



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

**LONDON N. BREED  
MAYOR**

Date: September 16, 2024  
To: Civil Service Commission  
From: Sandra Eng  
Executive Officer  
Subject: **Civil Service Commission Priority Goals and Objectives for  
Fiscal Year 2024-25**

- CSC Annual Report
  - Anniversary Edition (125 years)
- Rule Amendment Proposals
  - Delete rules that have expired or are no longer applicable (e.g. X24 Apprenticeship Program, Rule 112 Article IV Redevelopment, Rule 112 Article V Office of Community Investment and Infrastructure, Limited Tenure)
  - Rule Series 022 Employee Separation Procedures – provide clarification that this rule may be superseded by a collective bargaining agreement for those employees subject to Charter Section 8.409 except for future employment restriction matters
  - Rule 410 Examination Announcement and Applicants – Approval required for acceptance of non-contemporaneous documentation
  - Evaluate hiring barriers by meeting with stakeholders (e.g. human resources staff, hiring managers, employee organizations) with a commitment to removing barriers to expedite hiring with a focus on equity (Rules Series 009 - 013)
- Policy Amendment Proposals
  - Policy on Future Employment Restrictions – to reconsider the ability to remove permanent citywide bans
- Amend Performance Measures
  - Propose rule or policy amendments to expedite hiring
  - 90% of examination appeals forwarded and resolved by the Commission in the fiscal year
  - 60% of equal employment opportunity appeals forwarded and resolved by the Commission
  - 60% of future employment restriction appeals forwarded and resolved by the Commission in the fiscal year
  - 60% of appeals regarding other matters (e.g., classification, acting assignments, personal service contracts)
  - 90% of completed inspection service requests

- Amended Performance Measures (continued)
  - 70% of completed inspection service requests within 60 days
  - 12 Merit System Audits completed in a fiscal year
  - 6 performance appraisals were scheduled
  - 6 scheduled performance appraisals were completed
- Procedures
  - Hearing of Equal Employment Opportunity Appeals
  - Establishing a database for appeals with the ability to sort by different categories such as dates received, dates scheduled, pending grievances, litigation, arbitration, settlement agreements
  - Establishing a database for inspection service requests with the ability to sort by different categories such as department, subject matter, dates received, duration of inspection
- Website
  - Add Frequently Asked Questions
  - Create the ability to submit appeals online
- Racial Equity Action Plan
  - Collaborate with the Office of Racial Equity and other racial equity leaders citywide specifically on pipelines to City employment
  - Provide an annual overview of the merit system to racial equity leaders
  - Conduct training on the Civil Service Commission Rules, policies and procedures to racial equity leaders
  - Participate in Racial Equity conferences and lead workshops
- Training
  - Merit System Overview to human resources staff, hiring managers, and employee organizations
  - Conduct further training on appeals and staff reports to other departments and specifically design the training for specific divisions (e.g., examinations, labor relations)
  - Responding to Inspection Service Requests
  - Conferences for staff development and growth
- Advisers
  - Verification of Minimum Qualifications
  - Non-Contemporaneous Documentation