



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

**LONDON N. BREED  
MAYOR**

**AGENDA  
Regular Meeting  
August 21, 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 # 2663 147 4793. Instructions for providing remote public comment are below.**

**LISTEN/PUBLIC COMMENT CALL-IN  
USA is (415) 655-0001 | Access Code: # 2663 147 4793  
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**

**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](mailto: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 # 2663 147 4793.

# Regular Meeting August 21, 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 #**  
**2663 147 4793**

- 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](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://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 (4<sup>th</sup>) 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.sf.gov/CivilService](http://www.sf.gov/CivilService), and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

**E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement**

**A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.**

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

**F. Policy and Procedure on Hearing Items Out of Order**

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

**G. Procedure for Commission Hearings**

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

**H. Policy on Audio Recording of Commission Meetings**

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at [www.sfgov.org/civilservice/](http://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](mailto: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](mailto:sotf@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://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 F. X. Crowley  
Commissioner Elizabeth Salveson

**(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 August 7, 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**

**EXECUTIVE OFFICER'S REPORT**

**(6) Civil Service Adviser No. 35 Minimum Qualification Verification. (File No. 0157-23-1) – (Possible Action Item)**

**Recommendation:** Open for Discussion.

**(7) Civil Service Commission FY 2022- 23 Year-End Report. (File No. 0158-23-1) – Action Item**

**Recommendation:** Adopt the report.

**(8) Discussion on Potential Updates to the Civil Service Commission’s Personal Services Contract Approval Process to be More Productive and Efficient. (File No. 0113-23-8) – (Possible Action Item)**

**June 5, 2023:** No action taken.

**Recommendation:** Open for Discussion.

**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.

**(9) Review of Request for Approval of Proposed Personal Services Contracts. (File No. 0159-23-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
49169 - 22/23	Airport	\$21,000,000	Contractor will provide engineering support services for various facilities and capital improvement projects at San Francisco International Airport (SFO or Airport). Work may include planning, design, development of construction documents, special studies, investigations, and other technical services for work on Airport terminal and office building interiors, industrial waste and storm drains, sewage and potable water infrastructure, fire and police stations, power distribution, underground infrastructure, heating, ventilation, and air conditioning systems.	Regular	8/30/2028
40533 - 22/23	City Administrator	\$2,000,000	According to the Department of Disability and Aging Services (DAS), one in ten San Franciscans reports a disability (94,000 people). Almost half of people with disabilities are under age 65. Investing in this community is important for the future of the City. Digital accessibility refers to the inclusive practice of removing barriers that prevent interaction with, or access to websites, digital tools and technologies, by people with disabilities. • Implementation or Remediation: Functional and technical implementation services for applications, modules and enhancements that supplement or complement existing systems. • Audit: Covers the following public facing digital material, but not limited to: Assessing department websites, Word/PDF documents, multi-media content, mobile applications, and social media accounts. Includes both automatic or manual testing methodologies.	Regular	8/31/2028
40791 - 22/23	Elections	\$2,000,000	The selected contractor would assist REG in developing and implementing a series of as-needed, intermittent, multilingual outreach campaigns with the goals of increasing public understanding of registration and voting options as well as voter engagement. The selected contractor would also help conduct evaluative research, primarily in the form of surveys and polls.	Regular	11/30/2028

PSC	Department	Amount	Type of Service	Type of Approval	Duration
41849 - 22/23	Environment	\$450,000	Contractor will provide professional technical assistance for program development and implementation of projects and programs in the City's Toxics Reduction Program Contractor will provide technical assistance in any or all of the following issue areas, which may include but are not limited to: Integrated Pest Management; Environmentally Preferable Purchasing; Precautionary Principle Toxic Chemical Reduction; Hazardous Waste; Product Stewardship; Green Business; and Used Motor Oil Recycling. Contractor may perform technical research, conduct technical and/or laboratory analyses, and/or make recommendations regarding program development, strategy, legislation, and policy as well as assist with technical training for City staff and stakeholder engagement on topics related to toxics reduction, pollution prevention, and hazardous waste management.	Regular	8/31/2026
40468 - 22/23	Human Resources	\$250,000	Provide valid test materials. Contractor will score candidate responses to the test.	Regular	6/30/2029
44096 - 22/23	Human Resources	\$3,450,000	Contractor will provide maintenance and support services; data hosting services; electronic data interchange development services; training, consulting, and software system improvements to the Workers' Compensation Division's (WCD) web-based claims management system.	Regular	9/15/2029
41579 - 22/23	Municipal Transportation Agency	\$4,000,000	The request for proposals is being developed. Four-year with one-year optional extension contract with a consultant firm experienced in communications, marketing, and public outreach, with specialized bicycle training knowledge for children, young people, and adults. This supports SFMTA's healthy transportation options policy and safety on San Francisco streets.	Regular	4/10/2029
49500 - 22/23	Police	\$350,000	Coordinate, facilitate, and execute the Boundary analysis of existing SFPD District Stations against current quantitative and qualitative factors as well as input from Working Groups and community members.	Regular	12/31/2024
30699 - 22/23	Port	\$199,000	The contractor will develop and perform trainings on racial equity to Port staff groups of various sizes. Contractor will providing leadership coaching on an individual and group basis to specific groups of individuals. Contractor will provide an assessment and provide organizational development support in small group sessions. And contractor will issue a final report.	Regular	8/5/2025
45877 -22/23	Public Utilities Commission	\$14,250,000	The SFPUC Infrastructure Division Project Management Bureau seeks professional services to support project management in various capital improvement programs including Wastewater Enterprise Capital Improvement Program (WWEICIP), Water Enterprise Capital Improvement Program (WECIP), Hetchy Capital Improvement Program (HCIP), and Power Enterprise Transmission/Distribution projects. This PSC will be made up of three (3) agreements, each at a value of \$4.75 million. These services are required to support project management functions including project coordination support, project document control, project closeout support, and other services not specified but similar in nature to support project management functions.	Regular	12/17/2028
45762 -22/23	Public Works	\$3,500,000	Public Works is seeking a qualified Architectural and Engineering (A/E) team led by an executive architect to provide property assessment services in assisting the City with the San Francisco Municipal Transportation Agency (SFMTA) located at 1 South Van Ness Street, San Francisco, CA. This project will generate an assessment report on current property conditions of twenty selected garages operated by SFMTA and Park & Recreation. The Selected Consultant Team is to be integrated with the City Team to deliver a property assessment report which provide current condition of the facilities, a recommended repair list and their respective cost estimate.	Regular	9/10/2028

PSC	Department	Amount	Type of Service	Type of Approval	Duration
49322 – 21/22	Human Services	Current Approved Amount \$165,000 Increase Amount Requested \$250,000 New Total Amount Requested \$415,000	Services are for a software license subscription for data risk protection and response. This software allows the user to save data on their laptops that may contain client data and it stay protected. The Human Services Agency (HSA) would use these services to provide automated backup and recovery of user data on workstation computers. This system includes standard backup/recovery in case of device failure, and additionally it is used by HSA to ensure retention of data that may be subject to litigation hold. The service includes litigation hold functionality that prevents users or administrators from accidentally or routinely deleting data under hold, e.g. in the course of decommissioning accounts after separation from employment. <b>Scope Change:</b> No scope change, simply buying more licenses.	Modification	9/30/2025

**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.

**CONSENT AGENDA**

All matters on the Consent Agenda considered by the Civil Service Commission 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 Consent 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 Consent Agenda.

**(10) Report on Position-Based Testing. (File No. 0160-23-1) – Action Item**

**Recommendation:** Adopt Report.

**(11) Report of Proportion of Appointments Exempt Under Charter Sections 10.104-1, 2, and 4 through 12. (File No. 0161-23-1) – Action Item**

**Recommendation:** Adopt the report.

**(12) Annual Report on Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Fire, Police, and Sheriff. (File No. 0162-23-1) – Action Item**

**Recommendation:** Adopt the report.

**(13) Report of Exempt Appointments and Position Requests under Charter Sections 10.104- 16 through 10.104-18 for the period of January 1, 2023 to June 30, 2023. (File No. 0163-23-1) – Action Item**

**Recommendation:** Adopt the report.

**(14) Report of Future Employment Restrictions and Probationary Releases for the period of January 1, 2023 to June 30, 2023. (File No. 0164-23-1) – Action Item**

**Recommendation:** Adopt the report.



**(15) Report on Provisional Appointments. (File No. 0165-23-1) – Action Item**

**Recommendation:** Adopt the report.

**(16) Report of Expired Exempt Appointments under Charter Sections 10.104-16 through 10.104-18 for the period of January 1, 2023 to June 30, 2023. (File No. 0166-23-1) – Action Item**

**Recommendation:** Adopt the report.

**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.

**(17) Review of Request for Approval of Proposed Personal Services Contract No. 44539-22/23. (File No. 0167-23-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
44539 - 22/23	City Administrator	\$250,000,000	This Personal Services Contract (“PSC”) is being requested for as-needed information technology (“IT”) services of a finite term procured within the prequalified Citywide Technology Procurement Pool (“CTPP”), including but not limited to software/system customization, configuration and implementation, design, development, and testing; system design, development, implementation, and integration; cybersecurity monitoring, including vulnerability assessments, and penetration testing; network configuration and implementation; website development; training; and other services of similar nature. City departments’ technology needs vary greatly, from software or systems involved to specific specialized skills and expertise needed to perform mission-critical tasks. To address this need, the Office of Contract Administration (“OCA”) is establishing a CTPP in accordance with Section 21.4 of the San Francisco Administrative Code (“Admin Code 21.4”), which sets forth the requirements for establishing prequalified pools of suppliers from which to select on an as-needed basis. OCA anticipates that CTPP will consist of numerous pre-qualified suppliers.	Regular	8/30/2030

**August 7, 2023:** Postponed to the meeting of August 21, 2023, at the request of the Office of the City Administrator.

**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.

**(18) Status Report on Personal Service Contract No. 48282-18/19 from the Department of Public Health. (File No. 0168-23-8) – Action Item**

**Recommendation:** Accept the report.

- (19) **Appeal by Yves Augustin of Rejection of Their Application for 2918 Human Services Agency Social Worker (CBT-2918-904264) Standardized Examination as Bias. (File No. 0127-22-4) – Action Item**

**June 5, 2023:** Postponed to a future meeting at the request of the appellant.

**Recommendation of the Human Resources Director:**

Adopt the report and deny the appeal by Yves Augustin.

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

- (21) **ADJOURNMENT**