycled Water Treatment Facility for the San Francisco Public Utilities Commission (SFPUC). Work under this contract includes maintenance of the motor control centers (MCC), variable frequency drives (VFD), reduced voltage soft starters (RVSS), control panels, programmable logic controllers (PLC), remote telemetry units (RTU), flowmeters, transmitters and analyzers.	Regular	9/3/2027
47313-22/23	Public Utilities Commission	\$8,000,000	Emergency Firefighting Water System (EFWS), historically referred to as the Auxiliary Water Supply System (AWSS), is an independent high pressure water supply system dedicated to fire protection. It was installed in 1913 in response to the Great Earthquake and Fire of 1906 and consists of a 135-mile-long pipeline network, a high elevation reservoir with two large capacity tanks, two pumping stations, three fireboats and underground water storage tanks (cisterns). The selected Consultant will work under the direction of the SFPUC to provide planning and engineering design services for the EFWS and City's Water Distribution System pipelines. Some assignments may require SFPUC engineering staff to be integrated into the consultant project team. The Consultant's work objective will be to perform planning and engineering design services applying all applicable codes and SFPUC Procedures and regulatory requirements/guidelines administered by the State Water Resources Control Board, Division of Drinking Water. Projects are expected to pertain to pipelines, pump stations and fireboat manifold systems.	Regular	9/1/2031
38576-22/23	City Administrator	Current Approved Amount \$67,500 Increase Amount Requested \$532,500 New Total Amount Requested \$600,000	This is a request for as-needed, intermittent, after-hours, weekend and holiday emergency veterinary services. Services are needed between 5:30 pm and 8:30 am, which are the hours when Animal Care & Control (ACC) veterinary staff is off-duty. In addition, services may be needed on holidays between 8:30 am and 5:30 pm when City veterinary staff may not be on duty. The vendor may also accept custody animals from San Francisco Police Department responding to incidents involving animals where the owner/guardian is unavailable (e.g., in the hospital) or when the animal requires impound for safety purposes (stray, nuisance). The vendor will maintain medical records to ACC on each animal and transmit them electronically.	Modification	7/15/2028
36452-19/20	Economic and Workforce Development	Current Approved Amount \$200,000 Increase Amount Requested \$50,000 New Total Amount Requested \$250,000	The Office of Economic and Workforce Development (OEWD) received a training cost reimbursement grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for these costs, training information and data must be reported on a monthly basis to the ETP. A contract was secured to submit this data on behalf of OEWD through ETP's online system in prior years and successfully secured reimbursement for the Department. This service is essential to ensure that OEWD can continue to receive reimbursement for the training services.	Modification	6/30/2025

PSC	Department	Amount	Type of Service	Type of Approval	Duration
46332-20/21	Public Library	Current Approved Amount \$95,000 Increase Amount Requested \$200,000 New Total Amount Requested \$295,000	Library seeks a qualified vendor to provide an 18-credit, career-based online high school diploma program for students to earn an accredited high school diploma plus a career certificate. The scope of services includes online assessment to identify potential students; customized program implementation training for library staff facilitators working directly with the students; student coaching (online and by phone); student recruiting and marketing support, curriculum including 18 credits (14 academic and 4 career); coursework in language arts, social studies, mathematics, and science, plus career electives offering eight career tracks, evaluate student transcripts and give course credit where appropriate, provide high school diplomas for graduates, and provide transcripts for students and graduates upon request. The Contractor shall be required to enroll and educate as follows: • up to 25 students during the first year, • up to 25 students during the second year (50 total students) • up to 25 students during the third year (75 total students). Scope Change: The City is looking for a vendor who can provide an online high school education program (the Program), fully accessible via website on a computer or mobile device, through which enrolled students can earn a high school diploma accredited by one or more of the following recognized organizations (the Agencies): Cognia; Middle States Association; New England Association; Western Association. Contractor must maintain its accreditation by one of the Agencies, without any lapses, for the length of the contract. Contractor must offer a diploma fully accredited by one of the Agencies to all students who successfully complete the requirements under the Program. Contractor shall provide student registration services; orientation information for students; online and telephone academic support and coaching for enrolled students; technical support to access the Program for enrolled students and library staff; and curriculum and graduation materials to students, including certified transcripts and a copy of their high school diploma, if applicable. Within the three-year term of this Agreement, Contractor shall be required to enroll and educate up to 120 San Francisco Public Library students for the term of the contract. Upon expiration of this Agreement or for any reason it should terminate before the Agreement’s expiration date, Contractor shall allow any already-enrolled students up to their full enrollment time period to complete the program and be awarded diplomas.	Modification	1/31/2032
4045 – 11/12	Public Utilities Commission	Current Approved Amount \$846,500 Increase Amount Requested \$240,000 New Total Amount Requested \$1,086,500	The contractor will provide helicopters and certified pilots to provide as needed services including: Aerial surveying and patrol services to support the maintenance of the power transmission system; transportation services for emergency repairs of infrastructure to areas not accessible all year; transportation to San Francisco Public Utilities Commission(SFPUC) and Hetch Hetchy Water and Power facilities in the event of unforeseen disasters or emergencies; and, priority shuttle service between the SFPUC facilities in the Sierra Nevada and the Bay Area.	Modification	9/30/2025
49868-17/18	Public Utilities Commission	Current Approved Amount \$9,700,000 Increase Amount Requested \$7,000,000 New Total Amount Requested \$16,700,000	The primary scope of work is to design conveyance infrastructure to alleviate flooding for a susceptible portion of the City. Work will consist of engineering design and construction support for San Francisco Public Utilities Commission (SFPUC’s) Folsom Area Stormwater Improvement Project. This includes up to 4,000 linear feet of approximately 12’ inside diameter tunnel from Alameda and Treat Streets to approximately 7th and Berry Streets, launching and receiving shafts, and all related site investigation work (e.g., geotechnical and hazardous material).	Modification	2/1/2028

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) **Status of 2320 Registered Nurse Hiring at San Francisco Department of Public Health.
(File No. 0059-23-1) – Action Item**

Recommendation: Adopt the report.

- (9) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (10) **ADJOURNMENT**