



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

**LONDON N. BREED
MAYOR**

**AGENDA
Regular Meeting
February 5, 2024**

**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 668 3479. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: #2663 668 3479
Press # twice 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

VITUS LEUNG

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 #2663 668 3479.

Regular Meeting February 5, 2024

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 668 3479

- 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.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/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take in-person 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. People who have received accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

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 F. X. Crowley
Commissioner Vitus Leung
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

Special Meeting of January 30, 2024 – 1:00 p.m.

Recommendation: Postpone to the meeting of March 4, 2024.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(5) HUMAN RESOURCES DIRECTOR'S REPORT

(6) EXECUTIVE OFFICER'S REPORT

Fiscal Years 2024-25 and 2025-26 Mayor's Budget Instructions and Department Budget Preparation Schedule (File No. 0248-23-1) – Action Item

December 18, 2023: Directed Commission staff to prepare Fiscal Years 2024-26 Budget Request to maintain appropriate staffing levels to meet ongoing and future service needs; continue to negotiate amounts necessary to achieve optimal results; present Budget Request at the Commission meeting of February 5, 2024; incorporate changes made by the Commission by the Budget Request submission deadline; and approve to submit the Fiscal Years 2024-26 Budget Request to the Controller and the Office of the Mayor by February 21, 2024.

Recommendation: Direct Commission staff to prepare Fiscal Years 2024-26 Budget Request to maintain appropriate staffing levels to meet ongoing and future service needs; continue to negotiate amounts necessary to achieve optimal results; incorporate changes made by the Commission by the Budget Request submission deadline; and approve to submit the Fiscal Years 2024-26 Budget Request to the Controller and the Office of the Mayor by February 21, 2024.

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. 0019-24-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
41365-23/24	Controller	\$5,000,000	Provide municipal financing advisory services to Office of Public Finance and other Controller’s Office and City department staff in the following areas: municipal debt financing or other financial advisory services. Consultant experience includes working on general obligation bonds, certificates of participation, lease revenue bonds, special tax bonds, tax allocation revenue bonds commercial paper and other forms of municipal financing.	Regular	1/28/2028
41315-23/24	Public Health	\$72,000,000	These services will be provided by contractors responding to a new RFP to create Expanded Harm Drop-in Centers, which tests a new paradigm for the organized delivery and linkage of health care services for people who use drugs. Its purpose is to demonstrate how such a system will reduce overdose, reduce overdose disparities, reduce adverse health and social consequences, and promote recovery and wellness. Critical elements include: -- Providing hospitality services in order to ensure that all services are rendered in a warm, welcoming environment that treats clients with compassion and respect and encourages future engagement; -- Providing linkage services in order to ensure the ability to integrate harm reduction with other forms of care provided at the Sites to ensure that the “whole person” needs of clients are met; -- Providing onsite rapid HIV and HCV testing by licensed medical staff, trained staff, or trained peers (DPH HIV HCV Test Counselor training) and follow-up testing at DPH Health Laboratory and follow-up linkage to treatment; -- Providing on-site drug checking on a regularly scheduled basis with the use of infrared spectrometer, or other equivalent technology, that identifies different compounds in a given sample; -- Providing distribution and disposal of harm reduction supplies and education; -- Providing culturally responsive community outreach and engagement to the Priority Population to encourage people disproportionately impacted by substance use to use the program. This can include outreach to other providers, training, and/or street-based outreach.	Regular	12/31/2028
43520-23/24	Public Works	\$18,000,000	Provide specialized services in Cost Estimating to support Department of Public Works design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized.	Regular	12/31/2031 <i>Any approval will be conditioned on a status report to the Commission in year 4 of the PSC.</i>

PSC	Department	Amount	Type of Service	Type of Approval	Duration
46672-22/23	City Administrator	Current Approved Amount \$750,000 Increase Amount Requested \$750,000 New Total Amount Requested \$1,500,000	Contractors shall provide set-up/installation and break-down services of barricades, fencing, and other crowd and traffic safety equipment that are rented and at times, may be purchased by City departments, to ensure public safety during various special events (e.g., Pride Parade, Warriors championship parade, Fleet Week) and for other circumstances, including street/sewer paving and repair, vehicular accidents, etc. that require temporary crowd and/or traffic safety control measures.	Modification	10/31/2028

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.

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.

- (8) Request for Hearing by Deborah L. Aragon General Laborer (7514) Department of Public Works on Their Future Employment Restrictions. (File No. 0031-22-7) – Action Item**

Recommendation: Accept the report and approved the second request from the Department of Public Works to postpone this item to the meeting of March 4, 2024.

- (9) Appeal by Peter Kreiden of the Human Resources Director’s determination to administratively close Kreiden’s complaint of harassment, retaliation, and denial of reasonable accommodation. (File No. 0196-23-6) – Action Item**

Recommendation: Postpone the hearing of the appeal to the Civil Service Commission Meeting of July 1, 2024, at the request of the appellant.

- (10) Request for a Hearing by Ellen Mendelson on Behalf of Stephen Wong former Community Police Services Aide (9209), San Francisco Police Department on their Future Employment Restrictions against all City Departments. (File No. 0212-23-7) – Action Item**

Recommendation: Postpone this appeal to the Civil Service Commission Meeting of March 4, 2024, at the request of the appellant’s attorney.

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.

- (11) Appeal by Chris Ray-Rohan of the Rejection of their Application for the H-30 Captain Examination Administration. (File No. 0004-24-4) – Action Item**

Recommendation from the Department of Human Resources:

Adopt the report of the Department of Human Resources and deny the appeal by Ray-Rohan.

- (12) Appeal by Holly Doudiet of the Rejection of their Application for the H-30 Captain Examination Administration. (File No. 0005-24-4) – Action Item**

Recommendation from the Department of Human Resources:

Adopt the report of the Department of Human Resources and deny the appeal by Doudiet.

- (13) Appeal by Dale H. Dockery of the Rejection of their Application for the H-30 Captain Examination Administration. (File No. 0006-24-4) – Action Item**

Recommendation from the Department of Human Resources:

Adopt the report of the Department of Human Resources and deny the appeal by Dockery.

- (14) Appeal by Gregory Bruno Bovo of the Rejection of their Application for the H-30 Captain Examination Administration. (File No. 0007-24-4) – Action Item**

Recommendation from the Department of Human Resources:

Adopt the report of the Department of Human Resources and deny the appeal by Bovo.

- (15) Appeal of Rejection of Application by Maung M Gyi for 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-T00083). (File No. 0232-23-4) – Action Item**

Recommendation of the Municipal Transportation Agency:

Adopt the report and deny the appeal by Gyi.

- (16) Appeal of Rejection of Application by Mailei Maloa for 7253 Electrical Transit Mechanic Supervisor I (CBT-7253-T00083). (File No. 0234-23-4) – Action Item**

Recommendation of the Municipal Transportation Agency:

Adopt the report and deny the appeal by Maloa.

- (17) **Appeal by Eric Eliasson of Human Resources Director’s determination that SFPUC did not violate the City’s EEO Policy in denying Appellant’s request for a religious accommodation that would exempt Appellant from the City’s Vaccination Policy. (File No. 0238-22-6) – Action Item**

August 7, 2023: Approved the request for postponement by the Department of Human Resources due to pending grievance.

Recommendation from the Department of Human Resources:

Adopt the report, uphold the decision of the Human Resources Director, and deny the appeal by Eric Eliasson.

SEPARATIONS AGENDA

- (18) **Request for a Hearing by Reginald Rogers on Their Future Employment Restriction with the City and County of San Francisco. (File No. 0192-23-7) – Action Item**

Recommendation of the Municipal Transportation Director:

Accept the report, deny the appeal and approve proposed restrictions, and cancel any current examination and eligibility status.

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

- (20) **ADJOURNMENT**