



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

**LONDON N. BREED
MAYOR**

**AGENDA
Regular Meeting
April 15, 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 #2662 016 0364. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: #2662 016 0364
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 meetings use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code #2662 016 0364.

Regular Meeting April 15, 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 #
2662 016 0364

- 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**

Regular Meeting of April 1, 2024 – 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. 0070-24-8) – Action Item**

| PSC | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|--------------------|-------------|---|------------------|--|
| 41060-23/24 | Airport | \$600,000 | Contractor shall provide software and transportation services to support the San Francisco International Airport's ("SFO" or "Airport") food recovery program. The software will provide comprehensive food donation tracking, scheduling, and reporting capabilities. Transportation services will include pickup of food donations from the Airport's centralized food collection rooms and delivery to non-profit charitable organizations. | Regular | 03/18/2029 |
| 44729-23/24 | Airport | \$5,500,000 | The San Francisco International Airport (Airport) requires financial consulting services for: 1) economic impact, workforce analysis, and wage studies, 2) grant management, 3) capital plan management, and 4) air traffic analysis. The economic impact and wage studies work includes providing economic models and trends, providing airline route analysis and business profile of international airports, and reporting of the Airport financial impact to the communities. The grant management work includes federal/state/local grant research, assessment, funding reimbursement, compliance, and passenger facility charge (PFC) program guidance. The capital plan management work includes evaluation of projects for federal grants, providing independent analysis to meet government and regulatory requirements, preparing financial models, analysis of operating budget and capital planning processes, and providing advice on the Airport's financing program. The air traffic analysis work includes analysis of policy and regulatory issues that pertain to airport funding, U.S Department of Transportation (DOT) and Federal Aviation Administration (FAA) regulations, and various policies on rates setting, allocation of gates, and financial analysis to maximize Airport infrastructure usage with airlines. | Regular | 04/15/2029 |
| 42465-23/24 | Arts Commission | \$182,000 | On-site market management for the Embarcadero Plaza art market. A liaison between the Arts Commission and currently licensed artists, provide event management support between permitted events and artists, provide security and de-escalation services for artists and other members of the public, and assist with the general set-up and take-down of the market on Saturdays. | Regular | 06/30/2031 <i>Any approval will be conditioned on a status report to the Commission in year 4 of the PSC.</i> |
| 41063-23/24 | City Administrator | \$2,000,000 | Contractor shall provide as-needed graffiti abatement services for private properties located in San Francisco. The services involve multi-surface graffiti removal processes including sanding, scraping, priming, power washing, color matching, painting and the application of environmentally safe chemical removers and cleaning agents. These services are for private properties and include sidewalks, facades, masonite, pull-down grates, granite, brick, concrete, retaining walls, rooftops, iron gates, street level building areas, and all painted surfaces. | Regular | 06/30/2029 |

| PSC | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|-------------------------------|--------------|--|------------------|------------|
| 46213-23/24 | Department of Early Childhood | \$1,600,000 | The contractor will continue to help plan and implement a robust and comprehensive communications strategy for the new Department of Early Childhood (DEC), formed by the San Francisco Children and Families First Commission, dba First 5 San Francisco (F5SF) and the San Francisco Office of Early Care & Education (OECE). As DEC increased its staffing, it anticipates that the consultant will play a more direct role with the implementation during the initial phase of this project, and DEC staff members will increase their responsibilities for the communications plan implementation accordingly. Key deliverables include, but are not limited to: 1. Perform comprehensive assessment of existing OECE, First 5 SF, and DEC communications content and infrastructure including collaboration with former communications consulting firm as needed to create a smooth transition. 2. Develop and implement a multi-stakeholder planning process culminating in a comprehensive plan for communications and community engagement for DEC. 3. Assist ongoing launch of DEC brand identity through electronic, print, and other media and communications and development. 4. Increase DEC communications capacity in identified areas of need. | Regular | 06/30/2026 |
| 46649-23/24 | Department of Early Childhood | \$10,000,000 | This request is for professional training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs. Technical assistance and capacity building will be provided broadly to address issues of program quality, administrative capability, and fulfillment of state and local early care and education requirements. | Regular | 06/30/2026 |
| 42294-23/24 | Public Utilities Commission | \$10,720,500 | The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco (“City”), seeks to retain the services of a qualified firm to provide construction management (CM) staff augmentation services for the New City Distribution Division (CDD) Campus Project (“Project”) located at 2000 Marin Street, San Francisco. The Project will replace CDD’s aging facilities with more efficient facilities to alleviate departmental overcrowding, address building code and safety issues, eliminate inefficiencies such as decentralized locations, and accommodate CDD’s current and future operational needs for the City’s water distribution system. The new facilities will reflect a total build-out of approximately 400,000 gross square feet to support approximately 500 employees and will include a four-story administrative office building, warehouse, industrial shops, parking structure/garage, fueling station, and a landscaped plaza and other green areas. The CM staff augmentation services required for the Project include, but are not limited to, construction administration, construction inspection, construction contracts management, and project controls (construction scheduling and cost estimation). | Regular | 12/31/2028 |

| PSC | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|------------|--|--|------------------|------------|
| 39913-23/24 | Police | Current Approved Amount \$525,000 Increase Amount Requested \$500,000 New Total Amount Requested \$1,025,000 | The contractor will provide background investigation services for civilian and command-level San Francisco Police Department (SFPD) employment applicant positions. The contractor's services will include, but not be limited to, interviewing applicants, investigating records from the criminal justice system, credit reporting agencies, and Department of Motor Vehicles, and contacting employers and references Scope Change: The Contractor previously only conducted pre-employment background investigations for civilian positions. The scope of work is being modified to include pre-employment background investigations for sworn law enforcement positions. Polygraph exams are included as part of the background investigations process for sworn positions. The SFPD currently has a huge backlog of candidates waiting for background investigations to be completed. | Modification | 10/31/2026 |
| 44812-20/21 | Sheriff | Current Approved Amount \$19,830,206 Increase Amount Requested \$14,905,123 New Total Amount Requested \$34,735,329 | The San Francisco Sheriff's Office has made it a top priority to reduce recidivism and improve the outcomes of the incarcerated population and offering alternatives to incarceration while maintaining public safety. A key component of this effort is to provide effective pretrial programming with a continuum of pretrial supervision options. SFSO is seeking to contract with a provider experienced in providing such a continuum that upholds the presumption of innocence as outlined in federal law, while reducing incarceration and helping to maintain public safety. Components of this continuum will include: • Probable Cause review • Pretrial Risk Assessment • Alternatives to Pretrial Incarceration with Levels of Supervision Matched to Risk • Pretrial Diversion for persons charged with misdemeanors • Group Facilitation | Modification | 06/30/2026 |

Recommendation of the Human Resources Director:

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

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) Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2024-2025. (File No. 0071-24-3) – Action Item**

Recommendation from the Department of Human Resources:

Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2024.

- (9) **Appeal by Brenda Donald of Human Resources Director’s finding that investigation did not substantiate Donald’s allegations of discrimination and retaliation. (File No. 0073-21-6) – Action Item**

Recommendation: Postpone to the meeting of June 17, 2024, at the request of the appellant.

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.

- (10) **Proposed Amendments to Civil Service Commission Rule Series 020 Leaves of Absence. (File No. 0072-24-5) – Action Item**

Recommendation: Accept the Executive Officer’s staff report; incorporate any changes made by the Civil Service Commission; and direct the Executive Officer to post the proposed revisions to Civil Service Rules Series 020 Leaves of Absence in accordance with the Charter and Civil Service Rules for adoption following meet and discuss with the affected labor unions and interested stakeholders.

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

- (12) **ADJOURNMENT**